

INSTRUCTIONS AND GUIDELINES

SBA on:

https://apply07.grants.gov/apply/forms_apps_idx.html

This section provides instructions and guidelines for the forms that are required for the grant program to which you are applying. These forms must be submitted electronically via **www.grants.gov**. **NO other forms of submission or late submissions will be accepted.**

Questions regarding this funding opportunity announcement (programmatic or financial) should be directed to SBA, Office of Women's Business Ownership at 202-205-6673. **ONLY** those existing WBC's identified in **Opportunity No.: OWBO-WKPLN-2012-13** should contact SBA.

Technical questions regarding Grants.gov should be directed to the Grants.gov Help Desk at 1-800-518-4726. The SBA cannot provide technical assistance regarding the Grants.gov electronic grant submission system.

This is a non-competitive announcement, therefore no synopsis is posted at Grants.gov. To locate Opportunity No.: OWBO-WKPLN-2012-13, the following steps must be completed:

1. Go to: https://apply07.grants.gov/apply/forms_apps_idx.html
2. In the block titled Funding Opportunity Number, type the following:
OWBO-WKPLN-2012-13
3. Click "Download Package" button

A checklist of required submissions specific to Opportunity No.: OWBO-WKPLN-2012-13 is located in the e-mail and at the end of the funding opportunity document. Use the checklist to ensure your submission is complete.

IMPORTANT: Active CCR registration is mandatory. Check to ensure active registration prior to submitting your application through Grants.gov. (<https://www.bpn.gov/ccr/default.aspx>)

The following forms are a part of the Grants.gov mandatory application package.

1. **SF-424, Application for Federal Assistance;**
The SF-424 asks for basic information about your organization. Instructions how to complete this form are located in Section III. L. of Opportunity No.: OWBO-WKPLN-2012-13.
2. **SF-424A, Budget Information – Non-Construction Programs;**
The SF-424A is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year. The Federal amount should not exceed the funding level stated in the opportunity announcement.

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. **SF-424B, Assurances – Non-Construction Programs;**
The SF-424B 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. **SF-LLL, Disclosure of Lobbying Activities;**
5. **Attachment Buttons Form; and**
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. Submit files in Microsoft Word, Excel, or PDF formats. See further instructions below regarding the naming of documents to be inserted in the Attachment Buttons Form below:
6. **Faith Based EEO Survey** (This is an optional form. You do not have to submit this form if you so choose.)

All other forms and worksheets required by Opportunity No.: OWBO-WKPLN-2012-13 are listed below and are located at the OWBO website located at: <http://www.sba.gov/wbc>

1. **Annual Budget Summary, Detailed Expenditures Worksheet (B10 – B16);**
These worksheets (which is a Microsoft Excel document) requests breakout of all costs shown on the SF-424A. It also requests the narrative details about your budget. Be sure to provide all cost narrative details in the manner requested by the form (directions for narrative are provided in each section). The Annual Budget Summary Worksheet is located at <http://www.sba.gov/wbc>
2. **Certification of Cash Match & Program Income Worksheet;**
The worksheet must list the amount of cash match and program income (expected or earned in a prior year project period) as shown in the budget which will be used as match during this upcoming project year. Note: Do not include In-kind contributions.
3. **SBA Form 1224, Grant/Cooperative Agreement Cost Sharing Proposal;**
This form must list the amount of cash match and the program income (expected or earned in a prior year project period) as shown in the budget which will be used as match during this upcoming project year. Note: Do not include In-kind contributions on this worksheet.
4. **Projected Milestone Chart;**
5. **WBC Self-Assessment of Web-Based Activities;**
6. **SBA Form 1623, Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions; and**
7. **SBA Form 1711, Certification Regarding Lobbying.**

Attachment Buttons Information:

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. Submit files in Microsoft Word, Excel, or PDF formats. Please name and attach the proper file to the proper button as listed below.

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

ATTACHMENT 1 -- to this button, **attach your Mission Alignment & Experience (include a Table of Contents and completed checklist.) as identified in Section II.D.** All parts of the option year work plan & budget must be submitted electronically via www.grants.gov. **NO other forms of submission or late submission will be accepted.**

Name this document: Mission Alignment & Experience.doc (if in Microsoft Word format) or **Mission Alignment & Experience.pdf** (if in pdf format).

ATTACHMENT 2 -- to this button, **attach your Annual Budget Summary Worksheets (B10-B16) for the Base Year.**

Name this document: Option Year B10-B16 - Annual Budget Summary.doc (if in Microsoft Word format) or **Option Year B10-B16 Annual Budget Summary.pdf** (if in pdf format).

ATTACHMENT 3 -- to this button, **attach your Certification of Cash Match & Program Income Worksheet (remember to include list of sources of match).**

Name this document: Certification of Cash Match & Program Income Worksheet.doc (if in Microsoft Word format) or **Certification of Cash Match & Program Income Worksheet.pdf** (if in pdf format).

ATTACHMENT 4 -- to this button, **attach your Projected Milestone Chart.**

Name this document: Projected Milestone Chart.doc (if in Microsoft Word format) or **Projected Milestone Chart pdf** (if in pdf format).

ATTACHMENT 5 -- to this button, **attach your WBC Self-Assessment of Web-Based Activities Worksheet.**

Name this document: WBC Self-Assessment of Web-Based Activities.doc (if in Microsoft Word format) or **WBC Self-Assessment of Web-Based Activities.pdf** (if in pdf format).

ATTACHMENT 6 -- to this button, **attach your SBA Form 1224.**

Name this document: SBA Form 1224.doc (if in Microsoft Word format) or **SBA Form 1224.pdf** (if in pdf format).

ATTACHMENT 7 -- to this button, **attach your SBA Form 1623.**

Name this document: SBA Form 1623.doc (if in Microsoft Word format) or **SBA Form 1623.pdf** (if in pdf format).

ATTACHMENT 8 - 15 -- to these buttons, **attach any remaining documents necessary to complete the requirements of the funding opportunity.**

Name the documents names that easily identify its content.