



THE OFFICE OF INNOVATION &  
ENTREPRENEURSHIP



Build to Scale

Full Application Informational Webinar  
May 5, 2020





# Build to Scale

## TOPICS TO BE COVERED

The Numbers

Technical Requirements

The Application

The Scoring

Next Steps







# THE NUMBERS

Where did we land?



# The Numbers

TOTAL

609

417

VENTURE

146

CAPITAL

46

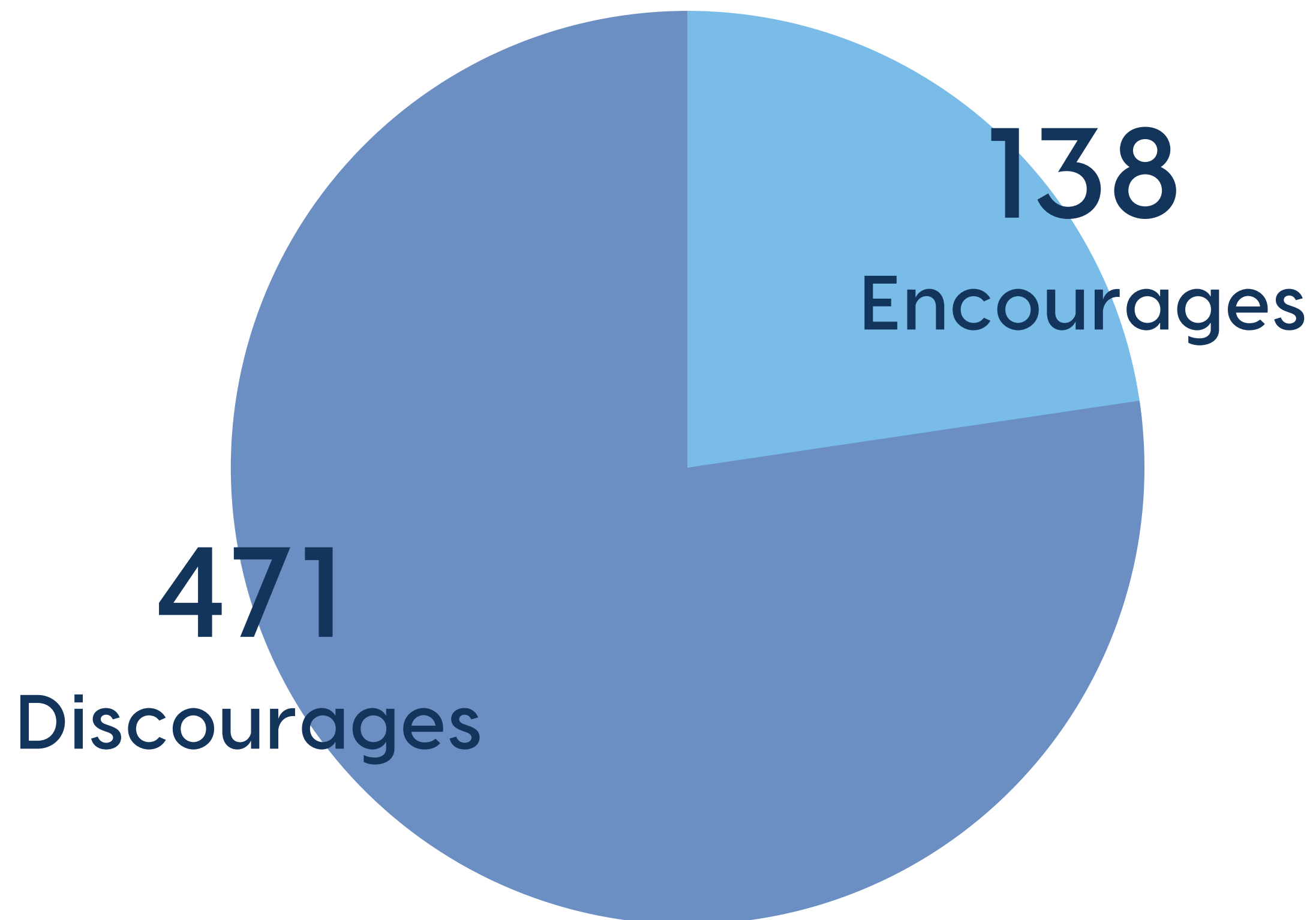
INDUSTRY





# The Numbers

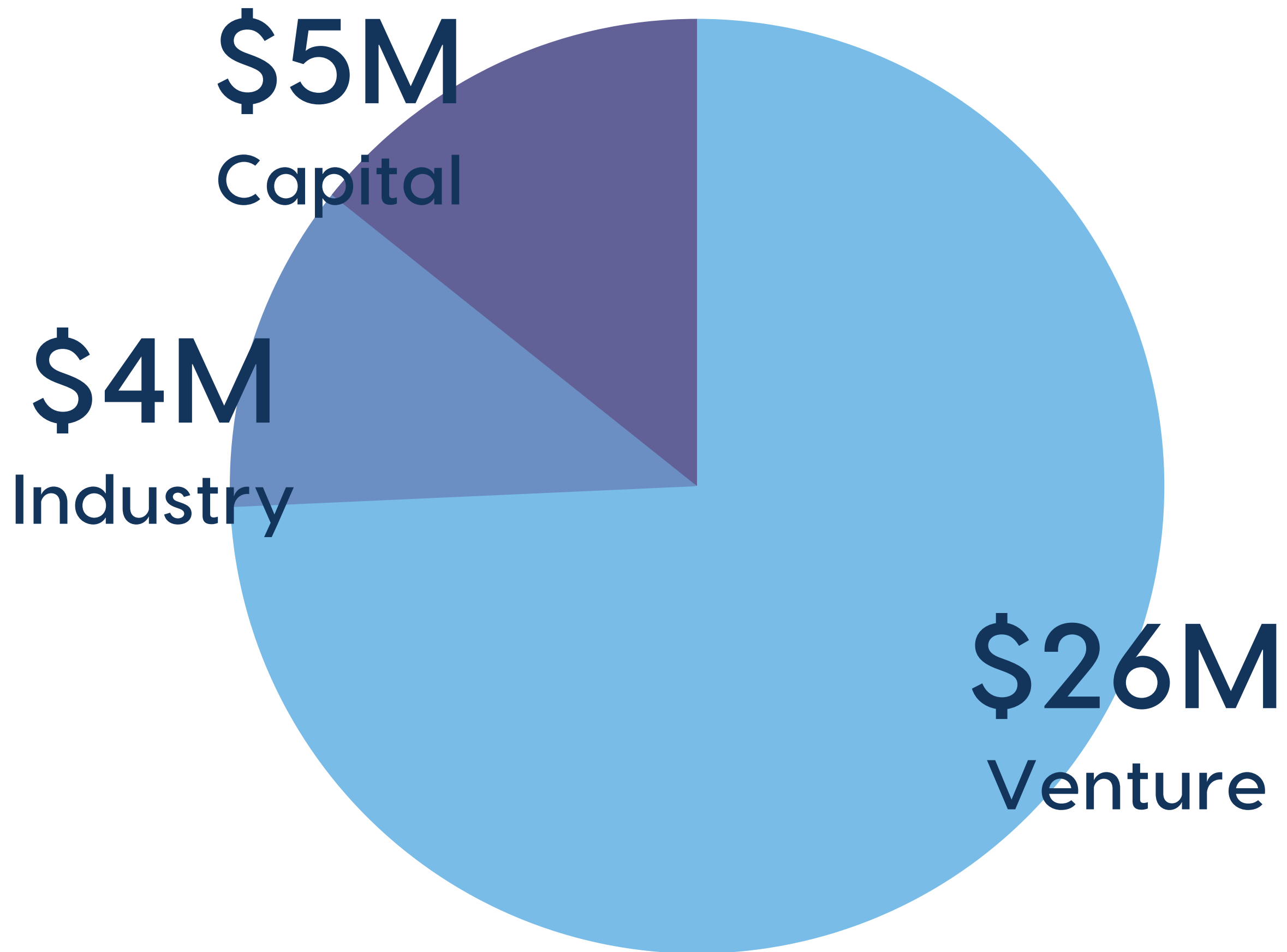
ENCOURAGE V. DISCOURAGE





# The Numbers

TOTAL FUNDING AVAILABLE





# TECHNICAL REQUIREMENTS

## DON'T GET KNOCKED OUT BY A MISTAKE

Read the Notice of Funding Opportunity thoroughly and don't wait until the last minute to submit.



# Application Systems

All of these are necessary to apply



# Eligible Entities

## Who is eligible to apply?

A State;

An Indian tribe;

A city or other political subdivision of a State;

An entity whose application is **supported by a State or a political subdivision of a State** and that is...

- a nonprofit organization

- an institution of higher education

- a public-private partnership

- a science or research park

- a Federal laboratory

- a venture development organization

- an economic development organization

A consortium of the above



# Technical Checklist

Use Appendix D to ensure you have documents - these can vary depending on your entity type

Document Checklist for Nonprofit Organization, Institution of Higher Education, Public-Private Partnership, Science or Research Park, Federal Laboratory, Venture Development Organization, and Economic Development or Similar Organization Applicants/Co-Applicants,				
Document	Title/Description/Requirements	Checklist		
<b>Project Narrative</b>	See Section D.2.ii.a.1) (p. 11)	Application		
<b>Budget Narrative and Staffing Plan</b>	See Section D.2.ii.a.2) (p. 12)	Application		
<b>Matching Share Commitment Letters</b>	See Section D.2.ii.a.3) (p. 13)	Source 1	Source 2	etc.
<b>State/Local Government Support</b>	See Section D.2.ii.a.4) (p. 13)	Application		
<b>Form SF-424</b>	Application for Federal Assistance	Applicant 1	Applicant 2	etc.
<b>Form SF-424A</b>	Budget Information-Non-Construction Programs	Application		
<b>Form SF-424B</b>	Assurances-Non-Construction Programs	Applicant 1	Applicant 2	etc.
<b>Form CD-511</b>	Certification Regarding Lobbying (if applicable)	Applicant 1	Applicant 2	etc.
<b>Form SF-LLL</b>	Disclosure of Lobbying Activities (if applicable)	Applicant 1	Applicant 2	etc.
<b>SPOC/EO 12372 Compliance Documentation</b>	See Section D.2.ii.b.2)i) (p. 14) and <a href="https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf">https://www.whitehouse.gov/wp-content/uploads/2017/11/SPOC-Feb.-2018.pdf</a> (if applicable)	State 1	State 2	etc.
<b>Organizational Documentation</b>	E.g., certificates of good standing, articles of incorporation, bylaws, establishing authorities; see Section D.2.iii.b.2 (p. 6)	Applicant 1	Applicant 2	etc.
<b>Indirect Cost Rate (ICR) Agreement</b>	See Section D.2.ii.b.2)iii) (p. 15)	Applicant 1	Applicant 2	etc.



# The Full Application

## LINK TO ACCESS THE GRANTS.GOV PORTAL

Your Concept Proposal response letter contains the link to access the grants.gov application portal.



# VIEW OPPORTUNITY



EDA-HDQ-OIE-2020-2006455  
2020 Build to Scale Program - Full Application  
Department of Commerce

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[Print Package List](#) 

## Select Grant Opportunity Package

**PLEASE READ BEFORE APPLYING!**  
If you view and complete your application package using Grants.gov downloadable PDF forms, you **MUST** have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:						
CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
11.020	2877468	Industry Challenge	PKG00261026	04/29/2020	06/14/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
11.020	2877446	Capital Challenge	PKG00261015	04/29/2020	06/14/2020	<a href="#">Preview</a>   <a href="#">Apply</a>
11.020	2877445	Venture Challenge	PKG00261016	04/29/2020	06/14/2020	<a href="#">Preview</a>   <a href="#">Apply</a>



## Preview Opportunity Package Details



### Opportunity Package Details:

**Agency Contact Information:** Office of Innovation and Entrepreneurship  
E-mail: OIE@eda.gov

**Who Can Apply:** Organization Applicants

### PACKAGE FORMS:

[Download Instructions](#)

Mandatory Forms (Click to Preview)	Optional Forms (Click to Preview)
<ul style="list-style-type: none"><li>» <a href="#">Application for Federal Assistance (SF-424) [V2.1]</a></li><li>» <a href="#">Budget Information for Non-Construction Programs (SF-424A) [V1.0]</a></li><li>» <a href="#">Assurances for Non-Construction Programs (SF-424B) [V1.1]</a></li><li>» <a href="#">Disclosure of Lobbying Activities (SF-LLL) [V1.2]</a></li><li>» <a href="#">CD511 Form [V1.1]</a></li><li>» <a href="#">Project Narrative Attachment Form [V1.2]</a></li><li>» <a href="#">Budget Narrative Attachment Form [V1.2]</a></li></ul>	<ul style="list-style-type: none"><li>» <a href="#">Attachments [V1.2]</a></li></ul>

Close



A photograph of a person sitting at a desk in an office, viewed from behind. The person is looking at a computer monitor. On the desk, there is a desk lamp and another computer monitor. The scene is partially obscured by a blue geometric overlay on the left side of the slide.

# The Full Application

## WHAT IS REQUIRED?

Review the information found in the FY2020 Notice of Funding Opportunity.





# Full Application

Project Design and Substance
Project Narrative
Budget Narrative and Staffing Plan
Matching Share Commitment Letters
State/Local Government Support (if applicable)
Forms and Supporting Documentation
SF-424 (Application for Federal Assistance)
SF-424A (Budget Information Non-Construction Programs)
SF-424B (Assurances Non-Construction Programs) <sup>9</sup>
CD-511 (Certification Regarding Lobbying)
SF-LLL (Disclosure of Lobbying Activities) (if applicable)
State Single-Point-of-Contact (SPOC)/Executive Order 12372 Compliance Documentation (if applicable) <sup>10</sup>
Organizational Documentation (if applicable) <sup>11</sup>
Indirect Cost Rate (ICR) Documentation (if applicable) <sup>12</sup>

# Full Application

Document	Number
Project Narrative	One per application
Budget Narrative and Staffing Plan	One per application
Matching Share Commitment Letters	One per match source
State/Local Government Support (if applicable)	One per application



# Project Narrative

LIMIT OF 10 PAGES



# Project Narrative

A competitive Full Application Project Narrative will...

- Be clear and concise
- Have a defined strategic gap it seeks to fill
- Include well defined partnerships - and roles of those partnerships
- Contain key milestones + dates
- Identify an achievable scope of work
- Demonstrate the long term potential impact (including metrics)



# Budget Narrative + Staffing Plan

RECOMMENDED LIMIT OF 4  
PAGES



# Budget Narrative + Staffing Plan

A template has been made available for your use (Appendix B)

- Identify and justify how funds in each line item of the budget will be used to support the project
- Staffing plan listing all positions charged to the award
- Line items should distinguish between federal and match shares
- Budget categories should match SF-424A
- Itemized valuation for in-kind funds



# Match Commitment Letters

**MATCH MAY BE CASH, IN-KIND, OR A COMBINATION**



# Match + Match Commitment Letters

Match may be cash, in-kind or a combination of both

- Match must be committed, available, and unencumbered
- Signed commitment letters are required
- Should be traceable to the budget narrative



# Government Support

RELATED TO THE PROJECT  
SERVICE AREA





PUTTING IT ALL TOGETHER

# Review Criteria

SEVEN EQUALLY WEIGHTED CATEGORIES





# REVIEW CRITERIA

1

## CHALLENGE & OPPORTUNITY

Are the challenge and/or opportunity clearly stated, and are they aligned with the community or region's needs? Is the region of service clearly defined?

2

## PROPOSED SOLUTION

Is the solution aligned with the opportunity?  
Is the proposed solution achievable, and/or can substantial progress be made?

3

## TARGET PARTICIPANTS

Does the proposal address a specific stakeholder group or groups? Are these stakeholders in need of the proposed solution?

4

## PARTNERS

Are partners and their roles within the proposal clearly identified and realistic to the proposal? Are the resources of the community and/or region being leveraged effectively?



# REVIEW CRITERIA

5

## BUDGET & TEAM

Does the proposal clearly identify the financial, human, and programmatic resources that will support the successful execution of the proposal?

6

## IMPACTS

Are there proposed outputs and outcomes measurable? Do they seem reasonable and achievable in the grant period and beyond?

7

## SUSTAINABILITY

Are you confident this project will continue post-award? Does the application demonstrate this effectively?

# NEXT STEPS

## WHAT'S NEXT FOR BUILD TO SCALE?



APRIL 29 TO JUNE 14

Full Application window is open



JULY TO SEPTEMBER

Reviews + award package  
creation



FALL 2020

Announcement of FY2020 Build  
to Scale Grantees

**Thank you**

**QUESTIONS?**

[eda.gov/oie/contact](https://eda.gov/oie/contact)

 **Build to Scale**