

# State Technical Assistance and Match Program (STAMP) In-house Support and OSBM-provided Support - Technical Assistance Application Guidelines

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## Overview

OSBM’s [State Technical Assistance and Match Program \(STAMP\)](#) is an initiative which enables state agencies to apply for funding for technical assistance and state matching funds associated with funding opportunities made possible by the Infrastructure Investment and Jobs Act (IIJA) - also known as the Bipartisan Infrastructure Law (BIL), the Chips and Science Act of 2022 (CHIPS), and the Inflation Reduction Act of 2022 (IRA).

**Guidance on applying for matching funds can be found on the [OSBM Federal Funds website](#).**

STAMP Technical Assistance (STAMP-TA) is available to help state agencies apply for and win BIL, CHIPS, and IRA funding; the goal is to maximize awards to North Carolina. STAMP-TA will help the state meet this goal by providing: (1) “In-house Support,” i.e., funding for agencies to hire time-limited positions or third-party contractors to support applying for BIL, CHIPS, and IRA funding opportunities, or (2) “OSBM-provided Support,” i.e., direct support from a consulting team hired by OSBM to provide technical assistance statewide.

**Technical Assistance for both In-house Support and OSBM-provided Support may include:**

- Identifying funding opportunities in priority areas;
- Bringing awareness of those opportunities to key state agency stakeholders;
- Convening stakeholders (e.g., other state agencies, local governments, private industry, non-profit organizations) to collaborate on BIL, CHIPS, and IRA funding opportunities;

- Engaging with state agency personnel and their federal funding opportunity application partners (e.g., local governments, private industry, non-profit organizations);
- Grant-writing;
- Providing technical expertise;
- Producing an analysis, study, or report that establishes the necessary knowledge base or increases North Carolina’s competitiveness for a federal funding opportunity;
- Project planning, including preparing a work plan for the development of the proposed program underlying the grant application citing key dates, responsible personnel, and specific deliverables;
- Performing application peer-review;
- Providing compliance-alignment support for application submissions;
- Coaching agencies on project needs such as reporting compliance documentation, risk assessment and mitigation for awarded projects;
- Carrying out other tasks related to federal funding application submissions.

### In-house Support

In-house Support provides funding for agencies to hire time-limited positions or third-party contractors to aid in applying for BIL, CHIPS, and IRA funding opportunities. Agencies that receive In-house Support are responsible for procuring a vendor to perform technical assistance needed to apply to BIL, CHIPS, and IRA funding opportunities.

Applicants should consider their capacity to procure In-house Support in time to make a meaningful impact to federal funding application development. If the time and effort to procure In-house Support is prohibitive given submission deadline(s), the Applicant may want to consider applying for OSBM-provided Support.

### OSBM-provided Support

OSBM-provided Support consists of support from a consultant team hired by OSBM to provide technical assistance to state agencies. In the case of OSBM-provided Support, OSBM handles all administrative activities associated with the vendor. **See [here for a menu of services](#) available to state agencies applying for STAMP OSBM-provided Support.**

### Eligibility

State agencies (including universities and colleges in the UNC System) applying for BIL, CHIPS, and IRA funding opportunities are eligible to apply for STAMP-TA funding.

To be eligible for this funding, an Applicant’s request(s) must clearly demonstrate how the requested support for technical assistance will aid in applying for specific BIL, CHIPS, or IRA funding opportunities.

Eligible funding opportunities include both new programs created by BIL, CHIPS, and IRA as well as existing federal programs which have been further funded by at least one of these bills.

- **NOTE:** Several BIL, CHIPS, and IRA programs encourage multi-stakeholder partnerships in application development. While local governments and non-profit organizations cannot receive STAMP-TA funds directly, they may benefit as an application partner to a state agency.

## Application Deadlines

OSBM will review applications for OSBM-provided Support on a weekly cadence. **The weekly submission deadline for OSBM-provided Support is 5 p.m., every Friday.**

OSBM will review applications for In-house Support on a monthly cadence. **The monthly submission deadline for In-house Support is 5 p.m. on the 15<sup>th</sup> of the month.**

## Application Instructions

To be considered for STAMP-TA, eligible applicants must complete and submit the:

- The [STAMP-TA Application](#), and
- The STAMP-TA Request Template:



STAMP-TA\_Request\_Template.xlsx

**If the technical assistance being requested is exploratory in nature and an Applicant is not targeting a specific funding opportunity, Applicants need only to submit a [STAMP Exploratory Questionnaire](#), not the STAMP-TA Application nor the STAMP-TA Request Template.**

The application forms and template are also available on [OSBM's Federal Funding Opportunities webpage](#).

### How to Apply

All Applicants applying for STAMP-TA, **except those submitting a STAMP Exploratory Questionnaire**, must submit both the application, via Microsoft Forms, and the template, via email. Both components of the application must be submitted for your application to be considered for funding.

The request template is an excel file that collects additional information on the federal funding opportunity applications that the STAMP-TA funds will be used to support. To submit the STAMP-TA Request Template, email the populated templates to [FederalFundsNC@osbm.nc.gov](mailto:FederalFundsNC@osbm.nc.gov).

- The email subject line should read: "<<Your Agency Name>>: STAMP-TA Request Template - <<Request Name>>."

You should **submit a separate application for each STAMP-TA request**. For example, regardless of the type of support request:

- If you have more than one technical assistance request (e.g., a consultant *and* a time-limited employee that will provide support for *different* federal funding opportunities), you must submit a *separate application* for each one.
- If two *distinct* technical assistance requests support the *same* federal funding opportunity (e.g., a consultant *and* a time-limited employee that will provide support for the same federal grant application), you can submit *one application* covering both.

### Helpful hints for successful applications:

- Read the questions and sub-questions closely when completing the STAMP-TA application.

- Complete all questions on the application form unless directed otherwise. Incomplete applications are not eligible for funding and will not be considered until completed and resubmitted.
- Respond to any OSBM requests for additional information quickly. Failure to provide that information may delay application review.
- Unfinished application forms cannot be saved. You must complete and submit the application in one sitting. OSBM recommends using a separate Word document to draft responses to all questions prior to starting the application. You can easily copy and paste those answers in the answer boxes.

If applicants experience technical issues with the application, contact OSBM at [FederalFundsNC@osbm.nc.gov](mailto:FederalFundsNC@osbm.nc.gov) and describe the issue.

### STAMP-TA Questions

This section provides details on the questions included in the STAMP-TA Application, the STAMP-TA Request Template, and the STAMP Exploratory Questionnaire.

#### **STAMP-TA Application questions include:**

1. Name
2. Email Address
3. Position/Title
4. State Agency or University
5. Agency Division or Bureau, University Department or School, etc.
6. Please provide a name for this request.
  - The name provided here should also be used in your STAMP-TA Request Template and in the subject line of your email to submit the template. OSBM will use this name to connect the two documents, making a complete application.
7. Which of the following types of support are you requesting?
  - Select the type of STAMP-TA support your agency is seeking. The options are: In-house Support, OSBM-provided Support, Both In-house and OSBM-provided Support, or Either Type of Support.
8. If you receive STAMP-TA funds, do you agree to provide information on the funding opportunity, status, awarded amount, and any other information requested by OSBM related to STAMP-TA funding?
  - If you are not authorized to share the information for OSBM reporting requirements listed above, please work internally with your organization to either gain authorization or have authorized personnel complete this application.
9. Please provide a detailed description of the type of technical assistance that you will need.
  - For example, if requesting In-house Support, describe if you need temporary employees or contracted consultants or both, what duties they will need to carry out, why they are needed, why In-house Support is your preferred form of technical assistance, etc. If you

are requesting OSBM-provided Support, describe the types of duties they will need to carry out, why they are needed, etc.

10. Explain if and how other funding streams for technical assistance have been exhausted. Describe why these sources are insufficient and/or describe other issues that have led your agency to apply for STAMP-TA resources.
11. What is the total amount of federal funding that your agency will apply for leveraging STAMP-TA?
  - This dollar figure should match the summed total of column K of the STAMP-TA Request Template. If the technical assistance that you're requesting is exploratory in nature and a total federal funding target has not yet been set, please insert "NA" in the box provided.
12. How will you evaluate the impact of the projects you plan to finance with federal funds?
  - In your response, please describe any performance indicators or measures that will inform your evaluation. If the Technical Assistance that you're requesting is exploratory in nature and the projects to be funded have not yet been set, please insert "NA" in the box provided.

*In-house Support Requests Only:* Those only applying for OSBM-provided Support are not required to respond to questions 13 and 14 on the STAMP-TA Application.

13. What is your total request for STAMP-TA In-house Support funds?
14. Procuring and onboarding a contractor can take months, and many funding opportunities have time-sensitive application submission deadlines. Explain how your agency will procure your technical assistance support in time to make a positive and meaningful impact on your federal funding application development.

**STAMP-TA Request Template questions include:**

Please email the completed STAMP-TA Request Template to [FederalFundsNC@osbm.nc.gov](mailto:FederalFundsNC@osbm.nc.gov). The email subject line should read: "<<Your Agency Name>>: STAMP-TA Request Template - <<Request Name>>."

1. Request Name
  - Enter the request name provided in the STAMP-TA Application. OSBM will use this name to connect the two documents, making a complete application.
2. List the federal funding opportunity that your agency will apply for using the support requested.
  - Please be as specific as possible regarding identifying the specific program offering the funding opportunity. For example, for EPA's CPRG funding opportunity, insert: "EPA's Climate Pollution Reduction Grants Program: Implementation Grants General Competition."
3. What is the federal funding source of the program listed above? Please select all that apply.
  - STAMP funding is only for opportunities funded through the Bipartisan Infrastructure Law, CHIPS and Science Act, and the Inflation Reduction Act.

4. Provide the website which hosts the Notice of Funding Opportunity (NOFO) that you'll pursue.
  - In the cases where the NOFO is not yet posted, please list the federal program website which documents that a funding opportunity is forthcoming.
5. What is the application submission deadline for this funding opportunity?
  - If a specific date is not yet posted, provide the projected submission month or season indicated by the federal program administering agency.
6. What is the award notification date for the federal funding opportunity?
  - If a specific date is not yet posted, please provide the projected awards announcement month or season indicated by the federal program administering agency.
7. Please provide a detailed description of the project you seek to fund if successful in winning a federal award.
  - In your description, detail the readiness of the project, the size and scope of the project, prior investment in the project that federal funding opportunity would further support if awarded, and how the project will require collaboration with other agencies or outside entities.
8. For most BIL and IRA programs, the strongest applications will meet targets set by Justice40 Initiative. Describe the equitable impacts of the project that your agency intends to fund. Alternatively, describe how your project targets disproportionately impacted communities.
  - Insert "NA" if the Justice40 Initiative does not apply to your funding opportunities.
9. Describe job increases and/or other economic development impact that will result if your project receives federal funds.
  - Insert "NA" if the project you intend to fund will not lead to increased jobs or have an economic development impact.
10. Describe how your project will permanently impact the health and safety of the community or region of your project's location.
  - Insert "NA" if the projects you intend to fund will not lead to permanent impact on the health and safety of the community or region of your project's location.
11. Please provide a detailed description of the type of technical assistance that you will need.
  - For example, you should describe if you need temporary employees or contracted consultants or both, what duties they will need to carry out, and why they are needed, etc.

**STAMP Exploratory Questionnaire includes:**

1. Name
2. Email Address
3. Position/Title
4. State Agency or University
5. Agency Division or Bureau, University Department or School, etc.
6. What agency needs are you trying to meet by leveraging federal funding opportunities?

7. Please provide a list of potential grant funding opportunities that your agency is currently considering for the next 12-24 months.
8. Are there any challenges or gaps in the agency's capacity or expertise to effectively pursue and compete for these grants?
9. What level of support or assistance do you believe your agency requires to improve or streamline your grant application processes?

### Application Evaluation

OSBM staff will review all STAMP-TA Applications received by the deadline each month. Applications will first be reviewed to ensure the application is eligible for STAMP-TA. OSBM will make decisions for eligible applications based on:

- Demonstrated need,
- Timeline,
- Scale of opportunity,
- Application competitiveness for federal funds, and
- Availability of funds.

### Administration and Disbursement of Assistance

OSBM will notify successful STAMP applicants via an email to the individual who submitted the application. Prior to receiving a funds disbursement, all STAMP-TA recipients will enter into an agreement with the OSBM for funds transfer.

#### **Recipient agencies must notify OSBM of:**

- The date they submitted the funding opportunity application within seven days of submission to the administering federal agency.
- The funding opportunity application status (awarded/denied) and amount awarded, if applicable, within seven days of notification from the administering federal agency.

### More Information

Please direct inquiries about STAMP to: [FederalFundsNC@osbm.nc.gov](mailto:FederalFundsNC@osbm.nc.gov).