

The Advanced Manufacturing Jobs and Innovation Accelerator Challenge

Accessing Forms through Grants.gov

Step 1: Open the Application Package and complete EDA forms:

1. Go to the grants.gov Funding Opportunity Number 'JIAC2012AM.'
2. Click on the 'Application' Tab at the top of the screen.
3. A new window will open identifying the opportunity number – click 'download.'
4. A new window will open - click on the 'Download Application Package' link.
5. Follow the instructions provided in the application package to select and move mandatory and optional forms into the submission box.
6. Scroll down and see the forms to complete and save or print.

Step 2: Locate and attach other Funding Agency Forms (NIST, ETA, DOE, SBA):

1. In the application package, click on the 'Full Announcement' Tab.
2. You will see all other mandatory forms available for download – click 'All Mandatory Funding Agency Forms' and open the folder.
3. Click and open the folder titled 'All Mandatory Funding Agency Forms' to see and open the individual forms.
4. These forms can be completed electronically but cannot be saved to your computer. Complete and print each form, scan, and save. If submitting through grants.gov, attach the forms to the application package as an attachment. *Helpful tip: you can zip all of your forms/attachments into one zip file and upload that file as a single attachment to grants.gov.*

Important: If the application team is submitting through grants.gov, the EDA applicant must be the entity to submit the application on behalf of the applicant team. The EDA applicant must have an authorized organization representative (AOR).

Document Checklist

Each Funding Agency requires that their respective applicant(s) (the team member(s) eligible for that Funding Agency's program) submit a complete set of the forms specific to the Scope of Work being proposed to that Funding Agency.¹ For example, an Applicant Team with five Team Members requesting funds will be required to submit five SF-424s--one each to EDA, NIST MEP, DOE, ETA and SBA. Please see the Advanced Manufacturing Jobs and Innovation Accelerator Challenge Federal Funding Opportunity for full instructions. **Each document listed below MUST be included in the application package.**

Document Name	Agency	Location	Mandatory or Optional	
1. Forms				
Form SF-424 – Application for Federal Assistance	EDA	Application Package, grants.gov	Mandatory	
Form SF-424A – Budget Information- Non-Construction Programs	EDA	Application Package, grants.gov	Mandatory	
Form SF-424B – Assurances – Non-Construction Programs	EDA	Application Package, grants.gov	Mandatory	

¹ Co-applicants for EDA funding should submit a set of forms for each applicant.

Document Name	Agency	Location	Mandatory or Optional	
Form CD-511 – Certification Regarding Lobbying	EDA	Application Package, grants.gov	Mandatory	
Form ED-900 – EDA Application for Investment Assistance	EDA	Application Package, grants.gov	Mandatory	
Form SF-LLL – Disclosure of Lobbying Activities	EDA	Application Package, grants.gov	If applicable	
Form SF-424 – Application for Federal Assistance	NIST	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424A – Budget Information- Non-Construction Programs	NIST	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424B – Assurances – Non-Construction Programs	NIST	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form CD-511 – Certification Regarding Lobbying	NIST	Application Package, grants.gov	Mandatory	
Form SF-LLL – Disclosure of Lobbying Activities	NIST	‘Full Announcement’ Tab, grants.gov	If applicable	
Form SF-424 – Application for Federal Assistance	DOE	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424A – Budget Information- Non-Construction Programs	DOE	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424B – Assurances – Non-Construction Programs	DOE	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-LLL – Disclosure of Lobbying Activities	DOE	‘Full Announcement’ Tab, grants.gov	If applicable	
DOE Field Work Proposal (FWP)	DOE	‘Full Announcement’ Tab, grants.gov	If applicable	
PMC 123.1 Budget Justification Form	DOE	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424 – Application for Federal Assistance	ETA	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424A – Budget Information- Non-Construction Programs	ETA	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424B – Assurances – Non-Construction Programs	ETA	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-LLL – Disclosure of Lobbying Activities	ETA	‘Full Announcement’ Tab, grants.gov	If applicable	
Form SF-424 – Application for Federal Assistance	SBA	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424A – Budget Information- Non-Construction Programs	SBA	‘Full Announcement’ Tab, grants.gov	Mandatory	
Form SF-424B – Assurances – Non-Construction Programs	SBA	‘Full Announcement’ Tab, grants.gov	Mandatory	

Document Name	Agency	Location	Mandatory or Optional	
Form SF-LLL – Disclosure of Lobbying Activities	SBA	‘Full Announcement’ Tab, grants.gov	If applicable	
2. Proposal Content				
Executive Summary	EDA, NIST, DOE, ETA, SBA	applicant develops	Mandatory	
Project Narrative	EDA, NIST, DOE, ETA, SBA	applicant develops	Mandatory	
Integrated Work Plan	EDA, NIST, DOE, ETA, SBA	applicant develops, suggested template available on the manufacturing.gov website	Mandatory	
Budget Descriptions	EDA, NIST, DOE, ETA, SBA	applicant develops	Mandatory	
3. Addenda to the Proposal				
Resumes of Key Personnel	EDA, NIST, DOE, ETA, SBA	applicant develops	Mandatory	
Description of Cluster Leadership/Management and Governance	EDA, NIST, DOE, ETA, SBA	applicant develops	Optional	
Verification of Matching Funds	EDA, DOE	applicant develops	Mandatory	
Applicant Team Agreement	EDA, NIST, DOE, ETA, SBA	applicant develops	Mandatory, if more than one organization is applying for funds	
Facilities and Administrative or Indirect Cost Rate Agreement	EDA, NIST, DOE, ETA, SBA	applicant submits	Mandatory if indirect costs included in budget	

Document Name	Agency	Location	Mandatory or Optional	
Comprehensive Economic Development Strategy	EDA	applicant submits	Mandatory if not on file with EDA	
Non-Profit Documentation	EDA	applicant submits	Mandatory if non-profit	
Documentation for Projects with Equipment Costs	EDA	Applicant submits	Mandatory, if certain equipment is included in the project costs – <i>see section V.C.3.h of the FFO for more details</i>	