

U.S. Small Business Administration

Office of Small Business Development Centers

OSBDC PROGRAM ANNOUNCEMENT

FY/CY 2015

PROGRAM ANNOUNCEMENT NO.

OSBDC -2015-01 &

OSBDC -2015-02

The purpose of this Program Announcement is to invite proposals for funding from entities currently funded by SBA as a Small Business Development Center (SBDC) Lead Center. Only applications that are submitted by SBDC Lead Centers will be considered for funding. In order to be eligible as a Host Institution, any Applicant must be a current recipient of SBA OSBDC funding. For-profit businesses are not eligible for this award.

Opening Date: May 1, 2014

Closing Date for Fiscal Year Proposals: Thursday, July 17, 2014

Closing Date for Calendar Year Proposals: Thursday, August 21, 2014

Proposals responding to this program must be posted to www.grants.gov by 11:59 PM Eastern Time Thursday, July 17, 2014 for fiscal year proposals and Thursday, August 21, 2014 for calendar year proposals. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

NOTICE

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 revises and governs this program announcement.

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ec31de186ed1083ba86b0e5611df2627&node=2:1.1.2.1.1.5.44.75&rgn=div8>

On December 26, 2013, the Office of Management and Budget ("OMB") published final guidance in the Federal Register entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ("Final Guidance"), to be located at 2 CFR 200 *et seq*. This Final Guidance supersedes and combines the requirements of eight existing OMB Circulars (A-21, A-50, A-87, A-89, A-102, A-110, A-122 and A-133) with the intent to streamline the federal grant-making and monitoring process, to ease administrative burden for grant applicants and recipients, and to reduce the risk of waste, fraud and abuse.

2 CFR §200.110, Effective/applicability date

Federal agencies must implement the requirements to be effective by December 26, 2014.

Audit requirements will apply to audits of fiscal years beginning on or after December 26, 2014.

Administrative requirements and cost principles will apply to new awards and to additional funding (funding increments) to existing awards made after Dec 26.

Existing Federal awards will continue to be governed by the terms and conditions of the Federal award, except for Audit as Subpart F is based on 12/26/2014 fiscal year date.

Application to SBDC's:

Fiscal year programs are subject to the current OMB circulars and regulations, with any additional funding increments subject to the OMB rules effective 12/26/2014 for the additional funding. Calendar year programs beginning 01/01/2015 are subject to the OMB rules effective 12/26/2014.

All references to the OMB Circulars throughout this Program Announcement are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 and incorporated therein.

U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF SMALL BUSINESS DEVELOPMENT CENTERS
Table of Contents

| Paragraph | Subject | |
|-----------|--|-------|
| 1.0 | Section I – Funding Opportunity Description | 5 |
| 1.1 | Program Overview | 5 |
| 1.2 | Introduction | 6 |
| 1.3 | Background | 6 |
| 1.4 | Purpose | 6 |
| 1.5 | Leveraging of Resources | 6 |
| 1.6 | SBA Involvement and Oversight | 7 |
| 1.7 | Changes or Cancellation | 7 |
| 2.0 | Section II – Award Information | 7 |
| 2.1 | Estimated Funding | 7 |
| 2.2 | Expected Number of Awards | 7 |
| 2.3 | Period of Performance/Budget Periods | 7-8 |
| 2.4 | Funding Information | 8 |
| 2.5 | Funding Instrument | 8 |
| 2.6 | Matching Requirement | 8 |
| 3.0 | Section III – Eligibility Information | 9 |
| 3.1 | General | 9 |
| 3.2 | Eligible Applicants | 9 |
| 3.3 | Ineligible Applicants | 9 |
| 4.0 | Section IV – Application and Submission Information | 9 |
| 4.1 | Application Instructions | 9-24 |
| 4.2 | Submission Instructions | 24-25 |
| 4.3 | Required Proposal Submission Dates | 25-27 |
| 5.0 | Section V – Application Review Information | 27 |
| 5.1 | General | 27-35 |

| | | |
|-----|--|-------|
| 5.2 | Evaluation Criteria | 35-37 |
| 5.3 | Review and Selection Process | 37 |
| 6.0 | Section VI – Award Administration Information | 37 |
| 6.1 | Award Notification | 37 |
| 6.2 | Administrative and National Policy Requirements | 37-38 |
| 6.3 | Reporting | 38-47 |
| 6.4 | Recordkeeping Requirements | 46-50 |
| 7.0 | Section VII – Agency Contacts | 50 |
| 8.0 | Section VIII – Other Information | 50 |
| 8.1 | Definitions | 50-58 |
| 8.2 | Guidelines | 58-66 |
| 8.3 | Advance Understandings | 66-67 |

1.0 Section I – Funding Opportunity Description

1.1 Program Overview

| | | |
|---------|-------------------------------|--|
| 1.1.1. | Federal Agency Name | U. S. Small Business Administration, Office of Small Business Development Centers |
| 1.1.2. | Funding Opportunity Title | Small Business Development Centers |
| 1.1.3. | Announcement Type | Initial |
| 1.1.4. | Funding Opportunity Number: | Program Announcement No. OSBDC-2015-01 or OSBDC-2015-02 |
| 1.1.5. | CDFA Number | 59.037 |
| 1.1.6. | Closing Date for Submissions: | July 17, 2014, Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2015 – 01 for FY 2014; August 21, 2014; Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2015 – 02 for CY 2014. |
| 1.1.7. | Authority: | Small Business Act, Section 21(c)(3)(T) and Section 27 (15 USC §§ 648(c)(3)(T) and 654) (Title IX of Public Law 105-277 , Public Law 108-447) |
| 1.1.8. | Duration of Authority: | Permanent |
| 1.1.9. | Funding Instrument: | Cooperative Agreement |
| 1.1.10. | Funding: | Funding is for a twelve month period. |
| 1.1.11. | Award Amount/Funding Range: | Section 21 of the Small Business Act sets forth a formula by which funds are to be distributed among the States. This formula, for the most part, rests upon a per capita basis, subject to the amount of an appropriation in any given fiscal year. The preliminary funding amount for the SBDC program for fiscal year 2015 is \$113,625,000.00. The Recipient Organization receiving the Cooperative Agreement is required to match funding received on a 1:1 ratio. |
| 1.1.12. | Project Duration: | SBA intends to continue to fund the SBDC program annually, subject to availability of funds. However, an SBDC may not receive funding for future performance periods if there has been a clear showing of poor performance; improper activity affecting the operation and integrity of the SBDC; a failure to follow the rules and procedures set forth in the statute regulation and/or Program Announcement (see 13 CFR Part 130.700) as incorporated into the Cooperative Agreement; or has been denied Accreditation. |
| 1.1.13. | Project Starting Date: | Approximately 90 days after closing date, but no later than October 1, 2014 for Program Announcement No. OSBDC – 2015 – 01 for FY 2015; and January 1, 2015 for Program Announcement No. OSBDC – 2014 – 02 for CY 2015. |

- 1.1.14. Proposal Evaluation: Proposals will be reviewed for sufficiency in meeting the requirements of the program as defined in 13 CFR Part 130.340. SBA may ask Applicants for clarification of the technical and cost aspects of proposals.
- 1.1.15. Agency Programmatic Point of Contact: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

1.2 Introduction

The Small Business Development Center (SBDC) Program is the U.S. Small Business Administration's (SBA's) largest matching grant-funded program providing quality service to the small business community. The SBDC program has 63 Recipient Organizations - one in each state (four in Texas and six in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam and American Samoa. The Recipient is responsible to establish a Lead Center and network of Service Centers to cover its designated area of service. The SBDC program links the resources of federal, state and local governments with the resources of the educational community and the private sector to provide assistance to the small business community. In partnership with SBA's Office of Small Business Development Centers (OSBDC) and District Offices, SBDCs develop business counseling and training programs, informational tools and other services that enhance the economic development goals and objectives of SBA, their respective service areas and their local funding partners.

1.3 Background

Since its inception in 1953, SBA has served to aid, counsel, assist and protect the interests of small businesses. While SBA is best known for its financial support of small businesses through its many lending programs, the Agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement. The mission of SBA's OSBDC, which bears responsibility for administering the SBDC Program, is to provide assistance to the small business community by linking the resources of federal, state and local governments with the resources of the educational community and the private sector. In partnership with SBA's OSBDC and District Offices, the SBDCs develop programs and provide business management and other services that enhance the economic development goals and objectives of their respective states, their local funding partners and SBA.

1.4 Purpose

The SBDC Program is designed to provide high quality business and economic development assistance to small businesses and nascent entrepreneurs (pre-venture) in order to promote their growth, expansion and innovation to increase productivity and to improve management.

1.5 Leveraging of Resources

Applicants selected for awards under this Announcement are required to maximize their efforts to leverage SBA funding by working in conjunction with SBA's District Offices and other federal, state, local and tribal government small business development programs and activities; SBA resource partners such as SCORE, Women's Business Centers(WBCs), Veterans Business Outreach Centers(VBOCs), Regional Innovative

Clusters, 7(j) Technical Assistance providers, Small Business Investment Companies(SBICs), U.S. Export Assistance Centers (USEACs), Certified Development Companies(CDCs), and SBA lenders; universities, colleges, and other institutions of higher education; and private organizations such as chambers of commerce and trade and industry groups and associations.

SBDCs are encouraged to fully employ the resources of other federal, state and local government, academic and private sector programs concerned with aiding small businesses in order to provide seamless business development assistance at every stage of business growth.

1.6 SBA Involvement and Oversight

The Program Manager and the designated Grants Officer Representative (GOR) within the OSBDC at SBA headquarters will be responsible for overall monitoring and oversight of the Recipient's SBDC program award, including compliance with the terms of the Cooperative Agreement.

1.7 Changes or Cancellation

SBA reserves the right to amend or cancel this Announcement, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Announcement, the Agency will extend the closing date as necessary to afford Applicants sufficient opportunity to address such changes.

2.0 Section II – Award Information

2.1 Estimated Funding

SBA expects to issue up to \$113,625,000.00 in awards under these Announcements. Section 21 (a) (4) (C) of the Small Business Act sets forth a formula by which funds are to be distributed.

2.2 Expected Number of Awards

SBA anticipates making no more than 63 awards under this Announcement.

2.3 Period of Performance/Budget Periods

Awards will be made for a one year period.

2.3.1 Project Duration

The period of performance for this grant is one year, with a corresponding one year budget period. SBA may award continuation funding to the Recipient under subsequent annual SBDC Cooperative Agreements for future fiscal/calendar years, subject to continued program authorization, availability of funds, satisfactory performance and full Accreditation.

2.3.2 Project Start Dates

The project start dates are:

- October 1, 2014 for states/regions responding to Program Announcement No. OSBDC – 2015 – 01 for FY 2014; and
- January 1, 2015 for states/regions responding to Program Announcement No. OSBDC – 2015 – 02 for CY 2015.

2.3.3 Continuation of Funds

SBA intends to continue to fund the SBDC program annually, subject to availability of funds and the continued interest of the host. However, an SBDC may not receive continued funding if there has been a clear showing of poor performance, as measured by SBA. Poor performance is indicated by unsatisfactory oversight reviews (Program, Financial), Accreditation issues, improper or insufficient activity affecting the operation and integrity of the SBDC, and/or a failure to follow the rules and procedures set forth in the statute, regulation and/or Program Announcement (see [13 CFR Part 130.700](#)).

In the event that SBA is operating under a Continuing Resolution (CR) at the time of award, funding will be available during the period of the CR to the extent that funds are provided to the SBA for this purpose by the Office of Management and Budget (OMB). The amount available under the period of the CR may be less than the pro rata total anticipated amount of award.

Subject to the availability of funds and compliance with the terms and conditions of the Cooperative Agreement, SBA has the discretion to increase the award to an amount consistent with the authorized funding level under the federal appropriations law. SBA may increase award funds for the total federal funding to the recipient not to exceed \$80,000,000 but these amounts are not guaranteed.

2.4 Funding Information

Funds provided under the SBDC program must be used solely for the purposes stipulated in this Announcement and the Notice of Award and may not be commingled with any other monies. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability and reasonableness set forth in the applicable Office of Management and Budget (OMB) cost principles.

Reimbursement of indirect costs from federal funds will be capped at a maximum of 20% percent regardless of the amount stipulated in an Applicant's indirect cost rate (ICR) agreement.

Reimbursement is the preferred payment method for the SBDC program. The submission of a Standard Form 270 (SF 270) is required at least quarterly, but not more frequently than monthly.

2.5 Funding Instrument

The funding instrument is a cooperative agreement.

2.6 Matching Requirement

The organization receiving the Cooperative Agreement is required to match federal funding on a 1:1 ratio. Cash match in an amount not less than 50 percent of the federal funding is required. The remainder may be in the form of waived indirect and/or in-kind match ([13 CFR Part 130.450](#)). No portion of the match may be from federal sources (except applicable Community Development Block Grant funds). Program income (i.e. fees collected from clients and/or attendees for training) is also excluded as a source of matching funds. For insular areas – American Samoa, Guam and the U.S. Virgin Islands - [48 USC § 1469a](#) requires the SBA to waive the match requirements on awards less than \$200,000 and further provides the discretion to waive match for these awards exceeding \$200,000.

3.0 Section III – Eligibility Information

3.1 General

An organization may NOT submit more than one proposal in response to this Announcement.

3.2 Eligible Applicants

To be eligible for this funding opportunity an Applicant must:

- be an accredited SBDC under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).
- be funded as a Lead Center by SBA.

3.3 Ineligible Applicants

The following will automatically be considered ineligible and their applications will be rejected without being evaluated:

- Any organization **NOT** a currently funded SBDC Lead Center;
- Any organization currently having an outstanding, unresolved financial obligation to any federal agency;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal Government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act or OMB Circular A-133 within the past three years;
- Any organization having at least one substantially non-compliant condition within SBA program guidelines occurring while administering or implementing any SBA program, including denial of Accreditation;
- Any organization that has had a grant or cooperative agreement involuntarily terminated or non-renewed by SBA for cause;
- Any organization that has filed for bankruptcy within the past five years; and/or
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project.

4.0 Section IV – Application and Submission Information

4.1 Application Instructions

Applications must consist of the following elements: (4.1.1) a concurrence letter from the District Director (4.1.2); a Technical Proposal; (4.1.3) Budget Information; (4.1.4) Certifications, Forms and Assurances and (4.1.5) Attachments and Exhibits. To retrieve these forms, use the hyperlink to direct you to the appropriate location on the OSBDC webpage or insert the following URL into your web browser and click on the 'Forms and Worksheets' heading: <http://www.sba.gov/content/sbdc-forms-and-worksheets>. While proposals may be submitted for one year or for three years, OSBDC encourages a submission of a three year proposal for simplicity. All proposals must include the information listed in the applicable charts provided in this section for the project year(s).

4.1.1 Technical Proposal (not to exceed 50 pages)

The technical proposal serves as the blueprint for the Applicant's planned project. This information must be provided in a paginated attachment not to exceed 50 pages. It must include the following information:

4.1.1.1 Program Narrative:

- **Program Management**

A brief description of:

1. the service area of the SBDC program (must be statewide or region-wide);
2. the methodology, philosophy and justification for the distribution of service area resources, such as Service Centers, satellites and specialty programs, using factors such as population or business census, population/counselor distribution formulas, etc., and any planned adjustments;
3. correlation of resource distribution to needs assessment studies and the SBDC's strategic plan; and
4. the management and coordination of the SBDC throughout the state or area being served.

If applicable, describe plans for the addition of new Service Centers or programs. As part of the management strategy, describe the staffing plan including management strategy for vacancies (interim measures and acceptable vacancy timeframes), general staffing policy as it pertains to key personnel (Lead Center Directors and Associate Directors), desirable client wait time for counseling assistance and any changes anticipated in the coming year.

- **On-line Client Services**

SBA views the use of web-based technology as a means to increase outreach within existing budgets, to access populations or areas otherwise difficult to reach, and to offer services 24/7 when appropriate. Providing clients with tools and access to information on-line should provide greater flexibility for SBDC counselors to provide counseling and other one-on-one activities with clients.

As part of the proposal narrative, Applicants should describe how on-line service delivery is incorporated into their overall service delivery plan. Where possible and to reduce duplicative efforts, SBA's Small Business Training Network (SBTN) at www.sba.gov/training should be used for on-line training. The project plan for on-line services should describe the current level of service and/or the approach being taken to achieve a higher level. This discussion should include the planned operating environment and the process to be taken to achieve it, including timelines, benchmarks, anticipated results, resources and budget.

- **Organization and Structure**

An organizational chart for the total SBDC network indicating the position of the Lead Center within the Applicant organization and the department/division and person/title to whom the SBDC Lead Center Director reports.

- **Program Objectives**
SBDC must include a brief summary of major program objectives and ongoing programs, highlighting any new programs, special projects or activities. To facilitate reporting, categorize the information presented using the reporting titles listed in Section 6.3 to the extent possible. (Success stories should not be included in the proposal.)
- **SBDC Scheduled Closures**
A listing of all scheduled SBDC Lead Center closures, whether for holidays or planned shutdown, of the Recipient Organization. Emergency closures must be reported to the SBA Project Officer as soon as possible. SBDC service providers must be open during the normal business hours.
- **Advisory Board**
A list of the members of the SBDC statewide/region-wide advisory board in accordance with [15 USC § 648\(j\)](#), including their titles. Also include a description of the board's responsibilities and date of the SBDC board's most recent meeting. A majority of the advisory board members must be representatives from small businesses or associations representing small businesses located throughout the entire area of service. Veterans, women, minorities and Native Americans should be represented, as appropriate. There should be regular periodic meetings each year. The SBA District Director should be a non-voting member.
The reasonable cost of travel of any board member for official board activities may be paid out of the SBDC's budgeted funds. This travel must include per diem rates for lodging, meals and incidental expenses only.
- **Conflict of Interest Policy**
The SBDCs current conflict of interest policy for the SBDC network must be included in the proposal. See Section 8.3.8, "Conflict of Interest" for guidance on content of the Conflict of Interest Policy.
- **Training**
SBDCs must provide a list of the types of training to be offered during the budget period. Recipients are expected to provide the SBA Project Officer with a quarterly calendar of such trainings or access electronically to comparable information.
- **Personnel Resumes**
Résumés for any new key personnel directly employed by the SBDC (i.e. Lead and Service Center Directors and special program Directors such as for technology or international trade) since the start of the last program year. Do not include résumés for trainers, counselors or support staff.
- **PIMS Contact**
Identify the SBDC contact designated to maintain information in SBA's Partner Identification Management System (PIMS), by name, title, phone number and email address.
- **Program Income**

Describe planned activities that will be supported with SBDC Program Income during the performance period, and estimated cost. Program Income must be used to further the goals of the SBDC program. Do not include program costs supported with program income on the application, network budget summary or budget justifications.

- **Other Funds**

The proposal must fully describe any other federal or state small business assistance programs, contributions or grant funds (excluding foundation accounts) managed by the SBDC network outside the SBA Cooperative Agreement. Include the source and amount of funds provided by each organization and the purpose for which the funds have been provided.

The SBDC must maintain an updated list of funding sources and amounts for each source of funds received by the SBDC network including grants, contracts and contributions. In addition, for each source of funds, documentation regarding the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose and any requirements, stipulations or deliverables must be maintained and made available during the biennial financial examination process. SBDCs managing other small business programs outside the SBA Cooperative Agreement must maintain separate accounting/financial records to ensure a clear audit trail for the funds provided under the SBDC Cooperative Agreement. Costs may not be proposed or claimed for SBDC Program regardless of funding source, when the scope of activity is inconsistent with this Program Announcement.

In accordance with [15 USC § 648\(a\)\(5\)](#), the AA/OSBDC must approve all federal initiatives to be accomplished through the SBDC networks.

4.1.1.2 Planned Milestone Accomplishments:

This spreadsheet is required and shall separately list the goals for the Lead Center and all SBDC Service Centers, including specialty centers. The spreadsheet must include sections on “Major Program Objectives” and “Special Projects” for the network for each Service Center. The spreadsheet is available at <http://www.sba.gov/content/sbdc-forms-and-worksheets>.

4.1.1.3 SBDC Network Listing:

Provide a list of all Service Locations by Center name, host institution, key contact and physical location and PIMS location code. Also identify whether each location is a Service Centers, specialty centers or satellite location. (Please refer to Section 8.1 “Definitions”). The SBDC Network Listing shall be validated from SBA’s PIMS system. PIMS must be kept current. The Location ID for each center is issued through the PIMS system and directly affects the SBDC’s ability to report program activity to the SBA’s data collection system (currently EDMIS); therefore, it is vital to keep the information in this system current. Guidance on maintaining PIMS is in 6.3 “Reporting”, PIMS Maintenance.

4.1.2 Budget Information

Budget information must be provided through the completion or submission of the following:

| Title | Guidance | Document Location |
|--|---|---|
| Application for Federal Assistance (SF-424) | Please provide a complete street address. Do not use P.O. Box numbers. | Grants.gov application package |
| Budget Information – Non Construction Programs (SF-424A) | This form is required for Lead Centers (and Service Centers if the standard SBDC Budget Justification format is not submitted). | Grants.gov application package |
| SBDC Budget Justification and Personnel List. PLEASE NOTE: All categories on the SBDC Budget Justification form must be addressed in the Budget submission. | A line item budget justification with complete details for each expense item is required for the Lead Center and each Service Center. Include a list of SBDC personnel. See chart below for specific budget instructions - including personnel instructions. Information should be submitted using the standard SBDC Budget Justification form, available at SBDC Forms and Worksheets . If the standard SBDC form is not used, Applicant must provide an SF-424A for the Lead Center and each Service Center - in addition to a line item budget justification for each center. | SBDC Forms and Worksheets |
| Current Indirect Cost Rate Agreements negotiated with cognizant agency | These agreements are required for Lead Center and Service Centers claiming indirect costs. | |
| Schedule of Indirect Costs | | SBDC Forms and Worksheets |

4.1.2.1 Budget Preparation

OSBDC will provide SBDCs with projected funding levels to be used in budget preparation.

SBDCs submitting multi-year proposals must refer to Section 4.1 “Application Instructions”, for specific procedures.

The budget proposal must show the total cost of the program as proposed in Section B of SF-424A (rev. 7/97). Such costs include personnel, fringe benefits, travel, consultants,

equipment, supplies and contractual costs. (Refer to SF- 424A, “Budget Information – Non-Construction Programs” Rev. 7/97) and Budget Justification instructions).

Although there is a line for “Program Income” on the SF-424 (Application for Federal Assistance), SBDC Applicants should leave this line blank and NOT include Program Income on the “Total Estimated Funding” – line f – of the SF-424. Also leave blank the “Program Income” line on the SF-424A (Budget-Information – Non-Construction Programs) and do not include Program Income in the total line 6.k. Additionally, do not include program income costs in the detailed budget justification.

4.1.2.2 Service Center Costs

The budget narrative must specify which costs will be paid by federal dollars, cash and non-cash match. The amount and source of funds provided as match must be clearly indicated, i.e., state, university and private sector funds- distinguishing between cash match, indirect match and in-kind match. In-kind match contributions must show how their value is determined. This applies to costs incurred by Service Centers as well as recipient costs.

For those SBDCs operating separate International Trade Centers, Procurement Centers or other specialty centers as part of the Cooperative Agreement, the proposal must include a separate budget and milestone chart.

The budget proposal must describe the financial resources contributed by the Applicant. The amount and source of funds provided as match must be clearly indicated, (i.e., state, university and private sector funds- distinguishing between cash match, indirect match and in-kind match).

If an Applicant proposes costs for Service Centers under the contractual budget element (i.e. sub-awards), it must also provide separate Service Center budgets with a line item breakout, including the amount of federal dollars allocated to each Service Center, as well as indirect cost with applicable cost base and rate. If the Service Center proposes sub-contractual costs, supporting budget details such as a statement of work, the number of hours and rate of pay must be provided for each contractor.

An Applicant may substitute its own forms or spreadsheets in place of the SBA Budget Justification Worksheet so long as it included all of the information requested in section 4.1.3.3, below.

4.1.2.3 SBDC Budget Justification Instructions

The budget cost categories are detailed below. The direct cost and indirect cost total must agree with the SF-424 and SF-424A.

| | |
|-------------------------|--|
| Personnel: | List name and title of all personnel charged to federal and non-federal funds (direct costs). For each of these positions, show federal, match, annual salary, number of months, level of effort in percentage and total amount budgeted for the position as the basis to estimate personnel costs charged to the SBDC program. Include personnel for technology (at SBTDCs), designated international trade personnel and contact designee to maintain PIMS information. Show position title for personnel to be hired. |
| Fringe Benefits: | Indicate the fringe rates approved by your cognizant federal agency for audits when available. If not available provide the schedule used. Do not include fringe cost in the total amount required for personnel. |
| Travel: | For local travel, provide total anticipated mileage and mileage rate. For out of state (region) travel, provide purpose and itemize trips by destination, mode of transportation, airfare or other transportation rates, number of trips and number of travelers. 30 day prior approval is required for foreign travel; 20 days for unanticipated out-of-state (not in approved budget) travel. Contact Project Officer for Travel Authorization forms to obtain preapproval. |
| Equipment: | List items costing at least \$5,000 and having at least one year of useful life. The Recipient Organization must maintain an inventory of equipment purchased with program dollars including cost, location and detailed description of each item. Equipment inventory must be made available upon request of SBA. |
| Supplies: | Show anticipated cost of supply items such as general office, operational, computer supplies, and other supply items costing less than \$5,000. The Recipient Organization must maintain an inventory of controlled supplies of higher dollar value and high potential for loss such as computers, etc. and it must be made available upon request of the SBA. |
| Contractual: | Provide budget details, such as statement of work, number of hours and rate of pay. If Applicant proposes contractual costs for Service Centers (sub-awards), separate budgets (i.e., form 424A and budget justifications) must be presented for each Service Centers. Do not show Service Center indirect cost on contractual line. Service Center indirect cost must be shown on line j column 4 of the 424A. |
| Consultants: | There may be an error on form 424A showing a "construction" instead of a "consultants" category on line 6.g.. Please indicate consultants cost on that line for construction. Specify the consultant's purpose and indicate the number of hours and rate of pay. |
| Other: | List all expenses included in this cost category with planned cost per item. Expense items may include, but are not limited to computer software, copying, postage, printing, publications, subscriptions, dues, telephone, conference fees and office space (indicate square footage and rate). Do not list other items with zero amounts. |

| | |
|-----------------------|--|
| Indirect cost: | Show indirect cost amount on <u>line j of the Budget Justification ONLY</u> . (Do <u>not</u> include indirect costs as cash match or as in-kind contributions; or as a contractual cost category.) A rate no higher than that approved by your cognizant agency should be used. Reimbursement of indirect costs charged to federal funds will be capped at a maximum of 20%. The amount remaining of the total indirect cost is the waived portion (i.e. indirect match, if any).indirect match, if any). You may obtain the Schedule of Indirect Costs from the SBDC website at http://www.sba.gov/content/sbdc-forms-and-worksheets . |
|-----------------------|--|

4.1.3 Certification Forms and Assurances

Forms are listed below:

| | | |
|---|---------------|--|
| Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions | SBA Form 1623 | SBDC Forms and Worksheets |
| Certification Regarding Drug-Free Workplace Requirements | | SBDC Forms and Worksheets |
| Certification Regarding Lobbying – must be completed by all Applicants | SBA Form 1711 | SBDC Forms and Worksheets |
| Disclosure Form | SF-LLL | www.grants.gov application package |
| Cash Match and Program Income Certification Form – includes certification of program income on hand | | SBDC Forms and Worksheets |
| Cost Sharing Proposal | SBA Form 1224 | SBDC Forms and Worksheets |
| Assurances-Non-Construction Programs | SF-424B | www.grants.gov application package |

4.1.4 Attachments and Exhibits

Proposal Attachments Chart:

| | Single Year Proposal | Multi Year Proposal | |
|---|----------------------|---------------------|--------------------|
| | | Year One | Year Two and Three |
| Application for Federal Assistance SF-424 The Program Income Section on the Standard Form 424 should be left | √ | √ | √ |

| | | | |
|--|---|---|---|
| blank | | | |
| SBA Attachment Form There will be 15 attachments buttons label Attachment 1-15. | √ | √ | √ |
| List of Attachments submitted through grants.gov | √ | √ | √ |
| Narrative | √ | Prepare for the three year period. | Provide changes related to the service delivery approach; methodology for allocation of goals; new SBA/SBDC priorities; schedule of holiday closures; a list of new employees, their positions and resumes. |
| Planned Milestone Accomplishments | √ | Submit for first year only. | Provide revised negotiated goals for program year. |
| Budget Information Non-Construction Programs SF-424A Leave blank line 7 (Program Income) on the Standard Form 424a (Budget Information – Non-Construction Programs) Do not add program income to line 6k. Program Income should be addressed in the proposal’s program narrative. | Submit for Lead Centers (and each Service Center) if standard SBDC Budget Justification format is not submitted). | Submit for Lead Centers (and each Service Center if standard SBDC Budget Justification format is not submitted). Fill-in Section E, SF-424A, Line 16 only, Columns (b) First and (c) Second. | Sections A, B, C, and D should be completed for the 12-month budget period for the network, Lead Center and each Service Center (if standard SBDC Budget Justification format is not submitted). LEAVE BLANK Section E in year three. |
| SBDC Network Listing Validate data | √ | √ | √ |

| | | | |
|--|--|--|--|
| using PIMS. Please identify which are Service Centers, Satellite Centers, and which are Specialty Centers including ITCs. | | | |
| SBDC line-item Budget Justification with cost details and Personnel List | Submit for Lead and each Service Center. | Submit for Lead and each Service Center. | Submit for Lead and each Service Center. |
| Indirect Cost Rate Agreements | Submit for lead and Service Centers claiming indirect costs. | Submit for Lead and Service Centers claiming indirect costs. | Submit only if provisional rate has changed at center. |
| Schedule of Indirect Costs | √ | √ | √ |
| Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions SBA Form 1623 | √ | √ | |
| Certification Regarding Drug-Free Workplace Requirements | √ | √ | |
| Certification Regarding Lobbying SBA Form 1711 | √ | √ | |
| Cash Match and Program Income Certification Form | √ | √ | √ |
| Cost Sharing | √ | √ | |

| | | | |
|--|---|---|---|
| Proposal SBA Form 1224 | | | |
| Approval Letter from SBA District Office | √ | √ | √ |
| Assurances Non-Construction Programs SF-424B | √ | √ | |

4.1.5 Treatment of Proposal Information

If the SBDC’s proposal contains confidential data, the SBDC must follow Part 102 of SBA’s regulations ([13 CFR Part 102](#)).

Unless otherwise specified, all financial, statistical, personnel and/or technical information and data which are furnished, produced or otherwise made available to the SBDC by its small business customers during the performance of this Agreement shall not be used for purposes other than performance of work under this Agreement. The above information received by the SBDC may be privileged and must not be released or disclosed by the SBDC without the prior written consent of the client unless otherwise required by law. If such information is requested in a legal proceeding, the SBDC must take the necessary precautions and legal recourse to protect privileged information.

[Public Law 108-447](#), approved December 8, 2002, provides that client information can only be made available to SBA for legal enforcement action and financial audits. However, SBA is also allowed access to client data for obtaining program activity information or conducting client surveys.

No files or records will be removed from the premises of any government agency with which the Recipient may work without the approval of the agency in possession of such documents. Publication of any information will be in accordance with [OMB Circular A-110](#).

4.1.6 Funding Restrictions

4.1.6.1 Budget Preparation & Funding

- **Administrative Requirements and Cost Principles**

SBA will supply federal assistance funds for the SBDC's operation. However, to qualify for assistance, the Applicant (Lead Center) and/or its network participants must provide, at a minimum, an amount (cash and in-kind match) equal to the federal dollars provided. (See Section 4.1.6.2 “Financial Guidelines - Cash Match”.)

When making sub-awards, administrative costs incurred for establishing technical needs, determining qualified candidates, issuing requests for bids, evaluating replies and selecting an awardee may be claimed as indirect costs according to [2 CFR Part 220 \(OMB Circular A-21\)](#). The Circular allows these incremental Facilities and Administrative costs on the first \$25,000 to be claimed one time in the indirect cost base

for each subcontract or sub-award. It is not appropriate to claim these costs when obtaining annual funding to continue the sub-award. These costs only may be claimed when an open, competitive bidding process was involved in issuing the sub-award that included the aforementioned administrative costs.

SBDCs are governed by [2 CFR Part 215 \(OMB Circular A-110\)](#) or [13 CFR Part 143](#) for administrative procedures and [2 CFR Part 220 \(OMB Circular A-21\)](#), [2 CFR Part 225 \(OMB Circular A-87\)](#) or [2 CFR Part 230 \(OMB Circular A-122\)](#) for cost principles.

These can be found at [OMB Grant Circulars](#).

- **Travel**

The proposed budget must include a description of the out-of-state (region) travel proposed, indicating estimated costs, number of persons traveling and purpose of travel. All travel performed as part of this Agreement must be in accordance with SBDC program objectives and in compliance with the recipient's travel policy and governed by [2 CFR Part 220 \(OMB Circular A-21\)](#), [2 CFR Part 230 \(OMB Circular A-122\)](#), or [2 CFR Part 225 \(OMB Circular A-87\)](#), as applicable. [OMB Grant Circulars](#) (Refer to Section 5.1.9.1 for prior approval requirements governing out-of-country travel.)

- **Payment of Dues**

The budget proposal must show the total amount of Cooperative Agreement funds (both federal and non-federal) the SBDC intends to allocate for payment of dues to professional associations, including the ASBDC. **All dues allocated for membership in the ASBDC and/or other professional associations must be thoroughly documented and justified and include a detailed explanation of the benefits to the SBDC program derived from this expenditure.** Where federal funds have been used to pay association dues, the SBDC must be able to document that the expenditure was reasonable and necessary to the SBDC based upon the benefits derived. In addition, all memberships purchased with project funds must be in the name of the Recipient Organization rather than in the name of an individual.

- **Lobbying**

There is a broad federal restriction on all grantees of the Federal Government, which prohibits the use of federal appropriated funds to lobby Congress or agencies concerning certain specified federal actions ([31 USC § 1352](#) (also known as the Byrd Amendment)). In addition, [2 CFR Part 230](#) or [2 CFR Part 220](#) (OMB cost circulars ([A-122](#) at §25 and [A-21](#) at §24)) provide that lobbying activities are generally unallowable costs. Reference should be made to the OMB Circulars, which set forth the unallowable activities as well as the limited activities that are allowed.

- **Indirect Costs and Overhead**

To propose and subsequently claim indirect costs, Applicants must furnish their current indirect cost rate (ICR) agreement

- as negotiated with their cognizant federal agency,
- certified by their state governmental unit and approved by their cognizant federal agency, or

- a rate approved by SBA.

Agreements for participating Service Centers must also be submitted.

The negotiated indirect cost rate in effect at the time of the initial proposal will be used for the budget period covered by the proposal. If a provisional indirect cost rate is in effect at the time the proposal is submitted and it has been more than one year since the date the provisional rate became effective, the SBDC must furnish OSBDC with documentation showing that they have made an effort to negotiate a final rate.

Indirect costs cannot be claimed for the Lead Center or for Service Centers that do not submit approved cost rate agreements for the proposed funding period. Indirect costs cannot exceed the amount allowable under the approved ICR Agreement submitted with the proposal. Indirect costs claimed must not exceed the amount on the approved budget in the Notice of Award without prior written approval of the SBA Grants Management Specialist. Entities currently without an ICR agreement negotiated with a federal agency may request that the SBA Project Officer provide an SBA rate agreement of 24% to be used exclusively for the SBDC program. For entities using an SBA provided ICR Agreement, the following terms apply:

- These terms are to assist in identifying and clarifying those costs considered to be “general administrative and general expenses” noted in [2 CFR Part 220.E \(OMB Circular A-21\)](#), [2 CFR Part 225 \(OMB Circular A-87\)](#) and [2 CFR Part 230.C \(OMB Circular A-122\)](#). They form the basis for this SBA ICR Agreement and subsequently may not also be included as direct costs against the award when the SBDC ICR Agreement is used.
- Cost pools underlying the ICR Agreement include personnel compensation and benefits for positions or for activities which are not (1) in direct support of the SBDC program goals and objectives **and** (2) under the direction or supervision of the key person identified in the Cooperative Agreement as responsible for program performance at the respective host entity.
- Examples include, but are not limited to, those expenditures allocable to human resources and accounting departments, sponsored project staff, corporate marketing staff, controllers, deans, chief executives and presidents of colleges and universities.
- Non-personnel costs such as audits, supplies, materials, insurance, and other services and operating costs allocable to administrative departments and to the activities of the host entity are considered part of the “general and administrative cost pool” and thus may not also be directly charged.

Facilities & Administration (F&A) costs may not otherwise be charged, directly or indirectly, to the Cooperative Agreement or claimed as non-cash match contributions without the incorporation of an approved ICR Agreement, either from a cognizant agency or from the SBA as described here.

Any agreements subsequently negotiated with a federal agency will supersede the SBA ICR Agreement.

- **Justification of Costs**

All costs proposed require justification and narrative explanation for the Lead Center and each Service Center. All proposed costs must be included in the specific line items and fully justified. All forms contained in the financial application package must be completed accurately and in full.

- **Miscellaneous or Contingency Costs**

No miscellaneous or contingency costs may be included in the budget. Contributions to a contingency reserve or any similar provision made for unforeseen events are unallowable.

- **Subcontracting**

All subcontracting awarded as a result of this Agreement will be in accordance with [2 CFR Part 215.40-215.48](#), [OMB Grant Circulars](#), [13 CFR Part 143.36](#) and [13 CFR Part 143.37](#) as applicable to the entity.

- **Proposal Costs**

This request does not commit the Federal Government to pay any costs incurred in the submission of a proposal.

4.1.6.2 Financial Guidelines

- **Carryover Requests**

Funds should be expended in the year awarded; however, carryover requests will be considered on a case-by-case basis. Carryover of unexpended funds is permissible only if the funds are to be used for a project or activity within the scope of the SBDC program and the request is in the best interest of the Program.

The SBDC Lead Center Director must request approval to carry over anticipated unexpended federal funds to the next budget period at least 10 days prior to the close of the current budget period (No later than September 20th for FY programs and December 21st for CY programs)

A formal Carryover request, submitted with the final SF-425, must include: (1) SF-424, SF424A, and detailed budget justification forms; (2) narrative indicating why the funds were not expended during the period in which they were awarded; (3) SBA District Office approval; and (4) evidence of match.

The match requirement for carryover funds can be met by using overmatch from the current budget year, an increase in funds pledged by the SBDC or overmatch from the year funds were carried over or a combination of both.

Expenditures for the carryover requests must be accounted for separately from current year funds. All financial reports, pay requests and other correspondence relating to the carryover funds must reference the federal document number assigned to the funds carried forward.

- **Use of Program Income**

Program income must be used to further the objectives of the SBDC program and cannot be used for other purposes. SBDCs must expend any program income exceeding 25 percent of the SBDC's total budget (SBA federal funds and matching funds) by year end. Any remaining program income may be carried over to subsequent budget periods to be used to further program objectives. SBDC Program recipients are responsible for establishing a separately identifiable program income account to facilitate financial reporting. All program income must be reported on SBA Form 2113 (Program Income Report). The SBDC will include as an attachment to the SF-425, the SBA Form 2113 and a narrative description of how program income was used to further eligible program objectives.

- **Cash Match Requirement**

Each SBDC Applicant must ensure that no less than 50% of the required contribution will be in cash. This cash outlay must not include indirect costs, in-kind contributions or program income derived from activities supported in whole or in part with federal or match funds. Direct cash match committed by the Applicant organization or Service Center (i.e. personnel services, fringe benefits, consultants) may be included in the cash match only to the extent that these costs were committed as part of the specific direct line item costs verified by the Certifying Representative prior to funding.

Further, the cash match shall not include: (1) funds contributed from other federal sources [see exception below]; (2) program income or fees collected from recipients of assistance, whether collected by the Lead Center, Service Centers or any other participants in the SBDC network; or (3) amounts committed by the Applicant organization for unidentified and/or contingent costs in the budget proposal.

There is one exception to the disallowance of federal funds as cash match. Community Development Block Grant (CDBG) funds received from the Department of Housing and Urban Development are allowed when: (1) the SBDC activities are consistent with the authorized CDBG activities for which the funds were granted; and (2) the CDBG activities are identified in the Consolidated Plan of the CDBG grantee or in the agreement between the CDBG grantee and the sub recipient of the funds.

When an SBDC manages another, non-SBA funded small business program which has a program scope consistent with the SBDC program, personnel compensation and benefit costs of the program may be counted as match provided that the funds for the program did not originate from another federal agency.

The cash match must be committed up front and identified by source, amount and account number in the SBDC budget proposal. The cash match account (as well as

SBA federal funds) allocated to the SBDC program, must be under the direct management of the SBDC Lead Center or Service Center Director. However, SBDC organizations are not required to establish separate bank accounts solely for SBDC purposes. The availability of this cash contribution for SBDC program operations must be certified by the official from the Applicant organization who signs the Federal Assistance Form (SF-424).

If the state is providing part of the cash match, the Certifying Representative must verify that these funds have been appropriated prior to award of the Cooperative Agreement. However, in situations where state appropriation cycles prohibit total compliance prior to award of the Cooperative Agreement, the Certifying Representative shall verify that sufficient upfront cash match will be available from the state or other sources, prior to any withdrawal of federal funds.

- **SBA Requirement for Allocation of Federal Funds**

SBA requires that at least 80 percent of federal dollars provided through the Cooperative Agreement be allocated to the direct costs of the program.

4.2 Submission Instructions

An electronic copy of the proposal for each twelve month budget period must be provided to the SBA District Office for review and negotiation prior to submission to grants.gov. All proposals (narratives and forms) must be submitted electronically via the government-wide financial assistance portal www.grants.gov. **NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.** All required forms are provided in the grants.gov application package for this funding opportunity. Specific instructions for obtaining, completing, and submitting an application via grants.gov, including animated tutorials, may be found at http://www.grants.gov/applicants/app_help_reso.jsp.

In order to submit an application via grants.gov, an organization is first required to have a DUNS number, be registered with the System for Award Management (SAM), and have a grants.gov username and password. The process for meeting these three pre-submission requirements may take several days to complete. Additionally, Applicants may have to download or upgrade their software in order to utilize grants.gov. Applicants should not wait until the closing date to begin the submission process in order to avoid unexpected delays that could result in the rejection of an application.

Information about the grants.gov registration process can be found at http://www.grants.gov/applicants/get_registered.jsp. Applicants must register as organizations, not as individuals. Please note that organizations already registered with grants.gov do not need to re-register. However, all registered organizations must keep their SAM registration up-to-date. As part of the grants.gov registration process, an Applicant must designate one or more Authorized Organizational Representatives (AORs). AORs are the only individuals who may submit applications to grants.gov on behalf of an organization. If an application is submitted by anyone other than a designated AOR, it will be rejected by grants.gov and cannot be considered for funding.

Once an application is submitted, it undergoes a validation process through which it will be accepted or rejected by the grants.gov system. The validation process may take 24 to 48 hours to complete. Applicants should save and print written proof of an electronic submission made at grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. The first email will confirm receipt of the application. The second email will

indicate that the application has either, been successfully validated by the system and assigned an SBA tracking number, or it has been rejected due to errors. An Applicant will receive a third email once SBA has downloaded its application from grants.gov for review in accordance with Section 5.3 “Review and Selection Process” below.

If grants.gov notifies an Applicant via email that its application contains an error, the Applicant must correct the noted error(s) before the system will accept and validate the application. Applicants that choose to submit on or close to the closing date are advised they may not receive email notification of an error with their applications until after the submission deadline, and thus will not have an opportunity to correct and resubmit their applications.

APPLICATIONS THAT ARE REJECTED BY GRANTS.GOV WILL NOT BE FORWARDED TO SBA AND CANNOT BE CONSIDERED FOR FUNDING. It is the Applicant’s responsibility to verify that its submission was received and validated successfully at grants.gov. To check on the status of your application and see the date and time it was received, log on to grants.gov and click on the “Track My Application” link from the left-hand menu.

If you experience a technical difficulty with grants.gov (i.e., system problems or glitches with the operation of the grants.gov website itself) that you believe threatens your ability to submit your application, please (i) print any error message received; and (ii) call the grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with grants.gov. NOTE: Problems with an Applicant’s own computer system or equipment are **not** considered technical difficulties with grants.gov. Similarly, an Applicant’s failure to: (i) obtain a DUNS number or complete the SAM or grants.gov registration process; (ii) ensure that an AOR submits the application; or (iii) take note of and act upon an email from grants.gov rejecting its application due to errors, are **not** considered technical difficulties. A grants.gov technical difficulty is an issue occurring in connection with the operations of grants.gov itself, such as the temporary loss of service by grants.gov due to an unexpected volume of traffic or failure of information technology systems, both of which are rare occurrences.

Applicants should use the following link to obtain assistance in navigating grants.gov and access a list of useful resources: http://www.grants.gov/applicants/app_help_reso.jsp. If you have a question that is not addressed under the “Applicant FAQs,” try consulting the “Applicant User Guide” or contacting grants.gov via email at support@grants.gov or telephone at 1-800-518-4726. The grants.gov Contact Center is open 24 hours a day, seven days a week.

4.3 Required Proposal Submission Dates

Each Applicant is required to submit its proposal electronically via www.grants.gov no later than 11:59 p.m. Eastern Time on July 17, 2014 for fiscal year funded entities or 11:59 p.m. Eastern Time on August 21, 2014 for calendar year funded-entities. Because of the pre-conditions for submitting applications via grants.gov and the potential for encountering technical difficulties in using that site, Applicants are strongly encouraged to log on to grants.gov and review the submission instructions early. **DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS.** Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

SBA will consider the date and time stamp on the validation generated by grants.gov as the official submission time. A proposal that is not received by grants.gov before the closing date of this Announcement will be rejected without being evaluated, unless the Applicant can clearly demonstrate through documentation obtained from grants.gov that it

attempted to submit its proposal in a timely manner but was unable to do so solely because of grants.gov systems issues. Additionally, SBA will not accept any changes, additions, revisions or deletions to applications made after the closing date.

Applicants should save and print written proof of an electronic submission made at grants.gov. If problems occur while using grants.gov, the Applicant is advised to (i) print any error message received; and (ii) contact grants.gov for immediate assistance. Applicants may obtain advice and assistance with the grants.gov submission process by visiting <http://www.grants.gov/help/help.jsp> or by calling 1-800-518-4726.

SBDC Applicant's Timeline

- **SBDCs funded on the federal FISCAL year:**

| | |
|------------------|--|
| May 7, 2014 | OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC Applicant to start target goal negotiations. |
| June 11, 2014 | Proposal due via email submission from the SBDC Applicant to Project Officer in the SBA District Office – Project Officer, District Director and SBDC Applicant completes proposal negotiations. The proposal should include the negotiated goals. |
| July 17, 2014 | Proposal due to the OSBDC via electronic submission on www.grants.gov at 9 p.m. EDT |
| February 1, 2015 | SBDC Recipient Organization must submit a Letter of Intent to apply for renewed funding to your Program Manager. |

- **SBDCs funded on the CALENDAR year:**

| | |
|-----------------|--|
| May 7, 2014 | OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC Applicant to start target goal negotiations. |
| July 16, 2014 | Proposal due via email submission from the SBDC Applicant to Project Officer in the SBA District Office – Project Officer, District Director and SBDC Applicant completes proposal negotiations. The proposal should include the negotiated goals. |
| August 21, 2014 | Proposal is due to the OSBDC via www.grants.gov at 9 p.m. EDT. |
| March 1, 2015 | SBDC Recipient Organization must submit a Letter of Intent to apply for renewed funding to your Program Manager. |

NOTE:

Intent to Renew

SBDCs wishing to exercise a renewal option must e-mail or fax the Letter of Intent to Renew to the Program Manager in OSBDC by the date listed on the SBDC Applicant's Timeline page of this Program Announcement.

Intergovernmental Review

The SBDC program does not involve the mandatory payment of any matching funds from the state or local government and does not affect directly any state or local government. As appropriate, SBDC programs should comply with [Executive Order 12372](#), “Intergovernmental Review of Federal Programs.”

5.0 Section V - Application Review Information

5.1 General

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements. SBA will not evaluate Applicants that do not document in their application that they meet the requirements for participation in the SBDC program. **Submissions will only be accepted via www.grants.gov.**

Proposals will be rejected without being evaluated if they are submitted by ineligible organizations or they are illegible or materially incomplete due to an Applicant’s failure to include all required forms and/or provide the required level of detail.

5.1.1 SBA Duties and Responsibilities

5.1.1.1 SBA Responsibilities

The OSBDC is responsible for:

- Mailing the continuation letter to the SBDC Lead Center Director.
- Notifying the SBDC Lead Center Director when the Program Announcement is posted on www.grants.gov.
- Reviewing the proposal and resolving any outstanding issues not settled by the District Office under the Disputes Policy. (See [13 CFR Part 130](#)).
- Approving the proposal and issuing the Notice of Award.
- Conducting programmatic and financial reviews.
- Ensuring the SBDC PIMS information related to the opening or closing of Service Centers is updated upon submission from the SBDC Lead Center offices.

The SBA District Office is responsible for:

- Negotiating the proposal with the SBDC Lead Center Director incorporating District Office and Agency priorities, including performance goals.
- Submitting a letter of approval of the proposal by the District Director in the proposal via www.grants.gov.
- All District Office communications must be run through the Lead SBDC Center unless all parties agree to an alternative communications plan.

5.1.2 SBDC Program Details

The SBDC Program is governed by a binding legal instrument between the SBDC Lead Center and the SBA known as a notice of award or cooperative agreement. The purpose of the Cooperative Agreement is to ensure the delivery of high quality business and economic development assistance (as defined by [13 CFR Part 130.340](#) and the Small Business Act) to small businesses and prospective small businesses.

The SBDCs must ensure that their economic development and technical assistance services are available to all small business populations, including special emphasis groups [[13 CFR Part 130.340\(c\)](#)].

The services provided must include those required by statute and shall include the activities of the Lead Center (Applicant) and all participating network members. Each Applicant will be accountable to SBA for performing all services included in its proposal.

5.1.3 Statutorily Required Services

SBDCs are required to provide the following services:

5.1.3.1 On a non-fee basis, one-on-one confidential counseling/consultation/advising/guidance:

- Working with individuals or businesses to increase awareness of basic credit practices and credit requirements;
- Working with individuals or businesses to develop business plans, financial packages, credit applications and contract proposals;
- Working with the Administration to develop and provide informational tools to assist individuals with pre-business startup planning, existing business expansion and export planning;
- Working with individuals or businesses referred by the SBA District Offices and SBA participating lenders (Note: Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services.); and
- SBDCs must have counselor resources available to meet the needs of entrepreneurs throughout the SBDC's designated service territory.

5.1.3.2 Technology transfer, research and development:

- Assisting in technology transfer, research and development, including applied research and coupling from existing sources to small businesses, such as:
 - Working to increase the access of small businesses to the capabilities of automated flexible manufacturing systems;
 - Working through existing networks and developing new networks for technology transfer;
 - Encouraging partnerships between the small business and academic communities to help commercialize university-based research and development;
 - Introducing university-based engineers and scientists to their counterparts in small technology-based firms; and
 - Exploring the viability of developing shared production facilities under appropriate circumstances.

5.1.3.3 Rural Assistance:

- Assisting small businesses in rural areas in an effort to increase their participation in exporting, government procurement, tourism, access to credit, incubators, innovation and technology and

other small business programs, in cooperation with the U.S. Department of Commerce (DOC) and other relevant federal agencies; and

- The SBDCs may develop marketing and production strategies that will enable the rural businesses to better compete in the domestic market, provide technical assistance needed by rural small businesses, make available managerial assistance to rural small business concerns and provide information and assistance in obtaining financing for business startups and expansion.

5.1.3.4 Export Assistance:

- Maintain a minimum number of certified export assistance counselors available to assist clients develop export and international trade opportunities by meeting the requirement in Section 22(i) of the Small Business Act that at least five (5) counselors or ten percent (10%) of the total number of full time small business counselors in the network, whichever is the least, achieve certification as export assistance counselors. Compliance with the requirement shall be reported in the Semi-annual and Annual Reports by providing the counselor name, certification type and date of certification as well as the number of full-time counselors employed and the number certified. SBDCs not meeting this requirement shall include a plan for attaining compliance with the law in their proposal narrative, including an implementation timeframe. Recipients may refer to [SBA Policy Notice 6000-800](#) for further guidance regarding export and trade counselor certification.
- Report client data for export assistance as required on SBA Form 641, including numbers of small businesses new to export; numbers of new markets entered; export revenues; referrals to a USEAC or SBA; referrals to the Department of Commerce, Department of Agriculture, Department of State, Ex-Im Bank, OPIC or the USTDA; number of jobs created or retained in the exporting aspect of the business.
- Cooperate with SBA's Office of International Trade, the Department of Commerce and other relevant federal agencies to assist small business to:
 - identify and develop potential export markets;
 - facilitate export transactions;
 - obtain export financing;
 - develop trade linkages between U.S. and foreign small business firms;
 - participate in international trade shows;
 - access export assistance in rural areas;
 - develop or reorient marketing and production strategies for international markets
 - obtain referrals to appropriate resources for trade adjustment and trade remedy assistance;
 - conduct Export Trade Assistance Partnership (E-TAP) programs;
 - make translation services more readily available where possible to small firms doing business, or attempting to develop business, in foreign markets;
 - establish hyperlinks between SBDCs, U.S. Export Assistance Centers, the Department of Commerce (www.export.gov).

Where appropriate, the SBDC and the SBA may work collaboratively with state governments to establish a state international trade center for these purposes.

5.1.3.5 Base Closure Assistance:

Develop and implement strategic business plans to effectively respond to the planned closure or reduction of a Department of Defense (DOD) facility within the community, or actual or projected reductions in such firms' business base due to the actual or projected termination or reduction of a DOD plant or a contract in support of such facility.

5.1.3.6 Regulatory Compliance:

- Maintain current information concerning environmental, energy, health, safety and other federal, state and local regulations that affect small businesses and counseling small businesses on methods of compliance with such regulations.
- Develop information publications, establish resource centers of reference materials, make appropriate referrals to the SBA's Office of the National Ombudsman, and distribute compliance guides published under section 212(a) of the Small Business Regulatory Enforcement Fairness Act of 1996, Public Law 102-121.

5.1.3.7 Specific Informational needs:

Provide specific informational needs and assistance, including but not limited to:

- Coordinating and conducting research into technical and general small business problems for which there are no ready solutions.
- Providing access to comprehensive physical and/or electronic libraries that contain current information and statistical data needed by small businesses.
- Maintaining a working relationship and open communications with financial and investment communities, legal associations, local and regional private consultants and local and regional small business groups and associations in order to help address the various needs of the small business community.
- Conducting in-depth surveys for local small business groups in order to develop general information regarding the local economy and general small business strengths and weaknesses in the locality.
- Identifying and referring qualified small business vendors, including but not limited to, private consulting engineers and private testing laboratories to provide services to small businesses.
- Maintaining lists of local and regional private consultants to which small businesses can be referred.

5.1.4 SBA Required Services

It is acknowledged that SBDCs receive funding from and must meet the mandates of its other funding sources. Despite these mandates, SBA District Directors and SBDC Lead Center Directors should negotiate services that meet local needs identified by a periodic needs assessment and integrating the SBDC strategic plan into the proposal, including:

5.1.4.1 Entrepreneurial Development Services

- Expanding international trade assistance to meet the requirements of the Small Business Act as amended by the Small Business Jobs Act of 2010 for the SBDC program.
- Assisting manufacturing workers interested in starting their own business and working closely with the U.S. Department of Commerce, National Institute of Standards and Technology's Manufacturing Extension Partnership (MEP) Program to assist small manufacturers.
- Providing programs focused on existing businesses to assist them with growth and expansion.
- Developing, facilitating and/or leveraging appropriate distance learning programs and/or initiatives that can be utilized by small business clients and, where appropriate, other SBA resource partners.
- Using market research tools such as the SBDC Clearinghouse, also known as SBDCNet, to serve the needs of the small business community.
- Developing economic recovery programs and plans that include counseling small business owners on ways and means to strengthen business recovery and continuity.
- Economic development involvement.
- Participating in and actively supporting community development in the SBDC's stated area of geographic coverage, including coordination with all levels of government – federal, state and local in support of initiatives that strengthen the infrastructure of the community and ensure stability and equality in community-based economic growth and development. The private sector, including business and professional organizations, should be invited to become stakeholders with the SBDCs acting as catalysts to initiate development projects beneficial to the community as a whole.

5.1.4.2 Government Contracting Assistance

- Provide information and assistance to small business owners interested in pursuing federal, state and local prime contract and subcontract opportunities, including promoting SBA's SBIR and STTR programs.
- Advise and assist small business owners to develop and execute effective marketing and sales plans for targeting federal prime contracts.
- Work cooperatively with the Procurement Technical Assistance (PTAC) program.
- Help 8(a) firms either directly or through the Applicant's affiliate in the area of contract education and assistance.
- Work with SBA District Offices to assess the needs of 8(a) firms through SBA's Business Development Management Information System (BDMIS) and other means to provide the 8(a) firm with business management and other education, training and information.

5.1.4.3 Access to Capital and Other SBA Programs

- Provide financial packaging and other financial counseling assistance; including assistance for SBA loan products and services.

- Provide access to tools and initiatives offered by SBA’s Office of Veterans Business Development (OVBD).
- Inform small business contractors about SBA’s Surety Bond Guarantee Program.
- Support the SBA Center for Faith-Based and Community Initiatives, as appropriate.

5.1.4.4 Underserved Markets

Provide outreach and service delivery to urban and rural populations, new immigrant populations, and members of Reserve Components of the U.S. Military and National Guard and their spouses.

The public documents mentioned herein identify target program goals and performance measures and link their achievement with the budget process. As participants in a grant program of the SBA, SBDCs should be familiar with overarching Administration and Agency goals including:

- Government Performance Results Act available at:
<http://www.whitehouse.gov/omb/performance/gprm-act>
- SBA Five-Year Strategic Plan available at:
http://www.sba.gov/sites/default/files/serv_strategic_plan_2010-2016.pdf
- SBA’s Fiscal Year 2014 Budget available at:
<http://www.whitehouse.gov/omb/budget/Overview> .

5.1.5 Program Overview

SBDCs operate under a plan to provide assistance within a state or designated geographical area. As a condition of any SBA grant award made, SBDC Applicants are required to provide at least an equal amount of matching funds from sources other than the Federal Government. SBDCs operate under the provisions of [15 USC § 648](#) and [13 CFR Part 130](#). The Cooperative Agreement is administered in accordance with [13 CFR Part 143](#) or [2 CFR Part 215](#) ([OMB Circular A-110](#)), as well as other applicable OMB Circulars (see Circulars listed below), a Notice of Award (the Agreement) issued by SBA and the provisions of this Program Announcement.

The SBDC Cooperative Agreement Notice of Award incorporates by reference all applicable OMB Circulars, including:

- [2 CFR Part 220](#) “Cost Principles for Educational Institutions.” ([OMB Circular A-21](#)).
- [2 CFR Part 215](#), “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations.” ([OMB Circular A-110](#))
- [2 CFR Part 230](#), “Cost Principles for Non-Profit Organizations.” ([OMB Circular A-122](#)).
- [2 CFR Part 225](#), “Audits of State, Local, and Indian Tribal Governments.” ([OMB Circular A-87](#)).
- [13 CFR Part 143](#) “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” ([OMB Circular A-102](#)).
- [29 CFR Part 99](#), “Audits of States, Local Governments, and Non-Profit Organizations.” ([OMB Circular A-133](#)).

Current versions of [OMB Grant Circulars](http://www.whitehouse.gov/omb/grants_circulars/) are available from the Office of Management and Budget's website. The address is: http://www.whitehouse.gov/omb/grants_circulars/.

Fiscal year programs are subject to the current OMB circulars and regulations, with any additional funding increments subject to the OMB rules effective 12/26/2014 for the additional funding. Calendar year programs beginning 01/01/2015 are subject to the OMB rules effective 12/26/2014.

All references to the OMB Circulars throughout this Program Announcement are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 78 FR 78589, codified at 2 CFR 200 *et seq* effective December 26, 2014 and incorporated herein.

Please see the Notice on page 2 of this Program Announcement.

The SBDC network must provide services as geographically close as possible to small businesses by using a variety of service delivery mechanisms, including satellite locations, traveling counselors and electronic means, as appropriate. The facilities and staff of each SBDC shall be located in places that will provide maximum accessibility and benefits to the small businesses which the SBDC is intended to serve. The SBDC will develop a plan as part of the proposal specifying the extent to which SBDC statutory and program duties will be delivered to address the needs of the small business community in the area to be served. In doing so, SBDCs must ensure that statutory and regulatory requirements are met.

The Lead Center must establish and maintain a program control center to provide administrative services to the SBDC network within the state or territory. These administrative services shall include, but not be limited to, (1) program development; (2) program management; (3) promotion and public relations; (4) financial accounting; (5) reports management; and (6) internal quality control. Records shall be maintained in the Lead Center indicating the federal, state, local government, academic and private sector resources available to the SBDC network and the types of services provided to clients.

The Lead Center must have its own full-time staff, must have a separate budget and identity and, if part of a larger unit, must be a clearly distinguishable sub-unit. Staffing must include a full-time (100%) Lead Center Director who will operate and administer the operations of the SBDC network and must have full authority to make expenditures under the Center's budget as well as to manage the program activities. Other statutory requirements for the SBDC are outlined in [15 USC § 648](#) (c)(2).

5.1.6 Required Reporting Lines for SBDC Lead Center Director

The SBDC Director, if an employee of an SBDC Lead Center hosted by an educational institution, must report to the school or college dean or an equivalent or higher level administrator. In a non-educational organization, the SBDC Director must report to an individual who is no lower than the third level of management or administration within a state agency.

5.1.7 Program Organization and SBDC Name

The specific identification "Small Business Development Center" or "Small Business and Technology Development Center" shall be a part of the name of every SBDC organization within the SBDC network. No other name designations or variations will be accepted. An SBDC proposing to add "Technology" must

follow the procedures set forth in Section 8.2 - “Guidelines,” and have the advance written approval of the AA/OSBDC and be in compliance with the ASBDC Accreditation Standards as specified. The statewide Small Business Development Center organization is referred to as the “Lead” Center SBDC. The Lead Center manages and administers a comprehensive small business assistance network, consisting of the Lead Center and its Service Centers, under the terms of a Cooperative Agreement between the U. S. Small Business Administration and the Recipient Organization. This network is part of the Small Business Development Center program.

5.1.8 Prior Approval:

Items requiring prior approval, include, but are not limited to, those listed below

5.1.8.1 Travel Out-of- Country

Travel outside the United States and its territories which is either: (1) charged to the Cooperative Agreement; or (2) performed while on duty for the Recipient Organization must be submitted to the Project Officer or District Director who shall submit a recommendation to the AA/OSBDC or his/her designee for his/her approval or denial no less than 30 days before departure on a case-by-case basis. (Travel to be completed using vacation time regularly earned is not subject to approval by the AA/OSBDC.) Failure to obtain 30 day prior approval from the AA/OSBDC or his/her designee may result in suspension or termination of funding.

5.1.8.2 Purchasing of Items for Marketing

Purchasing any items bought for marketing purposes using program funds (e.g. shirts, caps, etc.). Failure to gain prior approval may result in a financial examination disallowance, suspension or termination of funding. This prohibition does not include advertising in print or other media.

5.1.8.3 State/Regional Advisory Board Compensation

Compensation other than travel costs for the State/Regional SBDC Advisory Board members. This includes compensation reimbursed from federal funds or donated by the Advisory board member and used as non-cash match (in-kind).

5.1.8.4 Improvements to SBDC Facilities

Minor construction/physical improvement to SBDC facilities. Applicant must provide justification for use of program funds, estimated costs, and facilities or lease agreement or other documentation from property owner.

5.1.8.5 Request for Carryover of Funds

At least 10 days prior to the close of the current budget period (No later than September 20th for FY programs, December 21st for CY programs) to carry over anticipated unexpended federal funds to the next budget period.

5.1.8.6 Recruitment for a Lead Center Director

Prerequisite to filling a Lead Center Director position, the Recipient Organization must submit recruitment and selection plans for an SBDC Lead Center Director position to the SBA District Director (or Lead District Director when there is more than one District Office) and to the OSBDC Program Manager for approval of the plan's adequacy. Recruitment plans for filling the vacancy in excess of 120 days beyond the Director's departure date must have prior approval of the AA/OSBDC. If a Lead Center Director is subject to removal or replacement, the Recipient Organization is strongly encouraged to notify the SBA District Director and the AA/OSBDC (at least) 10 days before taking such action, if possible. SBA also requests a written explanation of such action, if allowed by the Recipient Organization.

5.2 Evaluation Criteria

All timely, materially complete applications received from eligible organizations will be reviewed in accordance with the criteria listed below.

5.2.1 Performance Measurements

SBA is focused on strategic planning, performance, and proven results as measured by each SBDC's achievement of negotiated and agreed upon short- and long-term outputs and outcomes. SBDCs are expected to provide in-depth, substantive, longer-term, outcome-oriented counseling and training for greater economic impact measured by the creation and retention of businesses and jobs, capital infusion and increased company revenues.

SBA and the SBDCs have jointly identified the following performance goals for the SBDC program:

- Number of Single-year, Long-Term Clients (5 hours or more of counseling, contact and prep time);
- Number of new businesses created; and
- Dollar Amount of Capital Infusion, which includes SBA loans, non-SBA loans and equity investment.

Additional performance measures that will be reported to SBA but not goaled:

- Number of jobs created, and
- Number of jobs retained.

Data reporting performance goals/measurements are collected through SBA's centralized data collection system (currently EDMIS). Data integrity, the verification and validation of performance results are an SBA priority as well as provide the ability to attest to the integrity and quality.

Performance goals are negotiated annually between the SBDC and the District Office. If the goals are in alignment with appropriate indices they will be accepted by OSBDC and incorporated into the SBDC Notice of Award. When circumstances warrant, OSBDC will work with the District Director and the SBDC to adjust performance goals.

5.2.2 Important Priorities for SBDC Recipients in FY/CY 2015:

- Participation in SBA's economic stimulus and other initiatives or programs;

- Increased focus on:
 - Technology assistance -
 - providing information and assistance to small businesses to increase their use of technology to improve business efficiency; and
 - targeting SBDC assistance to innovative science and technology companies to enhance their high growth potential.
 - Continuing to improve the level of international trade assistance offered;
 - Participating, to the extent practical, in collaborative ventures to improve assistance to small businesses, (i.e. Innovation Clusters);
 - Participating, to the extent practical, in collaborative ventures to improve assistance to entrepreneurs of all ages, especially seniors and youth, (i.e. AARP partnership; Start Young);
 - Working with faith-based and other neighborhood organizations as appropriate;
 - Providing contracting and procurement assistance, e.g., 8(a);
 - Providing assistance to veterans including:
 - marketing SBA's Military Reservist Economic Injury Disaster Loan program;
 - participating in the Department of Defense (DOD) Yellow Ribbon Reintegration and Transition Assistance Programs; and
 - working, to the extent practical, in collaboration with the SBA District Office to support the Boots to Business training initiative.
- Participation, to the extent practicable, in the FCC Broadband Plan;
- Assisting small businesses to prepare business continuity/disaster readiness plans;
- Enhanced on-line service delivery of SBDC services and use of web-based training as part of service portfolio;
- Participation with SBA/ASBDC to develop and assess counselor core competencies nationwide.

5.2.3 Organizational Experience and Capacity

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements.

5.2.4 Collaboration and Leveraging of Resources

Applicants will be reviewed on the breadth of their plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA's District Offices, other federal, state, local and tribal government agencies, other SBA grant Recipients/resource partners (SCORE, WBCs), trade associations, business/industry groups, institutions of higher education, and/or private organizations. Additionally, Applicants should note the availability of any non-award funds and/or in-kind resources that will be pledged to the performance of their projects.

5.3 Review and Selection Process

All SBDC funding proposals must be reviewed by and receive concurrence from the SBA District Office(s) (District Director and/or Project Officer) in their geographic territory prior to submission of the final proposal to

www.grants.gov; a concurrence letter from the SBA District Director must be included in the proposal submission. If multiple SBA District Offices are in the geographic service area of the SBDC, one SBA District Office Project Officer serves as the designated primary point of contact for the SBDC. The SBA Project Officer must obtain the concurrence and signature of all SBA District Directors in the geographic territory before issuance of the concurrence letter. Within statutory and regulatory boundaries, annual goals must be jointly negotiated and agreed upon between the District Director(s) and the SBDC Lead Center Director subject to the final approval of OSBDC.

After the proposal has been received by OSBDC, all submissions and/or revisions (if any) will be reviewed for programmatic and financial content and sufficiency by the appropriate OSBDC Program Manager and Grants Management Specialist. SBDCs will be contacted by either the Project Officer or OSBDC if the proposal/submission has issues that require resolution. The SBA Program Manager recommends approval to the Grants Management Specialist once the programmatic review of the proposal has been completed. The Grants Management Specialist reviews the budget and all fiscal documentation to ensure that costs are in compliance with applicable OMB cost principles and issues the Notice of Award.

6.0 Section VI - Award Administration Information

6.1 Award Notification

Recipient Organizations will be notified of annual funding status.

6.2 Administrative and National Policy Requirements

All successful Applicants will be required to comply with the requirements set forth in Section 21(a)(4)(C)(viii) of the Small Business Act (15 U.S.C. § 648(a)(4)(viii)) and 13 CFR Part 130 et seq.; 2 C.F.R. Parts 215, 220, 225, and 230, 13 C.F.R. Part 143, and OMB Circular A-133 (as applicable); the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise Recipients of awards made under this Announcement of new legal requirements and/or statutorily authorized policy initiatives with which they must agree to comply.

6.2.1 Authorizing Legislation

The SBDC Program is sponsored and partially funded by the U.S. Small Business Administration (SBA). The SBDC Program is governed by Section 21 of the Small Business Act, 15 USC § 648, and federal regulations, 13 CFR Part 130. Although SBA is responsible for the general management and oversight of the SBDC program, a legal partnership exists between SBA and the Recipient Organization for the delivery of assistance to the small business community.

SBDCs, under Section 21 of the Small Business Act (15 USC § 648), are required to provide counseling and training to small businesses including working with the SBA to develop and provide informational tools to support business start-ups and existing business expansion. In addition, pursuant to 13 CFR Part 130.340(c), SBA has identified certain Special Emphasis Groups (as defined in Section 8.1., “Definitions”), to be targeted for assistance by SBDCs.

6.3 Reporting

6.3.1 Required Data Collection System - EDMIS

All SBDC's are required to report program data through SBA's data collection system (currently EDMIS). EDMIS serves as a centralized data collection system. While SBDCs may, if they feel the system meets all of their MIS needs, use EDMIS as their primary MIS, they may also choose to maintain existing or complementary systems should they individually require more extensive data collection needs than that of the SBA.

All SBDCs must be fully capable of either manually entering data or uploading batch files to SBA's data collection system (EDMIS). SBDCs are required to upload all data they have collected via the SBA approved data collection tools (Form 641 and Form 888) except as precluded by statute.

PIMS Maintenance:

SBA requires Lead Center SBDCs to maintain their Lead Center and Service Center information in SBA's Partner Identification Management System (PIMS), which interfaces with EDMIS. OSBDC will use PIMS to generate the network listing. The Lead Center SBDC will designate one employee to inform SBA to update PIMS and provide their name, email address and phone number within the proposal. Updates will not be processed unless they are received from the designated employee's email account. The employee will use the email account set up for PIMS at websupport@sba.gov and include "PIMS" in the subject line. The designated employee may be contacted by SBA web support for more information if it is needed.

SBDCs must notify SBA using websupport@sba.gov within 15 days of changes in contact information such as individuals, telephone numbers, fax numbers, e-mail and website addresses for Lead and Service Centers. However, websupport@sba.gov should not be used if your network has centers to be added, closed or assigned a location code. Instead, the designee must contact the appropriate OSBDC Program Manager within 15 days for centers to be added, closed or assigned a location code. Only OSBDC can open, close or update location codes.

In the event of a change in the PIMS designee, the SBDC must alert their SBA District Office and their OSBDC Program Manager within 15 days.

6.3.2 Required SBA Reports

All SBDC recipients must provide the required reports to SBA by the established deadlines. Failure to file timely reports may result in withholding of reimbursements.

The required reports are:

1. SBDC Quarterly Counseling and Training Reports (EDMIS submission)
2. Financial Reports, including SF-425 with required attachments
3. Semi-annual Performance Report
4. Annual Performance Report
5. Economic Impact Data Report
6. Program Income Report (SBA Form 2113) Note: To be submitted with final 424A report.

6.3.2.1 SBDC Quarterly Counseling and Training Reports (EDMIS Submission)

Due: No later than one month plus 5 working days after the close of each quarter.

All data collected from the Form 641 (except as precluded by statute) are to be reported through EDMIS as part of this quarterly reporting requirement. All SBDCs are required to either manually enter data or upload batch files to the EDMIS system. These files must contain complete information for all fields. The EDMIS system stores this client specific information and is capable of generating reports on the data. The data collection tools consist of Form 641 and Form 888 as well as an on-line collection of annual impact data. The 641 is designed to collect client specific data. As such, it is recommended that all fields be as complete as possible. Non-mandatory fields must be completed when data is available, including but not limited to, capital infusion data, job creation and retention data and other economic impact data. Economic Impact data that is collected on the 641 should also be included in the Economic Impact Report in EDMIS. The most current version of approved client definitions is available on www.sba.gov/edmis. Other documentation regarding EDMIS is also available at this site.

6.3.2.2 Financial Reports

1. Federal Financial Report, SF-425

Due: Semi-annual Financial Reports are due no later than 30 days after the close of the second quarter; final financial report is due no later than 90 days after the end of the fiscal or calendar year cycle. New SBDC Lead Centers are required to provide a Financial Report for the first three years of operation within the timeframes stated above. Centers in existence over three years are only required to report semi-annually.

Lead Centers must submit an original Financial Report including Standard Form 425, signed by the authorized representative of the Recipient Organization, to their SBA Project Officer in the SBA District Office. The SBDC Lead Center must also submit the report concurrently to the Grants Management Specialist and Program Manager via email in PDF format in OSBDC at SBA Headquarters. A Recipient's failure to comply with this paragraph in a timely manner can result in delayed processing of payment requests.

The Final Financial Report must include:

- SBDC approved SF-425;
- Spreadsheet in support of the SF-425;
- Schedule of indirect cost reporting, federal portion and waived indirect on the SF-425;
- SBA Form 2113;
- Spreadsheet in support of the SBA Form 2113.

Note: The SBDC must report all Recipient shares of outlays; cash, in-kind and waived portion of indirect. The waived portion of indirect cost should not be included as in-kind match.

The SBDC must report all unliquidated obligations (if any) on Form 425 and obligations must be liquidated no later than 90 days after the end of the budget period. The total amount of unliquidated obligations must include:

- Recipient share - Cash match disbursements and non-cash indirect match.
- Federal share – Federal direct disbursements and indirect claimed as federal reimbursement.

Note: Any documentation the SBDC submits, in addition to what is required, must be cited in the remarks section on Form 425 including what is being submitted and why. Extraneous documentation not cited will be discarded and not included in the official grant file.

2. Financial Status Statement (For Biennial Financial Examinations)

This function of the Financial Examination Unit requires designated networks to complete worksheet “Financial Status Statement” located at [SBDC Forms and Worksheets](#). The Financial Status Statement is due to OSBDC by October 15 for both FY- and CY-funded programs in advance of a biennial financial examination. A recipient’s failure to comply with this paragraph in a timely manner can result in delayed processing of payment requests.

6.3.2.3 Semi-annual Performance Reports

Due: 30 days after the end of the 2nd quarter. The Semi-annual Report **must not exceed 20 pages**. To avoid problem with electronic email size limitation, transmission of electronic reports should not be over 5MB.

The Semi-annual Performance Reports must address the SBDC’s progress towards meeting the major activities, objectives and performance goals from the approved proposal in a brief narrative. It should also include a discussion of issues the SBDC believes may impair its ability to achieve these items by the end of the budget period accompanied with proposed actions for improvement. These Reports must be a summary of the activities, events or achievements in these reporting categories with accompanying management analysis. They must not be a recitation of actual events, center-by-center.

The SBDC must submit an electronic version of the semi-annual Performance Report in Word format to the SBA Project Officer and Program Manager within 30 days after completion of six months operation.

New SBDC Lead Centers that have been in the program less than three full fiscal or calendars year cycles must further submit quarterly progress reports which include the same content outlined for the Semi-annual Performance Reports.

The Project Officer must complete the Grant/Cooperative Agreement Monitoring Statement and furnish a copy of the Statement to the SBDC State Director and forward a copy of both the Grant/Cooperative Agreement Monitoring Statement Semi-annual Report to the OSBDC Program Manager. The Project Officer must complete the Grant/Cooperative Agreement Monitoring Statement and furnish a copy to the OSBDC Program Manager.

6.3.2.4 Annual Performance Report:

Report is due within 90 days after the close of the SBDC budget period. Failure to submit this Report accurately and in a timely manner could jeopardize future funding. This Report shall not exceed 40 pages in length for programs funded at \$1.5 million or less and 50 pages for all others and must include all attachments and data set forth below and in the Notice of Award.

A complete annual report includes an overall summary of the Network's efforts in delivering core services set forth in the approved proposal as incorporated in the Cooperative Agreement for the full budget period, in the form of a brief narrative description and management analysis. The Annual Report should provide the SBDC's analysis of overall performance measurements achieved as well as an explanation of those objectives or measurements not fully met along with recommendations for improvement. The Report must **not** be a recitation of actual events, center by center. Other elements to be included are:

- A comparison of actual accomplishments to approved plans and performance goals set forth in the approved proposal as incorporated in the Cooperative Agreement.
- A comparison of actual financial expenditures by budget category to the approved budget. Explain any instance where actual costs exceeded budgeted amounts.
- A description of any new resources developed by the SBDC.
- Changes in key personnel, Service Centers and sub-recipients that occurred during the program year.
- Economic impact data (e.g. jobs created and retained, taxes paid, growth in sales and customer satisfaction).

The SBDC must provide an electronic version of the Annual Performance Report to the SBA Project Officer and Program Manager in Word format within 90 days of completion of the budget period. *(Unless otherwise notified by SBA, this Report should be in the same format as the Semi-annual Report and should represent the consolidated effort of the entire SBDC network. Third and fourth quarter information should be included as necessary).*

6.3.2.5 Annual Economic Impact Data Report

Report is due within 90 days of the close of the SBDC budget period. Incorporate as part of the Annual Performance Report. Calendar year-end and fiscal year-end impact data reporting is required to be collected from all SBDC service centers and reported through the appropriate data entry screen in EDMIS

A summary table and narrative discussion of annual economic impact results should be incorporated in Section 1700 of the Annual Performance Report. See "Reporting Category Definitions, Category 1700," below for more information.

6.3.2.6 Economic Impact Reporting

| | Quarterly Economic Impact Data Reporting to EDMIS (uploads from Form 641) | Annual Economic Impact Data Report (via EDMIS Impact Screen)* | Semiannual Performance Report and Annual Performance Report Narrative discussion under Category 1700 Economic Impact |
|--|--|--|---|
| Date Due | Quarterly through EDMIS | 30 days after close of budget period | 30 days after the close of 6-months of operation or 30 days after the end of a quarter for SBDCs in their first three years of awards 90 days after the close of the budget period |
| Updates on counseled clients who opened a business | √ | | √ |
| SBA Guaranteed Loan Data | √ | Include 641 data | √ |
| Non-SBA Loan Data | √ | Include 641 data | √ |
| Equity Capital Data | √ | Include 641 data | √ |
| Jobs Created | √ | Include 641 data | √ |
| Jobs Retained | √ | Include 641 data | √ |
| Growth in Sales | √ | Include 641 data | √ |
| Tax Revenue (State) | | √ | √ |
| Tax Revenue (Federal) | | √ | √ |
| Export Sales | √ | Include 641 data | √ |

*Impact data at a minimum should reflect what was included on the 641 but may be greater based upon additional impact from training efforts provided to clients.

6.3.3 Reporting Category Definitions

- 0100 ADVOCACY
- 0200 CAPITAL FORMATION
- 0300 *INNOVATION AND TECHNOLOGY TRANSFER AND TECHNOLOGY ASSISTANCE
- 0400 *INTERNATIONAL TRADE

- 0500 *MINORITY SMALL BUSINESS DEVELOPMENT, including 8(a) assistance
- 0600 RESOURCE DEVELOPMENT
- 0700 *PROCUREMENT
- 0800 SPECIAL EMPHASIS GROUPS
- 0900 *ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES
- 1000 RESEARCH
- 1100 OTHER ACTIVITY
- 1200 SUCCESS STORIES
- 1300 TRAVEL
- 1400 PROBLEMS
- 1500 FINANCIAL REPORTS
- 1600 WOMEN-OWNED BUSINESSES
- 1700 *ECONOMIC IMPACT (optional for Semiannual Performance Reports)
- 1800 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN OWNED BUSINESSES,
AND ALL COMPONENTS OF THE U.S. MILITARY
- 1900 *MANUFACTURING
- 2000 *ON-LINE ACTIVITY

(See Reporting Category Definitions for further descriptions of information to be included.)

When reporting on any item you must include results/impact of activities. (Example: Provided procurement contract matches to 100 clients, of which 50 received awards totaling \$50 million. This moved the state from 49th place to 45th place in receipt of government contracts.)

| Category | Definition |
|---|--|
| 0100 ADVOCACY | Demonstrate delivery of the following: <ul style="list-style-type: none"> • Support for small business interests within the SBDC's jurisdiction to improve the climate for small business and contribute to the vitality of the small business sector. • Include, as appropriate: public speeches, testimonies before state and/or federal legislatures and small business week activities. |
| 0200 CAPITAL FORMATION | Demonstrate delivery of the following: <ul style="list-style-type: none"> • Develop or assist in developing capital for small businesses (e.g., loans, microloans, grants, Community Express). • Developing close linkages with SBICs, venture capital firms, Certified Development Companies (CDCs) and state and local finance programs. |
| 0300 INNOVATION AND TECHNOLOGY TRANSFER AND TECHNOLOGY ASSISTANCE | Demonstrate delivery of the following: <ul style="list-style-type: none"> • Identifying innovation and technology developed by the Federal Government and/or academic organizations having commercial or practical potential and alerting industry and state and local governments to its availability. • Transferring expertise and equipment available from the Federal Government to the private sector. • Transferring innovation and technology from business to business, SBIR activities, etc. Note in particular, any collaboration with the National Institute of Standards and Technology (NIST), and with the Environmental Protection Agency (EPA) for multi-media pollution prevention, Clean Air Act and other environmental assistance activities. • Providing information and education on the use of technology in everyday business activities or processes. |

| | |
|--|--|
| 0400 INTERNATIONAL TRADE | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Current # of SBDC staff who have attained certification for export assistance at intermediate or advanced level (CGBP). Include employee name, type and date of certification. • Promoting increased exports by small businesses such as: supporting US Export Assistance Centers (USEACs); evaluating small business firms' export capabilities; assisting with a client's export related financing needs, providing counseling, training and outreach assistance including conducting USEAC E-TAP programs and other co-partnership events; providing rural export assistance; partnering with public and private sector organizations involved in export development; data base development; match services and market research; rural exporting and participating in World Trade Week. • Data reported for the following categories (from Form 641/EDMIS): <ul style="list-style-type: none"> ○ # of small businesses receiving export assistance from the SBDC. ○ # of small businesses that started to export (New to Export) after receiving SBDC assistance and to what markets. ○ # of small business exporters that entered new foreign markets (New to Market) as a result. result of SBDC assistance ○ Increase in export revenues attributed to SBDC assistance ○ Jobs created or retained as a result of exporting assistance. ○ # of SBDC staff completing SBA or USEAC for trade assistance. ○ # of small businesses referred to Departments of Commerce, Agriculture, State, Ex-Im Bank, OPIC, USDA for trade assistance. |
| 0500 MINORITY SMALL BUSINESS DEVELOPMENT | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Helping minorities participate in the free enterprise system such as: working on Asian American initiatives; Black or African-American initiatives; Hispanic American initiatives; Native American initiatives; Native Hawaiian or Pacific Islanders initiatives; assisting 8(a) clients in the developmental stage and other stages; and, linking minority clients with other assistance opportunities and conferences. |
| 0600 RESOURCE DEVELOPMENT | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Collaborating with funding or other partners to assist the SBDC in its mission through recruiting, developing and overseeing private and public resource organizations/individuals for the purpose of providing business development counseling, training and outreach efforts. • Address key partnerships and collaborations throughout the network and the type of interaction or relationship enjoyed. |
| *0700 PROCUREMENT | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Fostering opportunities for increasing small business' share of procurement dollars spent by the government and private sector through conferences, computer matching services such as SBA's "Business Matchmaking," assistance to Certificate of Competency businesses and prime contractor outreach. |
| 0800 SPECIAL EMPHASIS GROUPS | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Assistance to: people with disabilities; Native Americans; young entrepreneurs; older adults, targeted associations; industry groups and other groups identified by SBA and/or the SBDC. (Note: Report minority, veteran and service connected-disabled veteran and women's efforts separately under Minority Small Business Development, Veteran and Service Connected-Disabled Veteran Owned Business and Women Owned Businesses.) |

| | |
|--|---|
| 0900 ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Activities that are not specific to an individual client, do not fit in other categories, and are aimed at supporting/strengthening the economic environment in the SBDC's territory. • Areas reported on may include Agri-Business, Rural Development, Community Development, corporate downsizing or plant closing assistance, Convention/Tourism and Incubators. • Activities aimed toward assisting small business and community economic development organizations such as providing counseling, training and outreach to community organizations, churches or other such entities with a significant focus on supporting the needs of small businesses. |
| 1000 RESEARCH | <p>Demonstrate delivery of the following: Research efforts aimed toward assisting small business and economic development such as database development and needs analysis.</p> |
| 1100 OTHER ACTIVITY | <p>Provide information regarding any efforts which do not fit in the categories above such as participation in RICS or broadband efforts. Describe and provide information about any SBDC "best practices" to be used by SBA and archived in the Clearinghouse. This also may include dissemination of basic business information as well as any specific information requested by the SBA Project Officer and mutually agreed upon with the SBDC Lead Center Director.</p> |
| 1200 SUCCESS STORIES | <p>Report at least three examples of assistance provided in which tangible results occurred. Include a description of the business, the problems encountered, the assistance provided, the resources used, and the actual or expected results including economic impact. A signed statement from the success story client(s) of his/her consent for use of the success story by SBA must be kept on file. (SBA can provide a sample form if one is not available locally.)</p> |
| 1300 TRAVEL | <p>Provide a description of any unanticipated or unbudgeted out-of-state travel for Lead and Service Centers not disclosed in the Cooperative Agreement.</p> |
| 1400 PROBLEMS | <p>Provide a description of any and all problems that have significant impact on the program or program objectives.</p> |
| 1500 FINANCIAL REPORTS | <p>Furnish copies of SF-425, SBA Form 2113 and any requested attachments as required.</p> |
| 1600 WOMEN-OWNED BUSINESSES | <p>Describe briefly collaboration the Women's Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities aimed at women entrepreneurs.</p> |
| *1700 ECONOMIC IMPACT | <p>Report the most recent economic impact generated from the assistance you have given your clients using the following format.</p> <p># of New Businesses Created: (populated using Form 641 EDMIS data)</p> <p>Loans: SBA # _____ \$ _____ (populated using Form 641 EDMIS data) Non-SBA # _____ \$ _____ (populated using Form 641 EDMIS data)</p> <p>Equity Capital \$ _____ (populated using Form 641 EDMIS data)</p> <p>Jobs: Created _____ (populated using revised Form 641 EDMIS data)) Retained _____ (populated using revised Form 641 EDMIS data)</p> <p>Customer Satisfaction: _____%</p> <p>Growth in Sales: \$ _____</p> <p>New Tax Revenue: State \$ _____ Federal \$ _____</p> |

| | |
|---|---|
| 1800 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN-OWNED BUSINESSES AND ALL OTHER MEMBERS OF THE U.S. MILITARY | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Assistance targeted toward veteran and service connected-disabled veteran owned businesses, as well as Reservists and National Guard members called to active duty, such as: Veteran Entrepreneurial Training Programs; Coordination with Veteran Business Outreach Centers; provide a Veteran Entrepreneurial Training Programs, include marketing the availability of the EBV, V-WISE and Operation Endure and Grow programs managed by the SBA Office of Veterans Business Development; summits for veteran business owners; activities in conjunction with the Department of Veterans Affairs Vocational Rehabilitation and Employment Services; Employer Support of the Guard and Reserve (E.S.G.R.) and National Guard State Adjutants; DELTA Program; marketing and assistance for the Military Reservist Economic Injury Disaster Loan program; Patriot Express program; base closings and RIF counseling; and, DOD or DOL Transition Assistance Program (TAP) seminars and DOD Yellow Ribbon Reintegration Program events. |
| *1900 MANUFACTURING | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Assistance to manufacturing companies or their employees, including displaced manufacturing workers. Can include efforts and support to troubled companies, companies challenged by foreign competition, NAFTA and foreign labor alternatives. This may also include cooperation efforts with other local organizations or government units concerned with manufacturing issues such as the National Institute of Standards and Technology's (NIST) Manufacturing Extension Partnership (MEP) Program. |
| *2000 ON-LINE ACTIVITY | <p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> Activities and accomplishments which demonstrate use of web-based technology to enhance direct client service delivery such as: the use of on-line counseling (e-mail and real-time) and training; on-line expert systems or diagnostic tools to identify needed services; audio or video streaming; electronic registrations and scheduling; webinars; and other targeted uses of the Internet to facilitate delivering information to clients more cost effectively. SBDCs that did demonstration projects should provide an analysis of results. A summary of on-line enhancements achieved over the past three years. |

6.4 Recordkeeping Requirements

All SBDC Applicants and their Service Centers are required to maintain complete and accurate records and supporting documentation to facilitate a thorough program examination. All significant client counseling, training and other activities shall be fully documented. SBDC Applicants will support SBA's required data collection and reporting system.

In addition to the performance, financial and program reports already mentioned in this Announcement, SBDCs must maintain the following reports:

6.4.1 Counseling Activity

All SBDCs are responsible for reporting all counseling activities on SBA Form 641, "Counseling Information Form" or an equivalent form that supports SBA's management information database. A client will be counted once in a federal fiscal year with reporting to include both the number of sessions and the number of hours spent with the client. Copies of these forms or an electronic signed copy must be available for review by the SBA when requested.

On-line counseling must meet the standards identified in the client definitions and there must be a signed SBA Form 641 or its equivalent that supports SBA's management information database.

Agreement

Each client is required to sign a request for assistance, SBA Form 641, and must be shown the following statement:

"I request business counseling service from the Small Business Administration (SBA) or an SBA Resource Partner. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA services. I permit SBA or its agent the use of my name and address for SBA surveys and information mailings regarding SBA products and services (Yes No). I understand that any information disclosed will be held in strict confidence. (SBA will not provide your personal information to commercial entities.) I authorize SBA to furnish relevant information to the assigned management counselor(s). I further understand that the counselor(s) agrees not to: 1) recommend goods or services from sources in which he/she has an interest, and 2) accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management or technical assistance, I waive all claims against SBA personnel, and that of its Resource Partners and host organizations, arising from this assistance."

These forms shall be retained in accordance with current OMB and SBA requirements. SBDCs may use a computerized version of this Form.

6.4.2 Training Activity

SBDCs use SBA Form 888, "Management Training Report" or similar program developed form to report small business management training activities. The SBA Form 888 should be prepared by the SBDC when the SBDC is responsible for managing a training activity. SBDCs may use a computerized version of this Form.

Reporting Co-hosted (Collaborative) training:

When reporting training numbers for a co-hosted training, the hosts (SBA and ED resource partners) must work together to determine how to equitably divide the number of clients among themselves. .

Examples involving multiple resource partners contributing to a single training event:

- If each resource partner contributes a significant amount of presentation time (defined as one hour or more per partner), then each host could count all attendees.
Accordingly, if five partners co-hosted a training event with five hours of total presentation time (each partner delivering training for at least one hour) and 15 persons attended the event, each partner could count fifteen persons trained for one hour each.
- If each partner puts in less than one hour (per partner) of presentation time, the attendee count would be divided among the hosts based on mutual agreement.
Accordingly, if five partners co-hosted a training event with 1.5 hours of total presentation time (each partner delivering training for less than one hour) and fifteen persons attended the event, the partners would negotiate how to divide the number of attendees (e.g. each partner could count three persons trained for 1.5 hours).

Each session of a multiple-session training program or course may be counted as an individual course and shall be reported on an SBA Form 888. Sessions must correspond with the minimum training duration identified in the client definitions.

SBDC's will submit all training information from the SBA Form 888s or equivalent form quarterly to SBA's data collection system (currently EDMIS).

The training information will be considered certified by the State Director when uploaded into EDMIS. The SBA Form 888 or similar program developed form must be maintained at the SBDC for review by the SBA when requested.

6.4.3 SBDC Client Evaluation Forms

Evaluations must be solicited from SBDC clients who receive continuous counseling or attend an SBDC training event. All SBDCs should develop internal procedures to ensure that these evaluations are performed on a regular basis and retain these documents on file.

Two OMB approved forms may be used for this purpose. SBA Form 1419 "SBDC Counseling Evaluation" ([OMB #3245-0183](#)) may be used for counseling evaluations, and SBA Form 20 "National Training Participant Evaluation Questionnaire" ([OMB #3245-0075](#)) may be used for training. SBDCs may use their own forms provided they capture the same pertinent information on counseling or training required by the Administration. Computerized versions of these forms are also acceptable.

6.4.4 Financial Recordkeeping

An SBDC must maintain the documentation for year-end Standard Form 425 Financial Report as required by OMB Circulars and SBA Regulations. SBDC Lead Centers and Service Centers which manage other non-SBDC funds (i.e. not included in the Proposal or SBA Cooperative Agreement) must maintain separate ledgers and transaction journals for the SBDC financial activity to ensure a clear audit trail of the financial resources used under the SBDC Cooperative Agreement as required by [2 CFR Part 215 \(OMB Circular A-110\)](#) and [13 CFR Part 143.20](#). SBDC expenditures of federal, matching and program income must be accounted for separately from other center resources. In addition, funds must be identifiable to the program year for which they were provided. Funds that were approved as a "carryover" from a previous program year also must be maintained and reported separately. SBDCs must maintain support documents for SBA Form 2113 and SF-425s. This support should consist of at a minimum:

- A spreadsheet that reconciles the SF-425 and the disbursement journals at the Lead Center and Service Center(s). This applies to the Lead Center only.
- Support for all charges to the Cooperative Agreement, but not limited to the disbursement ledger, vendor invoices, canceled checks and journal entries.
- The expense reimbursement invoices submitted from the Service Centers and any related supporting documentation (i.e. disbursement ledgers, comparison of actual to budgeted expenditures). (This applies to Lead Center only.)
- Any agreement(s) related to matching costs.
- Support for program income receipts and expenditures including receipt and disbursement journals.
- Salary and wage records for SBDC employees charged to the Cooperative Agreement (Both Recipients and Sub-recipients must maintain the appropriate standard [2 CFR Part 220](#), [2 CFR Part 230](#), or [2 CFR Part 225](#) ([OMB Circular A-21](#), [OMB Circular A-122](#), or

[OMB Circular A-87](#), respectively) to document costs for full-time and part-time personnel allocated to the program. This may include, but is not limited to, time and effort certification, appointment letters or contracts, performance reviews, payroll journals and/or activity reports. The records should be incorporated into the official records of the institution.)

- **Support for in-kind costs:** Contributions, when used as match, must be documented showing the name of donor, phone number, signature of donor, date of donation, justification of the value of goods or services {hours with labor rate of services} and narrative description of service provided or item donated. OSBDC implemented the following policy regarding in-kind contributions:
 - Contributions may include, but are not limited to, cost items such as time and materials, office space and equipment.
 - A bona fide contribution exists and may be claimed when the source of the donation has no reasonable expectation of compensation such as a requirement that the contribution be made as a provision in a contract or purchase order for the products or service.
 - Paid SBDC staff (i.e. host employees) are not eligible sources of in-kind contributions over and above the remuneration of salaries and benefits provided by the Host Organization.
 - SBDC support documentation must include the following: dated and signed statement from the donor identifying the specific nature of the donation, contact information and indicating that no additional remuneration is expected. Donor documentation may resemble an invoice with those provisions.
 - The SBDC must document the annual basis for valuing the donation in a clear manner such as the following: three bids or quotes in response to a competitive procurement process for similar cost items; sales literature, price catalogs; published schedules; or documented pricing for similar cost items previously paid for by the Host Institution.
 - The total value of paid and donated services from each donor must represent a reasonable value to the government and be consistent with the procurement policies and standards of the Host Institution.

7.0 Section VII - Agency Contacts

7.1 Small Business Development Center's Program Point of Contact

Questions concerning general information contained in this Announcement should be directed to the SBA Office of Small Business Development Centers at 202-205-6766. Questions concerning the technical aspects of this Program Announcement should be directed to the SBA Office of Small Business Development Centers at osbdc@sba.gov.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Announcement should be directed to osbdc@sba.gov. **Only eligible entities should contact the SBA. See Section 3.2 of this Program Announcement for eligible entities.**

7.3 Grants.gov Technical Support

For technical support with filing an electronic application in response to this Announcement, contact the Grants.gov help desk at 1-800-518-4726 or support@grants.gov. **Only eligible entities should contact the SBA. See Section 3.2 of this Program Announcement for eligible entities.**

8.0 Section VIII - Other Information

8.1 Definitions

The following definitions apply to awards made under this Announcement (see 13 CFR part 130 et seq. for additional definitions relating to the Small Business Development Center):

8.1.1 Applicant

An eligible organization that applies for funding under this Program Announcement.

8.1.2 Budget Period

The 12-month period, in which expenditure obligations are incurred by an SBDC network, coinciding with either the calendar year or the federal fiscal year. For the purposes of this Announcement, the initial budget period will be from October 1, 2014 to September 30, 2015 for fiscal year states/regions and January 1, 2015 to December 31, 2015 for calendar year states/regions.

8.1.3 Businesses Created, Number of (Reporting)

Computed by EDMIS, businesses are considered “Created” if, at the previous session (whether in the current fiscal year or a past one), the client was not “in business,” and at a subsequent session or update (in the fiscal year being reported) was “in business” (Form 641).

8.1.4 Capital Infusion

- *Dollar Amount of SBA Loans*
- *Dollar Amount of non-SBA Loans*
- *Dollar Amount of Equity Capital (to include private investment)*

Capital infusion includes all forms of debt and investments from all sources (i.e. lines of credit, consumer debt products used specifically for the business, angel investors, owner’s capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual draw-downs.

8.1.4.1 Reporting Capital Infusion

Capital infusion will be tracked throughout each fiscal year and compiled from year-to-year to collect aggregate data. Capital infusion is the aggregate amount from Form 641, \$ Total Amount of SBA Loans, \$ Total Amount of non- SBA loans and \$ Amount of Equity Capital Received. Capital infusion shall be reported, client-by-client, once it is known as an update on Form 641 and uploaded to EDMIS on a quarterly basis.

8.1.5 Contact Hours

The amount of time spent directly counseling/interacting with a business or individual client.

8.1.6 Client

The client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving SBDC services. Each client will be counted only once in a fiscal year, and the reporting will include both the number of sessions and the number of hours spent with the client. There are three types of clients:

- a. In-Business: An “in business client” is defined as one that has completed required registration(s), if applicable, with the local, state, and/or Federal Government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.) AND at least one of the following:
 - Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
 - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
 - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or,
 - Has incurred business expenses in the operation of a business.
- b. Start-up: those individuals (entities) who have been in business up to 12 months.
- c. Nascent (Pre-venture) Entrepreneur: those individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation (www.kauffman.org). This includes individuals seeking assistance from SBA and/or one of its resource partners.

8.1.7 Contributions/Donations

Funds received by the SBDC with no conditions and may be used as match or overmatch in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

8.1.8 Consultation/Counseling/Advising/Guidance

8.1.8.1 Services provided to an individual and/or business that are:

- a) substantive in nature and require assistance from a resource partner or District Office personnel in the formation, management, financing, and/or operation of a small business enterprise; AND
- b) specific to the needs of the business or individual; AND
- c) require a signed SBA Form 641 or equivalent form that supports SBA’s management information database.

8.1.8.2 Counseling is one-on-one, in person (face-to-face), on the telephone or electronic. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward counseling time in data reporting. Travel time will not count toward counseling time but will be tracked separately.

8.1.8.3 SBDCs must provide counseling to both current and nascent entrepreneurs (pre-venture).

8.1.8.4 An SBDC's counseling clients should be reflective of its area's demographics. SBDCs must assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange and development, personnel administration, marketing, sales, merchandising, finance, accounting, business strategy development and other disciplines required for small business growth and expansion, innovation, increased productivity, management improvement and maintaining the industrial base.

8.1.8.5 Fees for counseling may not be charged.

8.1.8.6 Face-to-face Counseling (in person):

- Meets the definition of “counseling” and includes any counseling session thereafter regardless of time. The recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved “electronic substitute,” the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s)
- Each client will be counted once in a fiscal year, with the reporting to include both the number of sessions and the number of hours spent with each. If multiple people participate from one business, only one person will complete SBA Form 641. The counselor will note how many people were in attendance so that the number of people served can be tracked. This will only be collected on the initial SBA Form 641.

8.1.8.7 On-line Counseling (electronic):

- Meets the definition of “counseling” and the recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved “electronic substitute,” the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s). Initial on-line counseling must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting On-line Counseling: At a minimum the following fields should be completed on SBA Form 641 or an SBA approved electronic substitute:
 - Client Name or approved client-coded name/number
 - Email Address
 - Zip Code

SBA Form 641 or an equivalent form that supports SBA's management information database may be completed electronically by the client in states that accept electronic signatures. In states that do not accept electronic signatures, the SBDC must obtain a form with the client's original signature.

8.1.8.8 Telephone Counseling:

- Meets the definition of “counseling” and the recipient of the counseling must acknowledge, through an SBA Form 641 or an SBA approved “electronic substitute,” the requirements imposed by accepting counseling assistance from the SBA or its resource partner(s). The initial telephone counseling session must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting Telephone Counseling: At a minimum the following fields should be completed on SBA Form 641 or an SBA approved electronic substitute:
 - Client Name or approved client-coded name/number.
 - Telephone Number.
 - Zip Code.

8.1.8.9 *Number of Single-year, Long-Term Clients (contact and prep time):*

Meets the definition of “counseling” and requires five or more counseling hours of contact and prep time per individual or business during the fiscal year being reported.

8.1.9 Cooperative Agreement

A legal instrument reflecting a relationship between the United States Government and a Recipient when the principal purpose of the relationship is to transfer a thing of value to the Recipient to carry out a public purpose of support or stimulation and substantial involvement is expected between the awarding agency and the Recipient when carrying out the activity contemplated in the agreement.

8.1.10 Distance Learning

Distance learning is the process of connecting clients with remote and multiple resources. The technologies used include video, audio, computer, satellite, audio-graphic and print technologies.

8.1.11 Electronic Commerce (e-Commerce)

Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

8.1.12 Employee

For purposes of the export counseling certification requirement, this definition consists of all professional (counseling and training) full time staff. This includes contractors (consultants) hired for counseling and training purposes. SBDCs shall use the full time equivalent total for counseling and training staff as the basis for calculating the minimum number of export certified staff required.

8.1.13 Equity Capital

Equity contributions to the business as reported on Form 641. Includes all funding (except loans) obtained by clients attributed to SBDC assistance including: grants, SBIR awards, equity investments (private and owner), etc.

8.1.14 Goals and Initiatives

Goals are negotiated between the SBA District Office and the SBDC and approved by OSBDC in the Cooperative Agreement. Initiatives are shorter term items of interest or may include populations designated by SBA for special emphasis.

8.1.15 Grants Management Officer (GMO)

The SBA official with delegated authority to obligate federal funds by signing the Notice of Award is the GMO.

8.1.16 In Business

See also definition of *Client*.

8.1.17 In-Kind

A non cash match contribution based on the value of goods and services that are provided to the project, which may include office equipment and office space.

8.1.18 Key Personnel

Key personnel include Lead Center and Service Center directors or managers, including personnel for technology (at SBTDCs), designated International Trade personnel and contact designated to maintain PIMS information. It does not include trainers, consultants, counselors or support staff.

8.1.19 Loan Package

A collection of documents required by a lender used to make a business loan approval decision.

8.1.20 Mentor-Protégé Roundtables

Link more experienced businesses over a significant time, with less experienced businesses or nascent entrepreneurs (pre-venture). The SBA and/or its resource partners provide the staff time and forge the partnerships necessary to pair mentors and protégés. The counselors' time should be allocated equally to attending clients.

8.1.21 Nascent Entrepreneur (Pre-Venture)

An individual that has taken one or more active steps to form a business is a nascent entrepreneur. An individual who seeks assistance from SBA and/or one of its resource partners meets this definition. See Client.

8.1.22 Pre-business Workshop

A training program designed for individuals interested in owning and managing a small business or small business owners who have been in operation up to 12 months.

8.1.23 Prep Time

The amount of time spent preparing and researching information for a business or individual client. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward counseling time in data reporting.

8.1.24 Program Funds

Includes all SBA/SBDC federal funds, all match contributions, cash and non-cash, and program income. It does not include other funds under the SBDC umbrella.

8.1.25 Program Income

Gross income earned by the recipient that is directly generated by an activity supported with project funds or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award and license fees and royalties on patents and copyrights.

8.1.26 Project Period

The total period of performance for an award made under this Program Announcement, including the base and all option-year Budget Periods.

8.1.27 Recipient Organization

An Applicant organization for which federal funding is approved to establish a SBDC network Lead Center and which enters into a cooperative agreement with SBA.

8.1.28 Reporting Cycle

The reporting cycle for performance data is based on the Federal Government's fiscal year. Data must be reported to SBA based on the four quarters that occur during October 1 – September 30.

8.1.29 SBDC Satellite Service Center

A geographic part-time point of service delivery provided by an SBDC sub-recipient.

8.1.30 SBDC Network/SBDC Program

The “network” is the combination of the Lead Center, SBDC Service Centers and satellite locations.

8.1.31 SBA Resource Partners

Organizations that provide services through SBA funding or through another recognized relationship with SBA. Resource partners include SBDCs, Service Corps of Retired Executives (SCORE), Veterans Business Outreach Centers (VBOCs), Women's Business Centers (WBCs), U.S. Export Assistance Centers (USEACs), the SBA Microloan Program micro-lenders and non-lender technical assistance providers and SBA Co-sponsorship and Memorandum of Understanding partners.

8.1.32 SBDC Service Center

An entity authorized by the Lead Center to perform SBDC counseling and training services.

8.1.33 *Small Business*

A business entity:

- a. that is independently owned and operated, is not dominant in its field of operation, is organized for profit with a place of business located in the United States, and operates primarily within the United States; and
- b. that does not exceed the applicable size standard for its industry as established under 13 C.F.R. § 121. In general, the most common size standards are:
 - 500 employees for most manufacturing and mining industries.
 - 100 employees for all wholesale trade industries.
 - \$33.5 million in average annual receipts for most general & heavy construction industries.
 - \$14 million in average annual receipts for all specialty trade contractors.
 - \$7 million in average annual receipts for most retail and service industries.
 - \$0.75 million in average annual receipts for most agricultural industries.

8.1.34 Special Emphasis Groups

Groups whose members are underrepresented in the population of business owners compared to their representation in the overall population. Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service connected-disabled veterans, self-employed Reserve and Guard members, transitioning military personnel and spouses, individuals in rural areas, individuals in HUBZones and individuals in low to moderate income urban and rural areas as determined by Census Bureau information, among others.

8.1.35 Start-Up Business

A business entity that has been in business up to 12 months is considered a start-up business. See also definition for Client.

8.1.36 Technical Assistance

Counseling or training services provided to an individual and/or business in accordance with the terms of this Program Announcement and a Recipient's Notice of Award.

8.1.37 Training (Including long-term training)

An SBDC training workshop or seminar is defined as an activity or event in which a counselor from the SBDC, another resource partner, District Office, and/or a third party actively delivers a structured program of knowledge, information or experience on a business-related subject. The training must last for a minimum of one hour and include two or more clients in attendance.

8.1.37.1 Reporting Training:

The SBDC must use SBA Form 888 to document and report SBDC training activities. The agenda and/or program content, attendee list and evaluations are required for each training event. Records for these training events must be kept at the resource partner location and available for site review.

For courses with multiple sessions each session may count as one course. Sessions must correspond with the minimum training duration identified in the definitions listed above. SBA's management information system collects both the number of sessions and hours for the course.

8.1.37.2 On-line training (or webinars):

Is a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. It must be of a quality and substantive nature, and include a registration process as well as an evaluation process (e.g. 1-5 star ranking). On-line training can be synchronous or asynchronous. The training must be for a minimum of 30 minutes and a course evaluation must be made available, e.g., a resource partner provides a registration and link to the training; it can count as on-line training. (Note: must meet other criteria listed above.)

Synchronous: A group of clients proceed through the training module(s) or program as a group.

Asynchronous: A client individually proceeds through the training module(s) or program individually and is self-paced.

8.1.37.3 Reporting On-line Training:

An SBA Form 888 is required for all on-line training events. At a minimum, the following fields should be completed on a registration form for on-line training:

- Client Name or approved client-coded name/number.
- E-mail Address.
- Zip Code.

In addition, every attempt should be made to collect these data:

- Race.
- Ethnicity.
- Gender.
- Disability.
- Veteran Status.
- Military Status.

Client registration records and other course information must be retained and made available for review.

(e.g. If the resource partner holds an on-line training session with five satellite events with individual sign-ins, facilitators, etc., they should count as five different training sessions, as each meets the definition of "on-line training.")

8.1.37.4 Co-hosted Training (Collaborative)

Meets the definition of "training" and is further defined as an activity where each host organization actively participates and contributes substantially to the training.

8.1.37.5 Reporting Co-Hosted Training:

When reporting training numbers for a co-hosted training, the hosts must work together to determine how to equitably divide the number of clients among themselves. Double counting of clients is not permitted.

8.1.38 Training Hours (Total Number of Training Hours)

Total hours of training are the number of hours that the trainer spends teaching the training session.

8.1.39 Travel Time

The amount of time spent traveling to/from a location (separate from assigned post-of-duty) to meet with business or individual clients. If meeting with more than one client, travel time is only counted once. Travel time will not count toward counseling time, but will be tracked separately.

8.1.40 SBDC Lead Center

The entity established by the SBDC Recipient Organization that has a current Cooperative Agreement with SBA to administer and operates the SBDC work. The Recipient Organization receives the federal funds and is responsible for establishing an SBDC network for a defined area.

8.2 Guidelines

8.2.1 Business Matchmaking

SBDC's are encouraged to participate in SBA Business Matchmaking events. Business Matchmaking provides a means for small businesses to be matched with procurement representatives from government agencies and major corporations with actual contract opportunities. Business Matchmaking is offered at no cost to its participant - buyers or sellers. The events combine education and counseling by pairing expert small business advisors and topical experts with networking and matchmaking through face-to-face events. In addition to the face-to-face events, there is also the Business Matchmaking On-line Network.

8.2.2 Faith-Based & Neighborhood Partnerships

SBDC's are encouraged to coordinate activities through either a contractual or partnership relationship with faith-based and other neighborhood organizations. SBDC's are also encouraged to coordinate their efforts with SBA's Faith-Based and Neighborhood Partnership initiatives designed to open government programs to these organizations to improve their communities. There are no grant funding set-asides for faith-based organizations. Instead, the Faith-Based and Neighborhood Partnership creates a level playing field for faith-based as well as other neighborhood organizations to work with the government to meet the needs of America's communities.

Lead Centers should be aware that many sectarian colleges and universities are eligible to participate in the SBDC program. In assembling and maintaining their statewide/region-wide SBDC networks, Lead Centers should be mindful of not imposing any unnecessary conditions which could prohibit or discourage otherwise eligible faith-based or other neighborhood organizations from seeking to act as Service Centers. If a Lead Center has any question regarding particular entity's eligibility to function as a Service Center, it should contact SBA for further assistance.

8.2.3 Environmental Assistance

Environmental assistance includes any activity that encourages, supports and enables small businesses to develop, market, and/or adopt environmental technologies (including pollution prevention) to achieve economic growth and environmental compliance. SBDCs are encouraged to consult with appropriate state and/or local providers of environmental technical assistance programs.

8.2.4 FCC Broadband Plan

For information on the FCC broadband plan click [The National Broadband Plan: Connecting America](#) or enter <http://www.broadband.gov/> in your browser.

8.2.5 Financial Assistance

SBDCs should work with their SBA District Offices to provide services that increase a small business' access to capital. SBDCs are encouraged to develop linkages with lenders, Small Business Investment Companies (SBICs), venture capital firms, Certified Development Companies (CDCs), SBA micro-lending intermediaries and state and local finance programs.

SBDCs will assist small businesses with business plan development, financial statement preparation and analysis, cash flow preparation and analysis, source and application of funds. In addition, SBDCs, in cooperation with SBA District Offices, are expected to offer service to new SBA clients and to assist delinquent SBA borrowers who are referred to them by SBA and/or lenders to assist in problem solving, business restructuring, cost analysis, market penetration and other similar subjects.

8.2.6 Financial Packaging Assistance Guidelines

SBDCs are encouraged to provide counseling services that increase a small business concern's access to capital, such as business plan development, financial statement preparation and analysis and cash flow preparation and analysis.

SBDCs should help prepare their clients to represent themselves to lending institutions. While SBDCs may attend meetings with lenders to assist clients in preparing financial packages, they may not take a direct role in representing clients in loan negotiations.

SBDCs should inform their clients that counseling assistance or financial packaging assistance does not guarantee receipt of a loan.

8.2.7 Financial Assistance Restrictions

SBDCs cannot make loans, service loans or make credit decisions regarding the award of loans.

The SBDCs must not take a direct role in representing clients in loan negotiations. They should, however, help prepare their clients to represent themselves to lending institutions and may attend meetings with lenders to assist clients in preparing financial packages.

SBDCs must not advocate, recommend approval or otherwise attempt in any manner to influence SBA to provide financial assistance to any of its clients. SBDCs may not charge fees for providing assistance for

financial packaging. (Note: Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services.)

8.2.8 Innovation Clusters

The Interagency Regional Innovation Clusters Taskforce (the "Taskforce") has been charged with developing a replicable and sustainable model for coordinated federal and regional efforts that foster and use regional innovation clusters to develop and demonstrate sustainable and efficient models for attaining national strategic objectives; create and retain jobs; eliminate gaps between the supply and demand for workers in specialized fields through training and education; increase regional gross domestic product (GDP); promote innovation in science and technology; and enhance the economic, technological, and commercial competitiveness of the United States on the global stage. SBDCs should participate where practical.

8.2.9 International Trade Services

SBDCs will provide international trade finance and market development assistance to small businesses throughout the SBDC network. Where appropriate and to the extent possible, SBDCs will offer special programs. SBDCs will provide international trade assistance by establishing a separate center at one location to be designated the title of "International Trade Center," or through selected service locations within the SBDC network, depending on the needs of the small business community and the organizational structure of the SBDC. SBDCs shall maintain a minimum number of certified export assistance advisors in their network, as required by the Small Business Act and further defined in [SBA Policy Notice 6000-800](#). Such international trade services will be conducted in conjunction with the SBA representative at the local U.S. Export Assistance Center and other relevant federal, state and local agencies providing small business export and trade assistance.

8.2.10 International Trade Center (ITC)

Where appropriate, SBDCs will establish International Trade Centers (ITCs) to focus on export assistance to small businesses. ITCs are specialty centers within the SBDC network dedicated specifically to providing international trade services. A list of these centers/locations shall be included with the proposal. ITCs must have a separately designated and full-time Director and qualified professional staff. They must have a separate budget within the SBDC and there must be separate international trade related counseling and training milestones established in the SBDC Cooperative Agreement. Separate brochures marketing the SBDC's international services must be developed and distributed.

The ITC will coordinate and use public and private resources to provide assistance to small businesses, and particularly to those small businesses new to exporting or with export finance packaging needs.

ITCs will provide a broad range of services as appropriate and needed by the small business community, including the following:

- Assist SBA by supporting Export Assistance Centers sponsored by SBA, the Department of Commerce, the Export-Import Bank and other federal agencies.
- Assess client's export-related financing needs and assist clients in structuring and compiling necessary documentation, (i.e., business plan development, financial statement and analysis, cash flow preparation

and analysis, source and application of funds, letters of credit, etc.) for export financing and particularly for SBA's Export Working Capital Program.

- Develop linkages with local lenders, SBA District Export Finance Officers, ExIm Bank personnel and U. S. Export Assistance Center personnel.
- In cooperation with SBA, develop an Export Trade Assistance Partnership (E-TAP) program on an annual basis for new exporters. Create an E-TAP Task Force for its development and cooperation with other appropriate private and public sector partners to provide counseling and training for this program.
- Develop and conduct seminars on opportunities and procedures involved in exporting, export finance, joint ventures, licensing, ISO 9000 and other International Standards Registration, metric conversion and so forth.
- Identify and analyze client's international trade needs, capabilities and problems and provide in-depth counseling in international trade techniques, procedures and opportunities.
- Use services available through the Federal Bar Association/SBA Agreement to assist in the resolution of client's international trade/legal problems, the Export Legal Assistance Network (E-LAN).
- Assist SBA in promoting and recruiting participants for SBA cosponsored events including those with the Department of Commerce, the Overseas Private Investment Corporation, the Agency for International Development and the Export-Import Bank.
- Assist SBA in disseminating information on trade promotion, trade finance, trade adjustment and trade remedy assistance.

8.2.11 Manufacturing Assistance

Many SBDCs partner with the Department of Commerce, National Institute of Standards and Technology's Manufacturing Extension Partnerships (MEPs) to provide specialized services to small manufacturers. Through this partnership, a small manufacturer can receive business management assistance from the SBDC and engineering assistance from the MEPs.

All SBDCs that are partnering with the NIST MEPs are encouraged to continue this valuable assistance to small business manufacturers. SBDCs without a working partnership with the NIST MEPs may wish to pursue one. The nature of any participation with MEPs must be reported in the semiannual and annual reports to SBA.

8.2.12 Military Base Closings and Reductions-in-Force

In those states where base closing or realignments have occurred or will occur, the SBDC must provide a full range of business development and technical assistance services in the affected areas. These services should be specifically designed to meet the particular small business needs that arise as these closings and realignments occur, including services specifically targeted toward existing and former military personnel.

8.2.13 Minority Enterprise Development

SBDCs should work with their SBA District Offices to provide training and counseling to firms in all stages of participation in the 8(a) Program. Each SBDC must make all of its economic development and technical assistance services available to 8(a) firms in all stages, other minority business owners and prospective minority business owners. SBDCs are encouraged to make special efforts to assist SBA's Minority Enterprise

Development 8(a) Program. These efforts include community-based seminars and workshops concerning the SBA's 8(a) Program application process.

SBDCs should inform their 8(a) clients that counseling assistance does not guarantee receipt of a contract.

8.2.14 Native American Assistance

Each SBDC must make its economic development and technical assistance services available to Native Americans. Local initiatives for Native Americans shall be supported when appropriate, and to the extent possible, by the appropriate SBDC where it is determined that this assistance is needed. Where appropriate, SBDCs shall provide support to initiatives of SBA's Office of Native American Affairs (ONAA).

8.2.15 Procurement Assistance

SBDCs are encouraged to provide services that provide basic information needed by small business concerns interested in procurement opportunities in the Government arena. These services should include, but not be limited to:

- Providing information on government buying methods.
- Identifying the role of SBA Area Directors for Government Contracting located in SBA field offices and Procurement Center Representatives (PCRs) located at Federal Government purchasing activities.
- Educating small businesses about the Federal government's move toward doing business by Electronic Data Interchange, marketing techniques and placement on agency bidders' lists.
- Assisting with the preparation of bids and proposals.
- Identifying subcontracting opportunities.
- Providing counseling and referral information concerning bidders' rights and obligations, appeal procedures, termination and default actions, and size criteria (business advice, not legal advice).
- Providing assistance on contractual, financial and contract administration issues.
- Developing and/or maintaining computerized systems that identify federal, state and local procurement opportunities.
- Assisting eligible small business firms to complete and submit of the HUBZONE Empowerment Contracting Program electronic application.
- Working cooperatively with the Procurement Technical Assistance (PTAC) program.

8.2.16 Rural Development

SBDC Applicants must make a full range of business development and technical assistance services available to small businesses located in rural areas. These services will be designed to increase rural small business participation in exporting, government procurement, tourism, access to credit, incubators, innovation and technology and other small business programs.

8.2.17 SBDC Lead Center Director

The SBDC Lead Center Director must be a full-time (100%) senior manager who shall direct and monitor the program activities and financial affairs of the SBDC network to deliver effective services to the small business

community, ensure the SBDC's compliance with applicable laws, regulations, OMB circulars and Executive Orders, implement the Cooperative Agreement and serve as the principal contact point for all matters involving the SBDC network.. For these purposes, full-time is defined as 100% of time allocated between this grant and other grants that provide management and technical assistance to small businesses. These would include technical assistance programs that the Lead Center may be conducting to fully utilize the resources of other federal, state and local government, academic and private sector programs concerned with aiding small businesses in order to provide seamless but not duplicate business development assistance. These other activities must be in accordance with the description above and must not be outside of the scope of management and technical assistance to small businesses. Of that, at least 75% of the SBDC Lead Center Director's time must be dedicated to the functions of the SBA SBDC Cooperative Agreement. SBDC Lead Center Director may not receive additional compensation for managing these programs. The SBDC Lead Center Director has the responsibility for negotiating the annual Cooperative Agreement with SBA, keeping in mind that national, state and local needs are to be addressed. Once an SBDC receives its approved budget and program funding from SBA, the SBDC Lead Center Director must have full authority to manage and implement the budget without restrictions from the host entity, including the management and oversight of all statutorily required areas of statewide/regional coverage.

8.2.18 Surety Bond Guarantee Assistance

SBDCs are encouraged to educate their resources and small business contractors about the Surety Bond Guarantee (SBG) Program. This includes making available program information at counseling and training sessions and at business, professional and trade association meetings. SBDCs should develop an outreach program and actively promote the SBG program to special emphasis contractors. SBDCs should refer small business contractors to the SBG specialist in one of the two SBG Area Offices (Denver and Seattle) for detailed information about the program. The Office of Surety Guarantees in SBA Headquarters will provide a power point presentation for this purpose. An SBDC should contact The Office of Surety Guarantees in SBA (202)205-6540 for answers to questions and for more information. The SBA OSG website is located at: www.sba.gov/about-offices-content/1/2891.

Many contractors are able to leave the program and obtain bonding on their own while others remain in the program for several years. One reason small contractors continue in the program is that they lack management expertise and have ongoing cash flow problems. SBDCs are encouraged to work with the SBG specialist in the appropriate Area Office to identify such contractors and give them the needed business management assistance. Among other areas, this may include business plan development, cash flow preparation and analysis, bid preparation, marketing and financial statement preparation and analysis.

8.2.19 Technical Assistance for Research and Innovation

The Lead Center must make technical assistance for research and innovation available, directly or through other relationships, to small businesses including, but not limited to: new product development; assisting inventors and high technology firms to research, develop and market their ideas and inventions; assisting non-technological firms to gain access to existing technologies; SBIR-related assistance; and facilitating the transfer of technology and technical data from federal and university laboratories.

8.2.20 Training

Applicants must provide quality training designed to improve the skills and knowledge of existing and prospective small business owners/managers throughout the SBDC network.

Training generated by SBDCs must be shared with the SBA Project Officer to avoid duplication with training efforts offered by other local organizations and SBA. In addition, all training materials developed in an electronic format shall be made available to the SBA SBDC Project Officer, SBDC Clearinghouse.

SBDCs may charge reasonable fees to cover program costs associated with this training. These fees are considered program income and shall be used to expand services and further SBDC program objectives.

8.2.20.1 SBDC Co-hosted Training

SBDCs are encouraged to enter into co-hosted training arrangements with the private sector and other organizations to extend outreach and productivity. (Cooperation between members of the SBDC network (i.e. Lead Center with Service enters or other organizations funded through the Cooperative Agreement with SBA is not considered a co-hosting).

In order for an SBDC to receive credit for a co-hosted training event, it must actively participate (i.e., provide speakers, materials, publicity) with the organization assuming primary responsibility for financing the training session. Final responsibility for the quality of the training rests with the SBDC. When reporting training numbers for a training session co-hosted by the SBDC and another SBA resource partner (e.g., WBC, SCORE) and the training session is of such duration that each partner is training for less than one hour each, the partners must work together to determine how to equitably divide the number of clients among themselves. The number that the partners report must equal the total number of attendees at the event. However, in the case where there are breakout sessions lasting one hour or more given individually by the resource partners, then each resource partner can count any attendees participating in their breakout sessions as long as there is a sign-in sheet, an evaluation, and an SBA Form 888 is prepared. Where the training is of such duration that its length is equal to more hours than the number of ED partners co-hosting the event (i.e. one hour per partner), all partners can report the full number of attendees for the training, e.g., three hour training and three co-hosts.

For all co-hosted training among ED resource partners where there will be a distribution of receipts in whole or in part to the co-host, the training file for the activity must document clearly the role and responsibility of the SBDC and each participant receiving a share of the receipts. How the receipts were distributed must also be documented in the training file.

SBDCs are reminded that income received by the SBDC network for all co-hosted programs is considered program income and cannot be used for match funding; it must be used to further support the SBDC program. Note that SBDC programs involving the SBA District Office and one or more third party organizations as co-hosts (such as lenders or chambers of commerce) are subject to the Agency's co-sponsorship requirements, and may require a different treatment of program income receipts.

8.2.21 Veteran and Service-Connected Disabled Veteran Business Ownership

In cooperation with the Interagency Task Force on Veterans Small Business Development led by SBA, the Agency with the assistance of Syracuse University has created a nationwide entrepreneurship training program for transitioning service members. In this effort, SBA is working with Department of Defense and the Veteran's Administration to include entrepreneurship training as a part of the overall changes to the existing Transition Assistance Program (TAP). Each SBDC is expected to support this initiative, known as Operation Boots to Business - from Service to Start-up to the extent practical. The SBDCs are integral to the Boots to Business program which uses a multi-phase approach to introduce transitioning service members to the fundamentals of small business ownership and to the tools and resources available to them.

Each SBDC must make available all of its economic development and technical assistance services to veterans, including service-connected disabled veterans and their immediate families as well as Reservists and National Guard members called to active duty as appropriate. Both national and local initiatives for veterans shall be supported by the appropriate SBDC as needed. If not actively involved with the Boots to Business initiative, each SBDC network will establish a minimum of one Veteran Entrepreneurial Training (VET) Program for veterans, service-connected disabled veterans, Reservists and National Guard members as well as active duty military personnel who are pending discharge. The program may include feasibility and marketing studies, preparation of business plans and loan packages including Patriot Express and formation of support groups to provide follow-up and encouragement to participants.

SBDCs should contact their state National Guard Adjutant General and all units of the Military Reserves to identify Reservists and National Guard members who are operators of small businesses; are otherwise self-employed, or are essential employees in small businesses and who have been or may be mobilized pursuant to Title 10 USC for active duty. SBDCs should offer and provide business interruption counseling and training as needed to minimize adverse financial and operational problems. Such counseling could include, but is not limited to, the offering advice on the best feasible means of winding up of business operations and the utilization of federal and state laws, (including the Soldiers and Sailors Civil Relief Act), enacted to protect small business persons who are subject to mobilization to active duty. Additionally, business assistance for self-employed Reserve and National Guard members following their release from active duty will be critical to mitigate expenses, secure legal assistance, engage in significant marketing efforts and otherwise minimize the negative effects of the member's mobilization on their small business or practice.

Each SBDC should identify veterans on its staff. Each SBDC should also encourage development of a veterans' business network and work with strategic partners to develop a local summit for veteran business owners and service-connected disabled veterans business owners as well as Reservists and National Guard members who are subject to be called to active duty. Each SBDC will contact its local VA regional office and engage VA Vocational Rehabilitation Counselors with clients.

SBDCs should highlight veteran's needs at small business seminars, conferences and outreach Program Announcements. SBDCs should develop close working relationships with their respective State Department of Veterans Affairs to explore collaborative outreach and referrals.

Pursuant to the Military Reservist and Veteran Small Business Reauthorization and Opportunity Act of 2010, SBDCs shall, as part of the SBA's Outreach and Technical Assistance Program, market and provide technical

assistance for SBA’s Military Reservist Economic Injury Disaster Loan program including website linkages to assistance programs offered by SBA, the Department of Veterans Affairs and the Department of Defense.

8.2.22 Women's Business Services

Each SBDC will make available all of its economic development and technical assistance services to women business owners and prospective women business owners. SBDCs will also provide referrals to the Women’s Business Centers (WBCs) for women business owners when appropriate.

8.2.23 Yellow Ribbon Reintegration Program

Pursuant to [Public Law 110-181](#), passed January 28, 2008 – The Secretary of Defense initiated the Yellow Ribbon Reintegration Program which provides information, services, referral and proactive outreach programs to National Guard and Reserve members and their families with sufficient information, services, referral and proactive outreach opportunities through the 4 phases of the deployment cycle:

1. Pre-Deployment
2. Deployment
3. Demobilization
4. Post-Deployment-Reconstitution

The goal of the Yellow Ribbon Reintegration Program is to prepare soldiers and families for mobilization, sustain Families during mobilization, and reintegrate soldiers with their families, communities and employers upon redeployment or REFRAD.

Relevant portions of the “Act” are:

- (h) Outreach Services- As part of the Yellow Ribbon Reintegration Program, the Office for Reintegration Programs may develop programs of outreach to members of the Armed Forces and their family members to educate such members and their family members about the assistance and services available to them under the Yellow Ribbon Reintegration Program. More information is available at http://www.benefits.va.gov/gibill/yellow_ribbon.asp

8.3 Advanced Understandings

If any portion of this Program Announcement conflicts with Section 21 of the Small Business Act, Part 130 of the SBA’s regulations (13 C.F.R.), relevant OMB circulars or SBA’s policy notices, all of the above will control and take precedence.

Services and programs provided through the Cooperative Agreement should not wholly duplicate or replace any existing programs. Federal funds shall not be used to supplant or wholly duplicate existing programs. Where these understandings conflict with Section 21 of the Small Business Act, Part 130 of SBA’s regulations, relevant OMB circulars or SBA’s policy notices, all of the above will control and take precedence over these understandings.

8.3.1 Hours of Operation

The Lead Center and Service Centers services shall be available to the public throughout the year during the normal hours of the business community. In addition, provision should be made to provide evening and

weekend assistance, both on-line and in Service Centers, as appropriate to meet local community demands and needs. Anticipated closings shall be included in any annual renewal application. Emergency closures shall be reported to the SBA Project Officer as soon as possible.

8.3.2 Travel

The travel charged to the Cooperative Agreement must be in accordance with provisions of the grant and utilized in conformance with [13 CFR Part 130.460\(g\)](#), and must be used under the same formula for travel reimbursement as provided by the host institution. Award funds are not available for the payment of per diem, lodging, meals or other subsistence expenses associated with local travel. However, award funds may be used to pay transportation expenses for local travel.

SBDCs are authorized to include a certain amount of funds in the proposal for “unanticipated” travel. Unanticipated travel is defined as “travel which is necessary to further SBDC objectives, but for which a complete description and/or justification could not be provided in the proposal.” Requests for out-of-state travel exceeding the amount approved in the proposal must be submitted no less than 20 days for prior approval to the SBA Project Officer or District Director. (International travel must be submitted to the AA/OSBDC no less than 30 days before scheduled departure for prior approval). SBDCs are required to notify the SBA Project Officer of any unanticipated (not in the approved budget) out-of-state travel and report after the fact in the Semi-annual or Annual report and must follow the guidelines for Prior Approval (See 5.1.9).

Travel funds are authorized for the SBDC Lead Center Director and/or his/her designee to attend two America’s Small Business Development Center meetings per year. Travel funds may also be authorized for additional SBDC staff to attend meetings designed for professional development purposes. Further, one trip per year, as approved by the AA/OSBDC, is authorized to allow the SBDC Lead Center Director and/or his/her designee to meet with national SBA officials to discuss local program initiatives. (Also see Section 5.1.9.1 “General –Prior Approvals”)

8.3.3 Small Business Week

SBDCs are encouraged to promote, support, plan, implement and participate in Small Business Week activities in cooperation and coordination with local and national SBA officials. SBDC Lead Center Directors and other SBDC personnel, with their strong links to prominent entrepreneurs and small business advocates in their communities, should nominate individuals for Small Business Week awards. SBDCs are encouraged to submit nominees for the SBDC Service Center of the Year Award.