



U.S. Small Business
Administration

SBA Award Program Specifics Federal and Partnership Technology Program (FAST) FY2024

1. Project and Budget Periods

The period of performance for this Award will consist of the following years (if exercised).

The budget periods for this Award will run as follows:

- a. September 30, 2024 – September 29, 2025 (First Year)
- b. September 30, 2025 – September 29, 2026 (Second Year)
- c. September 30, 2026 – September 29, 2027 (Third Year)
- d. September 30, 2027 – September 29, 2028 (Fourth Year)
- e. September 30, 2028 – September 29, 2029 (Fifth Year)

Exercise of The Non-Compete Continuation (NCC) budget periods is at the SBA's discretion and is subject to the continuing program authority, the availability of funds and satisfactory performance by the Non-federal entity.

2. Cooperative Agreement Program Specifics

By drawing or otherwise obtaining funds from SBA under this award, the NFE acknowledges that it will perform the funded project in accordance with the terms of its accepted proposal and the funding announcement. Specifically, the NFE agrees to provide the following:

- a. Conduct the project funded under this Award in accordance with Your approved Technical Proposal, goals, milestone chart, FAST metrics, and budget. Changes to these guiding documents must be submitted to SBA for pre-approval in accordance with Part III(A)(13) below.
- b. Be responsive to SBA requests for information and communication. Changes to Your organization's contact information, including Your AOR or other designated representatives, must be reported promptly to SBA.
- c. Promptly advise SBA of any difficulties You encounter or anticipate encountering that may affect the conduct of Your project.

- d. Cooperate with all programmatic and financial examinations and any accreditation or certification reviews conducted by SBA, its agents, or contractors. You will promptly address and act upon all findings regarding Your project made as part of any such process.
- e. Coordinate with SBA and other Agency resource partners operating within Your project service area to maximize the effectiveness of Your efforts and avoid duplication of products and services.
- f. Promote SBA programs, products, and services to clients, as appropriate, including sharing contact information for clients who have indicated in writing they are interested in learning about SBA programs and types of assistance.
- g. Maintain adequate, readily accessible facilities for assisting clients, including satellite locations where appropriate.
- h. Provide at least 30 hours per week of availability to assist clients, including sufficient evening and weekend availability and on-line and telephone assistance, to meet the needs of Your service area and clientele. Although You may maintain multiple service locations, no more than two locations may count toward meeting the weekly service hours requirement.
- i. Provide full access to all activities supported with project funds to the general public without regards to their participation in any paid membership or subscription plan.
- j. Provide meaningful access to project services for clients with limited English language proficiency and/or disabilities.

3. Subcontract

As the NFE selected to receive this Award, You are responsible for conducting this project. You may not act as a pass-through or fiscal agent channeling award funds to other parties. You may contract with other parties for the performance of project support functions or services. However, you may not contract out more than 51 percent of this project to other parties (as measured by Project Funds). You also may not contract out the overall administration or day-to-day management of this project to any other party.

4. Reporting Requirements

The reporting forms used for this program may be obtained from www.sbir.gov/about-fast. Reports must be submitted to the GOTR in MS Word, PDF, or MS Excel via Grantsolutions.gov. Reports must be received by the GOTR no later than 30 days after the conclusion of the applicable reporting period. The final report, which must both cover that reporting period and serve as the annual report addressing the entire budget and project year, must be received by the GOTR no later than 120 days after the conclusion of the budget year. If You fail to submit timely or adequate reports, SBA may withhold funding until this deficiency is corrected.

The reporting periods for this Award are as follows:

- a. First Quarter Report: September 30, 2024 – December 31, 2024
- b. Second Quarter Report: January 1, 2025 – March 31, 2025
- c. Third Quarter Report: April 1, 2025 – June 30, 2025
- d. Fourth Quarter Report/Annual Report: July 1, 2025 – September 29, 2025

5. Requirement

Non-federal entities will be required to submit quarterly performance reports to SBA using SF-PPR, Performance Progress Report (or a format of their own devising that includes all the same information sought by the SF-PPR), and include SBA's FAST Quarterly OMB Metrics form, within 30 days of the completion of each of the first three quarters. FAST Final Reports are due 60 days of the completion of the fourth quarter Budget Period. It must include a one-page summary detailing accomplishments and milestones that were met during the project period.

6. Matching Contributions

You are required to provide matching support for this Award from non-Federal sources at the rate of 100/75/50 percent – i.e., 1/3/1 non-Federal dollar(s) for each 1/4/2 Federal dollar(s). You must document that You have obtained and expended the required level of match in support of project activities.

7. Definitions

For additional definitions relating to this Award, see 15 U.S.C 657d(c).