

**U.S. Department of the Treasury (Treasury)
State Small Business Credit Initiative (SSBCI)
Investing in America Small Business Opportunity Program (SSBCI Investing in America SBOP)
Draft Status – January 11, 2024. Please see Draft Status information below.**

SSBCI Investing in American Small Business Opportunity Program (SBOP) Overview

Treasury is pleased to announce that it is seeking applications from eligible applicants for grant funding under the new SSBCI Investing in America SBOP. Treasury intends to award \$75 million in federal grants through the program to eligible applicants to support programs that propose innovative and high-impact models for delivering technical assistance (TA) in the areas of legal, accounting, and financial advisory services to very small businesses (VSBs) and businesses owned and controlled by socially and economically disadvantaged individuals (SEDI-owned businesses), as those terms are defined in this application and the SSBCI Investing in America SBOP Notice of Funding Opportunity ([NOFO](#)). Under the program, applications that can maximize impact by providing or securing a dedicated cash match to supplement or expand TA offerings will receive more points in the evaluation process. In addition, an application will receive more points if the TA program is designed to serve eligible small businesses on a regional basis as described in Section C.1 of the NOFO and the “Project Reach” evaluation criterion in Section E.1 of the NOFO.

Treasury seeks to advance the following objectives through the SSBCI Investing in America SBOP:

- Connect VSBs and SEDI-owned businesses with loans or investments supported by the SSBCI Capital Program or other federal or other jurisdiction small business programs.
- Assist VSBs and SEDI-owned businesses to secure financing so they can access, leverage, and scale into business opportunities arising from legislation such as the American Rescue Plan Act of 2021 (ARPA), the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors and Science Act (CHIPS and Science Act), or the Inflation Reduction Act (IRA).
- Incentivize innovation in the delivery of TA services through collaborations with other jurisdictions, SEDI-owned LAF firms, non-traditional TA providers, educational institutions, and community-serving organizations.
- Scale the impact of SSBCI Investing in America SBOP awards through matching funds, including from the private sector.

Applicants should consult the NOFO for additional guidance corresponding to the various sections of this application.

The SSBCI Investing in America SBOP is related to and supports the SSBCI Capital Program and the allocation formula-based SSBCI TA Grant Program. The SSBCI Capital Program supports credit and investment programs for eligible small businesses, and the formula SSBCI TA Grant Program funds the provision of TA services in the areas of legal, accounting, and financial advisory services to eligible small business beneficiaries applying for SSBCI funding and other government small business programs.

The SSBCI Investing in America SBOP Assistance Listing No. 21.034 may be accessed at <https://sam.gov/fal/7e234b832dc24935a07927f9ce3a6f98/view>

DRAFT STATUS

Please note that this version of the application is in draft status and is being published while Treasury accepts comments under the Paperwork Reduction Act (see below). **Publication of this draft version of the application does not open the application submission window or start the 60 calendar day**

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application deadline clock referenced in the NOFO. Treasury will publish a final version of the application and an announcement regarding the submission window and application deadline in the future.

PAPERWORK REDUCTION ACT NOTICE

The information collections discussed in this application will be submitted to the Office of Management and Budget (OMB) under OMB control number 1505-0227 in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35). OMB approval for this information collection is forthcoming and the information will be collected following OMB approval. This document will be updated to reflect that approval.

The information collected in this application will be used by the U.S. Department of the Treasury to determine whether to approve an applicant for grant funding under the SSBCI Investing in America SBOP. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by the Office of Management and Budget (OMB). The estimated burden associated with this collection of information is 6 hours per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency, and Records, U.S. Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send this application form to this address.

PRIVACY ACT STATEMENT

The Privacy Act of 1974 (Privacy Act) protects certain information that the federal government has about “individuals” (United States citizens and lawfully admitted permanent residents). The Privacy Act does not generally apply to businesses, but some federal courts have found that this law applies to sole proprietors (they are deemed “individuals” under the Privacy Act).

AUTHORITY: Small Business Jobs Act of 2010 (SBJA), Title III, 12 U.S.C. § 5701 et seq., as amended by the American Rescue Plan Act of 2021 (ARPA), section 3301.

PURPOSE: This information is being collected and maintained by Treasury so that it can review and make funding decisions regarding applications submitted for grant funding under the SSBCI Investing in America SBOP established under the SBJA, as amended by ARPA, and communicate with applicant contacts, and otherwise carry out the program.

ROUTINE USE: The information you furnish may be shared in accordance with the routine uses outlined in Treasury .013, Department of the Treasury Civil Rights Complaints, Compliance Reviews, and Fairness in Federal Programs Files System of Records Notice (SORN); Treasury .015, General Information Technology Access Account Records, 85 Fed. Reg. 73353; and Treasury .017, Correspondence and Contact Information, 81 Fed. Reg. 78266. For example, one routine use under Treasury .017 allows the disclosure of information to international, federal, state, local, tribal, or private entities for the purpose of the regular exchange of business contact information in order to facilitate collaboration for official business. More information about this and other routine uses can be found in the System of Records Notices (SORNs) listed above, which are posted on Treasury’s website.

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DISCLOSURE: Providing this information is voluntary. However, failure to furnish the requested information may result in the denial of your application.

Need Help? Contact Us

For assistance on your submission and other questions, contact SSBCI_Information@Treasury.gov.

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Section 1: User Instructions

Welcome to the U.S. Department of the Treasury (Treasury) application submission portal for the State Small Business Credit Initiative Investing in America Small Business Opportunity Program (SSBCI Investing in America SBOP). Any state, territory, the District of Columbia, or Tribal government (each a “jurisdiction”) that has been approved as a participating jurisdiction in the SSBCI Capital Program is eligible to apply. Jurisdictions that are not yet approved as participating jurisdictions in the SSBCI Capital Program, but have submitted a complete and timely SSBCI Capital Program applications (or are part of a joint Tribal government application) are also eligible to apply. Please note that to receive an SSBCI Investing in America SBOP award, a jurisdiction must be approved as a participating jurisdiction in the SSBCI Capital Program.

For your application to be evaluated by Treasury, please follow the instructions below. Eligible applicants must be registered in the System for Award Management (SAM, at SAM.gov) before submitting their application to Treasury for a grant under this program and pursuant to 2 CFR § 25.200(b), must maintain an active SAM registration at all times throughout the application period and if awarded, throughout the period of performance of the grant. In addition, all applicants must provide their unique entity identifier (UEI) assigned to them in SAM.gov in their application.

OMB CONTROL NUMBER: 1505-0227

EXPIRATION DATE: 07/31/2025

The SSBCI Investing in America SBOP application consists of nine sections, some of which are optional:

- Section 1: User Instructions
- Section 2: Application Documents
- Section 3: Key Terms
- Section 4: SSBCI Investing in America SBOP Eligible Applicant and Subrecipient Information
 - Section 4.1: Eligible Applicant
 - Section 4.2: SSBCI Investing in America SBOP Authorized Official
 - Section 4.3: Primary and Secondary Contacts
 - Section 4.4: Subrecipients
 - Section 4.5: Financial Institution Information
- Section 5: Program Design and Substance
- Section 6: Proposed Budget and Narrative Justification
 - Section 6.1: Proposed Budget
 - Section 6.2: Narrative Justification of Budget
 - Section 6.3: Letter(s) of Private Matching Funds Commitment (if applicable)
- Section 7: Assurances and Certifications
 - Section 7.1: Form SF-LLL – Disclosure of Lobbying Activities (if applicable)
 - Section 7.2: Assurances of Compliance with Civil Rights Requirements
 - Section 7.3: SSBCI Investing in America SBOP Assurances and Certifications
- Section 8: Optional Programmatic Supporting Documentation
- Section 9: Application Certification and Submission

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For a list of documents that you will need to download, fill out, and upload as part of your completed application, see Section 2: Application Documents.

After completing a section, you must click the NEXT button at the bottom right corner of the screen to save your responses and advance to the next section. At any time, you may also click the SAVE button on the bottom right corner of the screen to save an application in progress. Once an application in progress is saved, you may return to it later to amend or complete your application.

After the application is completed, electronically signed, and submitted successfully, the SSBCI Investing in America SBOP Authorized Official (or the official who has been delegated authority to act on the SSBCI Investing in America SBOP Authorized Official's behalf) and the primary and secondary contacts identified in Sections 4.2 and 4.3 will receive an automated confirmation email from Treasury.

If you have any additional questions, please contact SSBCI_Information@Treasury.gov.

For additional information on SSBCI, please see the SSBCI homepage at

<https://home.treasury.gov/policy-issues/small-business-programs/state-small-business-credit-initiative-ssbci>.

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Section 2: Application Documents

All applicants for grants under this the SSBCI Investing in America SBOP must provide certain information in their application and supporting documentation to be considered for funding. Please review the NOFO carefully to determine required application documents applicable to a proposed application.

To complete the application, you will need to upload the following documents as applicable to your application. Descriptions and examples can be found within the application and templates. It is the responsibility of the applicant to upload documents where required throughout the application. Please refer to the instructions within the application for guidance on what these documents should include. Links to templates are provided below for download, as well as throughout the application in the sections in which the documents are required.

- 1 - Delegation of Authority
- 2 - Recipient Letter of Designation
- 3 - Joint Applicant Designation Documentation
- 4 - Program Design and Substance
- 5 - Negotiated Indirect Cost Rate Agreement (NICRA)/Cost Allocation Plan
- 6 - Letter(s) of Matching Funds Commitment
- 7 - Narrative Justification of Budget
- 8 - Assurances of Compliance with Civil Rights Requirements
- 9 - SSBCI Investing in American SBOP Assurances and Certifications
- 10 -Form SF-LLL: Disclosure of Lobbying Activities
- 11 -Programmatic Supporting Documentation

Section 3: Key Terms

The following key terms are used in various parts of the application and are consistent with the NOFO. Please take time to review these terms and refer to this section as necessary to complete your application fully and accurately.

- Eligible beneficiaries are VSBs and SEDI-owned businesses (as defined in this section and in section A.2 of the NOFO) that are applying for an SSBCI capital program or other federal or other jurisdiction small business program.

References throughout this application to businesses applying for SSBCI capital programs or other small business programs also include businesses that are preparing to apply for or have previously applied for such programs.

- A legal, accounting, or financial advisory firm (LAF firm) is a for-profit or nonprofit entity that meets at least one of the following criteria:
 1. A primary purpose of the entity or a central part of the entity’s mission is to provide legal, accounting, and/or financial advisory services,
 2. The entity regularly markets or publicizes itself as providing legal, accounting, and/or financial advisory services, or
 3. At least 25% of the entity’s revenues or staff are dedicated to providing legal, accounting, and/or financial advisory services.

See also FAQ # 2 “How does Treasury define a ‘legal, accounting, or financial advisory firm’ for purposes of the TA Grant Program?” under Section III. Eligible Recipients, Beneficiaries, and TA providers at <https://home.treasury.gov/system/files/136/SSBCIFAQs.pdf>, which will apply to applications and grants funded under the SSBCI Investing in America SBOP.

- A SEDI-owned business is:
 1. A business enterprise that certifies that it is owned and controlled by individuals who have had their access to credit on reasonable terms diminished compared to others in comparable economic circumstances due to:
 - Membership of a group that has been subjected to racial or ethnic prejudice or cultural bias within American society,
 - Gender,
 - Veteran status,
 - Limited English proficiency,
 - Disability
 - Long-term residence in an environment isolated from the mainstream of American society,
 - Membership of a federally or state-recognized Indian Tribe,
 - Long-term residence in a rural community,
 - Residence in a U.S. territory,
 - Residence in a community undergoing economic transitions (including communities impacted by the shift towards a net-zero economy or deindustrialization), or
 - Membership of an underserved community. (Underserved communities are populations sharing a particular characteristic, as well as geographic communities, that have been

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- systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of equity. Equity is consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality);
2. A business enterprise that certifies that it is owned and controlled by individuals whose residences are in Community Development Financial Institution (CDFI) Investment Areas, as defined by 12 CFR § 1805.201 (b)(3)(ii);¹
 3. A business enterprise that certifies that it will build, open, or operate a location in a CDFI Investment area, as defined in 12 C.F.R § 1805(b)(3)(ii); or
 4. A business enterprise that certifies that it is located in a CDFI Investment Area, as defined in 12 CFR § 1805.201(b)(3)(ii).

For purposes of SEDI-owned business category 4 above, an eligible applicant under the SSBCI Investing in America SBOP may reasonably identify businesses located in CDFI Investment Areas based on businesses' addresses from relevant TA applications or documentation without additional certification.

For purposes of the definition of "SEDI-owned business," a business is "owned and controlled" by applicable individuals:

- If the business is privately owned, if 51 percent or more is owned by such individuals;
 - If the business is publicly owned, if 51 percent or more of the stock is owned by such individuals; and
 - In the case of a mutual institution, such as a non-profit, if a majority of the board of directors, account holders, and the community which the institution serves is predominantly comprised of such individuals.
- Eligible applicant means any state, territory, the District of Columbia, or Tribal government (each a "jurisdiction") that has been approved as a participating jurisdiction in the SSBCI Capital Program is eligible to apply. Jurisdictions that are not yet approved as participating jurisdictions in the SSBCI Capital Program, but that have submitted complete and timely SSBCI Capital Program applications (or are part of a joint Tribal government application) are also eligible to apply; however, to receive an SSBCI Investing in America SBOP award, a jurisdiction must be approved as a participating jurisdiction in the SSBCI Capital Program.
 - TA providers provide TA services to eligible beneficiaries and must be either jurisdiction entities (e.g., state agencies or government corporations) or LAF firms.

¹ The CDFI Fund evaluates Puerto Rico, but not other territories, in identifying CDFI Investment Areas. For purposes of the SSBCI, Treasury has also evaluated American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands and has determined that these territories in their entirety constitute CDFI Investment Areas, because each of these territories has a poverty rate of at least 20 percent. See 12 CFR § 1805.201(b)(3)(ii)(D)(1)).

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- TA services are legal, accounting, and financial advisory services provided to eligible beneficiaries as described in Section C.4 of the NOFO.
- A VSB is a business with fewer than 10 employees, and includes independent contractors and sole proprietors.

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Section 4: SSBCI Investing in America SBOP Eligible Applicant and Subrecipient Information

Section 4.1: Eligible Applicant

Please enter information below for the eligible applicant for the jurisdiction, which may be a specific department, agency, or political subdivision of the jurisdiction that has been designated to submit the SSBCI Investing in America SBOP application; sign the grant agreement on behalf of the eligible jurisdiction as the grant recipient, if approved; receive and disburse grant funds, if approved; and carry out grant objectives on behalf of the eligible jurisdiction as the grant recipient, if approved. The term “agency” includes government corporations and other entities authorized or supervised by the jurisdiction; this would include, for example, Alaska Native Corporations.

Note that a Tribal government may choose to apply under its own name and, if approved, receive an SSBCI Investing in America SBOP grant as the recipient instead of designating an agency, department, or political subdivision to apply for and receive the grant on its behalf, so long as that choice is clearly reflected in application. For example, the Tribal government itself should be listed in this Section 4.1 of the application, and the attached designation letter from the governing official of the Tribal government must also reflect the Tribal government as the designated applicant (see Section 4.1B below). The Tribal government must be registered on SAM.gov and include its UEI in the application.

Jurisdiction Name

SSBCI Investing in America SBOP Eligible Applicant Name

SSBCI Investing in America SBOP Eligible Applicant Type [select codes from item 9 of the Form SF-424]

SSBCI Investing in America SBOP Eligible Applicant Unique Entity Identifier (UEI)

SSBCI Investing in America SBOP Eligible Applicant Taxpayer Identification Number (TIN) or Employer Identification Number (EIN)

Does the Eligible Applicant have an active SAM.gov registration? Yes/No

SSBCI Investing in America SBOP Eligible Applicant Address 1

SSBCI Investing in America SBOP Eligible Applicant Address 2

SSBCI Investing in America SBOP Eligible Applicant City

SSBCI Investing in America SBOP Eligible Applicant State

SSBCI Investing in America SBOP Eligible Applicant Zip

SSBCI Investing in America SBOP Eligible Applicant ZIP+4

Is this a joint application on behalf of multiple Tribal governments? Yes/No

Section 4.1A: Joint Application (if “Yes” to joint application question above)

Treasury will permit either a non-Tribal entity or a Tribal-affiliated entity (referred to as “Agent for the Tribes”) to directly apply for and administer an SSBCI Investing in America SBOP grant on behalf of a group of Tribal governments only under the conditions specified in this application and the relevant FAQ, which ensure the Agent for the Tribes is duly authorized by the relevant Tribes to act as their agent and have the capacity to effectively carry out the grant on their behalf. For additional requirements applicable to joint Tribal applications, please see TA Grant Program FAQ #3 “Can a Tribal-affiliated entity or non-Tribal entity apply for a TA grant, sign a TA Grant Agreement, and implement the grant on behalf of a group of Tribal governments” under Section III. Eligible Recipients, Beneficiaries, and TA Providers at <https://home.treasury.gov/system/files/136/SSBCI-FAQs.pdf>, which will apply to applications and grants under this program.

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You have indicated that you are submitting a joint application on behalf of multiple Tribal governments. If this is not correct, please revisit the prior question. If this is correct, please provide the following information for each Tribal government on behalf of which you are submitting this application. In Section 4.2, you will be asked to provide the contact information for the SSBCI Investing in America SBOP Authorized Official responsible for making decisions on behalf of multiple Tribal governments regarding this joint application.

Note: If you are identified as the Eligible Applicant above, do not add yourself as a joint applicant.

SSBCI Investing in America SBOP Co-Applicant Name
SSBCI Investing in America SBOP Co-Applicant UEI
SSBCI Investing in America SBOP Co-Applicant TIN or EIN

Joint Application Designation Documentation:

Each Tribal government co-applicant listed in Section 4.1A above must provide Designation Documentation, which may be a Tribal resolution or other official Tribal documentation, stating or evidencing that the Tribal government has designated the entity named in Section 4.1, which entity is referred to as “Agent for the Tribes.” This documentation must state that the Tribal government consents to the Tribal government’s inclusion in a joint TA Grant Program application with other Tribal governments, and have designated the Agent for the Tribes as their agent with the authority to take the following actions on behalf of the Tribal government:

- Submit the SSBCI Investing in America SBOP Grant Program application;
- Sign the SSBCI Investing in America SBOP grant agreement, if approved;
- Receive and disburse SSBCI Investing in America SBOP funds, if approved; and
- Carry out the grant objectives on behalf of the Tribal government, if approved.

The Designation Documentation must include Tribal resolutions or official documentation of other actions taken by each participating Tribal government to delegate such authority to the entity named in Section 4.1. You may either submit one letter of designation appropriately representing all eligible Tribal governments in your joint application or submit letters of designation for each eligible Tribal government within your application.

Please upload the Designation Documentation:

After you provide the requested information, select the “Add Entity” button to save information for the current entity. If you need to add additional entities, you can do so after you click the “Add Entity” button.

Note that if Treasury preliminarily selects an application that includes an Agent for the Tribes, the Agent for the Tribes must submit additional certifications before Treasury approves an award; however, those certifications are not required at the time of application submission. See also TA Grant Program FAQ #3 “Can a Tribal-affiliated entity or non-Tribal entity apply for a TA grant, sign a TA Grant Agreement, and implement the grant on behalf of a group of Tribal governments” under Section III. Eligible Recipients,

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Beneficiaries, and TA Providers, at <https://home.treasury.gov/system/files/136/SSBCI-FAQs.pdf>, which applies to applications and grants under the SSBCI Investing in America SBOP.

Section 4.1B: Applicant Letter of Designation

The eligible applicant, which may be a specific department, agency, or political subdivision of the relevant jurisdiction, will be required to submit a designation letter on official letterhead signed by the governor of the state, or mayor of the District of Columbia, or governing official of the territory or Tribal government stating or evidencing that they have designated the eligible applicant to do the following on behalf of the jurisdiction:

- Submit the SSBCI Investing in America SBOP application;
- Sign the SSBCI Investing in America SBOP grant agreement, if approved;
- Receive and disburse SSBCI Investing in America SBOP funds, if approved; and
- Carry out the grant objectives, if approved.

This letter should include the title of the SSBCI Investing in America SBOP Authorized Official listed in Section 4.2, who is the applicant official authorized to sign the application and grant agreement and make decisions on behalf of the eligible jurisdiction as the grant recipient under the program.

Please upload the Applicant Letter of Designation.

Section 4.2: SSBCI Investing in America SBOP Authorized Official

Please enter the information for the official who is authorized to sign and make decisions on behalf of the eligible applicant regarding this application (SSBCI Investing in America SBOP Authorized Official). This individual will be asked to authorize the application using a DocuSign electronic signature at the completion of this application in Section 9.

SSBCI Investing in America SBOP Authorized Official First Name

SSBCI Investing in America SBOP Authorized Official Last Name

SSBCI Investing in America SBOP Authorized Official Title

SSBCI Investing in America SBOP Authorized Official Org.

SSBCI Investing in America SBOP Authorized Official Email

SSBCI Investing in America SBOP Authorized Official Phone

SSBCI Investing in America SBOP Authorized Official Address 1

SSBCI Investing in America SBOP Authorized Official Address

SSBCI Investing in America SBOP Authorized Official City

SSBCI Investing in America SBOP Authorized Official State

SSBCI Investing in America SBOP Authorized Official Zip Code

SSBCI Investing in America SBOP Authorized Official Zip Code +4

Has the SSBCI Investing in America SBOP Authorized Official delegated to another official the authority to certify and electronically sign the SSBCI Investing in America SBOP Grant application on their behalf? Yes/No

Section 4.2A: SSBCI Investing in America SBOP Authorized Official Delegation of Authority (if “Yes” to delegated official question above)

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If the SSBCI Investing in America SBOP Authorized Official named in the section above has delegated the authority to another official to certify and electronically sign the application on their behalf, documentation evidencing the delegation of authority must be submitted. The delegation of authority documentation must include:

- The scope of the delegation, including any specific authority to execute and deliver documents;
- The name, title, telephone number, and email address of each official who has been delegated authority;
- The effective date of the delegation and the end date, if any, for which the delegation is valid; and
- References to applicable laws of the state, the District of Columbia, Tribal government, or territory that permit the delegation.

Please enter the information for the delegated official:

SSBCI Investing in America SBOP Delegated Official First Name
SSBCI Investing in America SBOP Delegated Official Last Name
SSBCI Investing in America SBOP Delegated Official Title
SSBCI Investing in America SBOP Delegated Official Organization
SSBCI Investing in America SBOP Delegated Official Email
SSBCI Investing in America SBOP Delegated Official Phone
SSBCI Investing in America SBOP Delegated Official Address 1
SSBCI Investing in America SBOP Delegated Official Address 2
SSBCI Investing in America SBOP Delegated Official City
SSBCI Investing in America SBOP Delegated Official State
SSBCI Investing in America SBOP Delegated Official Zip Code
SSBCI Investing in America SBOP Delegated Official Zip Code +4

If this delegation is submitted, this individual will be asked to authorize the application using a DocuSign electronic signature at the completion of this application in Section 9.

Please upload additional information on this delegation of authority.

Section 4.3: Primary and Secondary Contacts

Please enter information for the primary and secondary contacts who will be notified regarding this application. These contacts will be contacted with any status updates for this application. The SSBCI Investing in America SBOP Authorized Official and/or the official who has been delegated authority to act on the SSBCI Investing in America SBOP Authorized Official's behalf as identified in Sections 4.2 and 4.2A may be listed as application contacts or different individuals may be listed as application contacts.

SSBCI Investing in America SBOP Primary POC First Name
SSBCI Investing in America SBOP Primary POC Last Name
SSBCI Investing in America SBOP Primary POC Title
SSBCI Investing in America SBOP Primary Email
SSBCI Investing in America SBOP Primary POC Phone

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SSBCI Investing in America SBOP Secondary POC First Name

SSBCI Investing in America SBOP Secondary POC Last Name

SSBCI Investing in America SBOP Secondary POC Title

SSBCI Investing in America SBOP Secondary Email

SSBCI Investing in America SBOP Secondary Phone

Do you permit Treasury to share your application’s primary and secondary contacts’ information in Section 4.3 with other states, the District of Columbia, Tribal governments, and territories for SSBCI Investing in America SBOP collaboration purposes? Yes/No

Section 4.4: Subrecipients

If Treasury approves an award under this program, before disbursing any funds to a proposed subrecipient, the recipient must identify the subrecipient and provide documentation that the subrecipient is an entity eligible to receive a subaward under the SSBCI Investing in America SBOP consistent with Section C.3 of the SSBCI Investing in America SBOP NOFO. In addition, the recipient must provide Treasury with an itemized subrecipient budget with an appropriate justification via a budget narrative.

Does the eligible applicant intend to make a subaward for one or more subrecipients to carry out all or a portion of the SSBCI Investing in America SBOP award? Yes/No

Section 4.4A: Subrecipient Information

Please populate the information below for each subrecipient that has been designated to carry out all or part of the SSBCI Investing in America SBOP Award on behalf of the eligible applicant. Once created and saved, the subrecipient information will appear in the table below. Please populate as many fields as possible for each subrecipient below before proceeding to click on ‘Add Subrecipient’ button. For more information regarding subrecipients, please see the SSBCI Investing in America SBOP NOFO, particularly Section C.3.

Subrecipient Type [select codes from item 9 of the Form SF-424]

Subrecipient Name

Subrecipient UEI

Subrecipient TIN or EIN

Does the Subrecipient have an active SAM.gov registration? Yes/No

Subrecipient Street Address 1

Subrecipient Street Address 2

Subrecipient City

Subrecipient State

Subrecipient Zip Code

Subrecipient Zip Code +4

Subrecipient verified as not debarred, suspended, or otherwise excluded per 2 CFR 180.300 and 31 CFR 19.300? Yes/No²

² The applicant must make this verification using SAM.gov. The “Help” tab on SAM.gov provides users with instructions on a variety of topics, including how to search for entity exclusions. To access the instructions on searching for exclusions, visit <https://sam.gov/content/help> and scroll down to “Help for Non-Federal Users.” Click

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Section 4.5: Financial Institution Information

Please provide the following information about the financial institution and bank account to which SSBCI Investing in America SBOP funds will be paid electronically, if approved.

- SSBCI Investing in America SBOP Financial Institution Name
- SSBCI Investing in America SBOP Financial Institution Phone
- SSBCI Investing in America SBOP Financial Institution Address 1
- SSBCI Investing in America SBOP Financial Institution Address 2
- SSBCI Investing in America SBOP Financial Institution City
- SSBCI Investing in America SBOP Financial Institution State
- SSBCI Investing in America SBOP Financial Institution Zip Code
- SSBCI Investing in America SBOP Financial Institution Zip Code +4
- SSBCI Investing in America SBOP Financial Routing Transit Number
- SSBCI Investing in America SBOP Financial Account Number
- SSBCI Investing in America SBOP Financial Account Type: Checking/Savings

on “Searching for Information in SAM.gov” and then click on “Looking for Exclusions.” You may also ask the Federal Service Desk at https://www.fsd.gov/gsafsd_sp.

Section 5: Program Design and Substance

Eligible applicants are required to submit a Program Design and Substance that clearly describes the applicant’s plan for providing TA as part of their application for SSBCI Investing in America SBOP funding.

What is the proposed length of your project?

Note that the length of the period of performance should not exceed 36 months.

The Program Design and Substance should be a maximum of 15 total pages (12 pt. font, one-inch margins), including any exhibits or attachments. Material beyond 15 pages will not be considered.

Eligible applicants must address the following in the Program Design and Substance:

Section 1: Executive Summary (up to one page)

Applicants must include a succinct overview of the proposed project and activities. The executive summary should include what the applicant plans to accomplish, a summary of the proposed activities and deliverables, and a brief description of the potential broader impact of the grant’s successful completion.

Section 2: Description of Project Service Area and Potential to Connect Eligible Beneficiaries to Opportunities

Provide a description of the project’s location and region, including the areas of impact and the targeted participants to be served. Applicants should include a description of the service area’s existing resources and assets to support small businesses, which may include networks of existing TA providers and services or jurisdiction financial resources, and an explanation of the rationale for the service area’s selection. Projects may cover a service area that is regional or multi-jurisdictional, which should be clearly outlined in this section.

In this section, applicants should describe the types of business opportunities the project is designed to help eligible beneficiaries access and leverage. Such opportunities might include those arising from ARPA, BIL, the CHIPS and Science Act, or the IRA or from an existing economic development cluster.³ Applicants should also provide an assessment of the needs of eligible beneficiaries in the project service area in accessing and leveraging the identified opportunities and any limitations or gaps in coverage in providing TA services to eligible beneficiaries.

Section 3: Proposed Solution

Applicants must describe their proposed solution and how it aligns with the needs of the eligible beneficiaries and overcomes any limitations or gaps in coverage in providing TA services, as described in Section 2 of the Program Design and Substance above. The proposed solution should describe how the proposed project will help eligible beneficiaries access, leverage, and scale into identified opportunities. This section should also include an explanation of how the proposed project supports eligible small business beneficiaries applying for the SSBCI Capital Program, and other programs that

³ For purposes of the SSBCI Investing in America SBOP, an economic development cluster means a network of similar, synergistic, or complementary entities that support an industry sector and its various supply chains. See also the definition of “Regional Innovation Clusters or RICs” at 13 CFR 300.3. The applicant should clearly define the relevant local economic development cluster and how the proposed TA project supports the cluster.

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support small businesses. Applicants should describe how the project is connected to relevant small business programs and provide evidence that demonstrates how the applicant will leverage other existing programs and funding sources that currently assist VSBs and SEDI-owned businesses and describe how the project will launch new programming or scale existing programming aimed at reaching currently eligible beneficiaries that are currently underserved. Applicants should demonstrate clearly how the project will create added benefits for the project service area's VSB and SEDI program infrastructure and provide data to support claims.

Applicants should provide information and data that they have used to design their proposed project in a way that effectively addresses eligible beneficiaries' needs, particularly information and data on barriers to capital access and how the project will address those needs to connect beneficiaries to identified opportunities. Information and data may include information from organizations and businesses associated with eligible beneficiaries; historical records and research reports on the need for small business TA services in the project service area; and statistical data on local economic conditions such as unemployment or job-creation numbers.

Section 4: Key Partners and Project Support

Applicants should describe their current partner network, including public and private entities at the national, state, regional, and local level, that will be working on the project. Applicants should identify the TA providers they plan to work with under the SSBCI Investing in America SBOP or examples of TA providers that are representative of the network of providers they intend to work with. If target partners are not identified, applicants should describe their strategy for identification and outreach. Through the application evaluation criteria, Treasury will prioritize applicants that demonstrate how they improve on any self-identified limitations in their traditional networks to engage new and innovative partnerships, beyond the reach of their formula SSBCI TA Grant programs.

Applicants should describe partners' roles and responsibilities on the project and include information about any past collaboration efforts. Applicants should also describe concrete outreach plans to engage new partners that will support the project.

Applicants should describe their strategy to reach VSBs and SEDI-owned businesses, such as regular internal organization meetings to assess project implementation and planned outreach efforts (e.g., publicity, e-mail campaigns, neighborhood canvassing).

As part of Section 4, the applicant must address the statutory requirement relating to prioritization of SEDI-owned TA providers by describing efforts to prioritize SEDI-owned providers to work on the project. If an applicant chooses to contract with third parties to deliver TA services, the applicant must prioritize providers that are SEDI-owned businesses, consistent with any applicable federal, state, and local requirements. In its application, the applicant must explain how it will implement this requirement and prioritize such providers. For purposes of this requirement, prioritization may be satisfied by having (i) a partnership with one or more SEDI-owned TA providers, or (ii) procurement processes, outreach efforts, and a program design that enables SEDI-owned TA providers to be reached.

Section 5: Organizational Capacity and Experience

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Applicants should articulate the relevant prior experience of the applicant and any proposed TA providers and describe the ability of both to execute the project. If TA providers have not yet been selected, the application should include a description of the process for identifying future TA providers, such as applicants' procurement processes (see the NOFO for additional details regarding procurement). Applicants must discuss their capability to directly implement the TA project or to manage subrecipient or contractor implementation. Applicants must also discuss any subrecipient's or contractor's capability to implement the TA project or to manage the implementation of lower-tier subrecipients or contractors. Applicants must discuss the process, sources, and tools used in identifying and determining the capability of the TA providers.

Section 6: Performance Goals and Measures

Applicants are required to describe the goals of their proposed project and the output, outcome, and impact-based performance measures and benchmarks they will use to achieve those goals. Applicants' goals must align with the overarching performance goals of the SSBCI Investing in America SBOP award to provide TA services to eligible beneficiaries, as described in the overview of this NOFO. Applicants' performance measures must align with Treasury's minimum performance measures set out in the NOFO. If awarded, Treasury through performance reports will track the recipients' progress in implementing the performance measures outlined in their application to meet the performance goals of the award.

The following are Treasury's minimum performance measures, with which applicants' performance measures must align:

- Number of eligible beneficiaries that received TA services;
- 2017 North American Industry Classification System (NAICS) for each eligible beneficiary;
- Primary purpose of the TA service or TA services provided to each eligible beneficiary; and
- Identity of each TA provider.

See section D.2.b.iii of the NOFO for sample performance measures.

As noted above, the Program Design and Substance should be a maximum of 15 total pages (12 pt. font, one-inch margins), including any exhibits or attachments. Material beyond 15 pages will not be considered.

Please upload Program Design and Substance.

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Section 6: Proposed Budget and Narrative Justification

Section 6.1: Proposed Budget

Enter the requested amounts in the fields below. The amounts entered below must correspond to the amounts in the detailed budget and narrative justification template you upload in Section 6.2. Please note that depending on your proposed plan, not all fields will require dollar amounts.

Direct Costs by Budget Category (total of federal and non-federal)

SSBCI Investing in America SBOP Prop. Budget Personnel Costs

SSBCI Investing in America SBOP Prop. Budget Fringe Benefits Costs

SSBCI Investing in America SBOP Prop. Budget Travel Costs

SSBCI Investing in America SBOP Prop. Budget Equipment Costs

SSBCI Investing in America SBOP Prop. Budget Supplies Costs

SSBCI Investing in America SBOP Prop. Budget Contractual Costs

SSBCI Investing in America SBOP Prop. Budget Other Costs

Total Indirect Costs

SSBCI Investing in America SBOP Prop. Budget Total Indirect Costs

Non-Federal Funds

SSBCI Investing in America SBOP Prop. Budget Match/Cost Share Amt (Note: Cost sharing or matching is only required if the eligible applicant proposes to add funds to carry out the project from a funding source other than the Federal Government.)

SSBCI Investing in America SBOP Prop. Budget Program Income (Note: Enter the estimated amount of income, if any, expected to be generated from this SSBCI Investing in America SBOP. Do not add or subtract this amount from the Total Program Costs. Use the space below to provide a narrative statement on the nature and source of the program income and articulate any assumptions on the amount of program income.)

Does the applicant have a current Negotiated Indirect Cost Rate Agreement (NICRA) or Cost Allocation Plan? Yes/No

Please upload the NICRA or Cost Allocation Plan.

Section 6.2: Narrative Justification of Budget

Please use the link here to download the template for the detailed narrative justification to support the amounts entered for each budget category above.

The applicant must provide a budget narrative using Treasury's budget narrative template, linked above. The applicant must identify and explain how funds in each line item of the budget will be used to support the proposed SSBCI Investing in America SBOP project. The budget narrative must provide specific justification for all budget categories that apply, including eligible direct cost categories (i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, and other), eligible indirect costs, and program income. The budget narrative must include an explanation of the necessity, allowability, reasonableness, and allocability of proposed costs.

Eligible costs will be determined in accordance with 2 CFR Part 200, Subpart E and other program guidance, including Section D.2.b.iv of the NOFO. Each cost category should be treated consistently in like circumstances as direct or indirect costs, and applicants must not double-count any costs as both direct and indirect costs. The budget narrative should not repeat information provided in the Program

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Design and Substance section but should provide additional detail needed to understand the amounts allocated to each budget line item.

While matching funds are not required under the SSBCI Investing in America SBOP, any voluntary matching funds committed to the proposed project must be clearly identified in the budget narrative. See Section D.2.b.ix.a of the NOFO for required documentation applicable to matching funds.

If applicable, the applicant must clearly describe any proposed pre-award costs in the budget narrative.

Section 6.3: Letter(s) of Commitment for Non-Federal Matching Funds (if applicable)

If an applicant includes proposed non-federal matching funds in the project budget, all such funds must be documented by a letter of commitment from each provider of the funds, as applicable, that clearly:

- States the amount; and
- States or evidences that the funds are available, committed, and unencumbered.

Matching funds that do not have corresponding letters of commitment will not be considered in the application review process. Applicants are not required to submit a corresponding letter if they do not propose matching funds.

Each letter of commitment must be signed by an authorized representative of the contributing organization and should include that organization's contact information, to enable Treasury to verify the terms included in the document. Each letter must:

- State the complete value of the cash matching funds; and
- State or evidence that, at the time of award, the matching funds:
 - Are committed to the project;
 - Will be available as needed; and
 - Are not conditioned or encumbered in any way that would preclude their use consistent with the requirements of an SSBCI Investing in America SBOP award.

Please upload any letter(s) of commitment for non-federal matching funds.

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Section 7: Assurances and Certifications

Section 7.1: Form SF-LLL – Disclosure of Lobbying Activities (if applicable)

Form SF-LLL is required for an applicant to disclose any lobbying activities pursuant to 31 U.S.C. § 13.52. If an applicant does not have any lobbying activities to disclose, Form SF-LLL is not required to be submitted with the application.

Check if not applicable because no there are no lobbying activities to disclose. Please upload the completed form.

Section 7.2: Assurances of Compliance with Civil Rights Requirements

If approved, SSBCI Investing in America SBOP recipients must comply with legal requirements related to nondiscrimination and nondiscriminatory use of federal funds, where such laws are applicable to a recipient and any subrecipient or contractor operating program activities on the recipient’s behalf. To confirm that you will comply with these legal requirements if approved for SSBCI Investing in America SBOP funding, all state, D.C., and territory applicants must download, review, and have the SSBCI Investing in America SBOP Authorized Official sign the assurances of compliance with civil rights requirements form.

Please upload the completed form.

Section 7.2A: Title VI of the Civil Rights Act of 1964 Narrative Form (if applicable)

Any state, the District of Columbia, or territory that is recommended for funding under the SSBCI Investing in America SBOP will be required to undergo a Title VI of the Civil Rights Act pre-award compliance review before being funded and be required to complete a Title VI Narrative form that will be separately provided by Treasury. To expedite this review, applicants may, but are not required to submit a Title VI Narrative form. If any item listed in the Title VI Narrative form is not relevant to the project for which federal financial assistance is requested, the item should be marked as “not applicable.” Applicants may refer to Treasury’s guidance on limited English proficient (LEP) persons when preparing their application for providing language assistance to persons with limited English proficiency.

In lieu of a Title VI Narrative form, applicants may submit a Title VI compliance form recently prepared and submitted (within one calendar year) to another federal agency to expedite this pre-award compliance review. If any information required by Treasury in the Title VI Narrative form is not included in the other agency’s Title VI compliance form, the missing information should be submitted with the application on the Title VI Narrative form to expedite the pre-award compliance review.

See Section E.4 of the NOFO for more information on the Title VI of the Civil Rights Act pre-award compliance review.

Please upload the documentation.

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Section 7.3: SSBCI Investing in America SBOP Assurances and Certifications

All applicants must review, sign, and submit the SSBCI Investing in America SBOP Assurances and Certifications. Please read these documents carefully, as a signature on each document is treated as a material representation of fact upon which reliance will be placed when Treasury makes an award determination regarding your application. If awarded, these Assurances and Certifications will become part of the grant agreement.

Please upload the completed forms.

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Section 8: Optional Programmatic Supporting Documentation

While not required, applicants may provide documents that substantiate elements of their application and their ability to successfully execute the project. These documents may include:

- Letters from other jurisdictions, including municipalities, demonstrating a plan to coordinate on a regional approach (as consistent with Section C.1 above); and
- Letters of partnership support, which detail the specific roles and responsibilities of engaged project partners.

Though these documents are not required for a complete application, applicants that provide such documentation will be prioritized through the evaluation criteria. Applicants should not include information not directly related to their application under this NOFO; Treasury will not consider information that is unrelated to the application or repeats information required in other sections of this application.

Please upload programmatic supporting documentation.

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Section 9: Application Certification and Submission

The SSBCI Investing in America SBOP Authorized Official specified in Section 4.2 or official with delegated authority specified in Section 4.2A must sign your application using a DocuSign electronic signature.

By electronically signing and submitting this application, the applicant and the identified SSBCI Investing in America SBOP Authorized Official or official with delegated authority certify under penalty of perjury that:

1. all the information provided in this application and in email and other forms of communication to Treasury about this application is true and correct;
2. the eligible applicant has and shall retain documentation and records to support the information provided in this application;
3. the SSBCI Investing in America SBOP Authorized Official or official with delegated authority will distribute and notify all Co-Applicants (if applicable), entities, and organizations listed in this application of the status and documentation associated with this application, if applicable; and
4. the applicant shall make such supporting documents and records available upon request.
5. The SSBCI Investing in America SBOP Authorized Official listed in this application, and any official with delegated authority signing on that official's behalf, as applicable, has the authority to submit this application on behalf of the jurisdiction listed in Section 4.1.

After you click the button SUBMIT APPLICATION FOR AUTHORIZED SIGNATURE below, an email will be sent to the SSBCI Investing in America SBOP Authorized Official in Section 4.2 or official with delegated authority in Section 4.2A with your completed application and a DocuSign link to electronically sign the application.

Please ensure the email addresses provided in Sections 4.2 and 4.2A are active and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802). Treasury may refer any allegations of fraud, waste, or abuse in connection with SSBCI to the Treasury Inspector General.

Thank you for submitting your application for signature. An email with a DocuSign electronic signature link has been sent to your Authorized Official in Section 4.2 or the official who has been delegated authority in Section 4.2A to electronically sign the application on SSBCI Investing in America SBOP Authorized Official's behalf.

Your application is not complete or official until Treasury receives the electronically signed application. Please make sure your SSBCI Investing in America SBOP Authorized Official in Section 4.2 or official with delegated authority specified in Section 4.2A receives and responds to the email with the DocuSign electronic signature link.