

**From:** Cole, Chynna C. (Contractor) <[Chynna.Cole@sba.gov](mailto:Chynna.Cole@sba.gov)>  
**Sent:** Thursday, May 2, 2024 8:24 AM  
**To:** Richard Stokoe <[StokoeR@cityofboardman.com](mailto:StokoeR@cityofboardman.com)>  
**Subject:** FY 24 Community Project Fund – Boardman Business Opportunity Incubator

Dear Recipient,

Congratulations! Your organization has been selected to receive a grant from the U.S. Small Business Administration for Boardman Business Opportunity Incubator in the amount of \$1,500,000.

Per the Consolidated Appropriations Act of 2024, your organization has been identified as a recipient to be awarded under the "FY24 Community Project Fund". I would like to note that, by law, funds awarded are to be used solely for the approved purpose of your project and in accordance with all Federal laws and regulations as described in the standard terms and conditions that you will receive with your Notice of Award packet.

Prior to receiving your award, you will need to complete the attached forms and submit them to [OGMEarmark@sba.gov](mailto:OGMEarmark@sba.gov) by **May 15, 2024**.

- Form SF-424 (Application Form)
- Form SF-424 A (Budget for non-construction programs)
- Form SF-424 C (Budget for construction programs)
- Budget Narrative Form
- Indirect Cost Rate Agreement (if applicable)
- Form SF-LLL (Lobbying Activities)

Once SBA receives your required documentation, you will be contacted by an assigned Grants Management Officer to discuss period of performance, expectations reports, and additional next steps required during and after your award.

If you have any additional questions/concerns, please contact with your organization name in the subject line: [OGMEarmark@sba.gov](mailto:OGMEarmark@sba.gov).

Grants Program Analyst  
U.S. Small Business Administration  
Office of Grants Management  
[Chynna.Cole@sba.gov](mailto:Chynna.Cole@sba.gov)