

SMALL BUSINESS DEVELOPMENT CENTER

FY 2008

PROGRAM ANNOUNCEMENT FOR THE SBDC PORTABLE ASSISTANCE PROJECT

**NO. OSBDC – 2008 – 04
(April 8, 2008 – May 12, 2008)**

In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). An application submitted by an entity that is not a Lead SBDC will not be considered. Awards will be made under this program announcement until the application cut-off date of May 12, 2008, or until the funds made available have been fully obligated. All applicants must meet sufficiency and technical criteria in order to qualify for funding.

Proposals are to be posted to www.grants.gov by 11:59 PM EDT on May 12, 2008

**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF SMALL BUSINESS DEVELOPMENT CENTERS**

FISCAL YEAR 2008/CALENDAR YEAR 2008

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. INTRODUCTION

1. PROGRAM OVERVIEW

- A. Federal Agency Name U.S. Small Business Administration, Office of Small Business Development Centers
- B. Funding Opportunity Title Small Business Development Center (SBDC) Portable Assistance Project
- C. Announcement Type Initial
- D. Funding Opportunity Number: Program Announcement # OSBDC-2008-04
- E. CDFA Number 59.037
- F. Closing Date for Submissions: May 12, 2008, 11:59 PM EDT
- G. Authority: Section 21(a)(4)(C)(viii) of the Small Business Act (15 U.S.C. § 648(a)(4)(viii))
- H. Funding Instrument: Grant
- I. Funding: Funding is for FY/CY 2008
- J. Award Amount/Funding Range: Total amount of 2008 Federal funding amount provided for this project is \$1,882,865.00. Grants will only be awarded to Small Business Development Center (SBDC) Lead Centers and will not exceed \$100,000 per award. Only qualified recipients will be funded. There is no matching fund requirement however the availability of private sector resources or non-federal funds should be noted in the technical proposal. Multiple awards to one SBDC in the same funding year are allowable provided the project purpose of each is separate and distinct.
- K. Project Duration: Awards will be made for a base project period of 12 months.
- L. Project Starting Date: Approximately 30 days after award.
- M. Proposal Evaluation: Proposals will be scored against the evaluation criteria in Section V. SBA may ask applicants for clarification on the technical and cost aspects of proposals. This must not be construed as a commitment to fund the proposed effort.
- N. Agency Point of Contact: Erika Fischer, Tel: (202) 205-6766. Email: osbdc@sba.gov

2. PURPOSE

The Small Business Act (the Act) states in § 21(a)(4)(C)(viii) (15 U.S.C. § 648(a)(4)(viii)) that:

“From the funds appropriated pursuant to clause (viii), the Administration shall reserve not less than \$1,000,000 in each fiscal year to develop portable assistance for startup and sustainability non-matching grant programs to be conducted by eligible small business development centers in communities that are economically challenged as a result of a business or government facility downsizing or closing, which has resulted in the loss of jobs or small business instability. A non-matching grant under this clause shall not exceed \$100,000 and shall be used for small business development center personnel expenses and related small business programs and services.”

B. STATEMENT OF WORK

SBA wants to ensure the success of the Portable Assistance Project, as contemplated by the Act. Grants made under this program announcement should be viewed as an opportunity to provide services and/or develop small business assistance products which could serve as “best practice” models of assistance to distressed areas. SBA is particularly interested in collaborative efforts (community-wide, state-wide, region-wide, industry-wide, association-wide, etc.) centered around a reproducible plan of action aimed at increasing small business success and viability in communities suffering economic hardship attributable to corporate or government downsizing which may be replicated in other geographic locations nationwide. Applicants are encouraged to think creatively to design and develop innovative programs and services to address the purpose of this Project. Products and methodologies developed should be exportable and replicable for use by other SBDC center locations.

Applicants must identify the communities to be served within their states and document the event(s) that led to the business or government downsizing or closure actions that have resulted in economic distress in those areas. Proposals submitted must be tied to a demonstration of either job losses or threats to small business viability caused by the downsizing or closing actions. Examples of qualifying factors may include, but are not limited to, the following:

- Recent increases in unemployment rates
- Loss of jobs due to trade-impacted industries
- Increases in unemployment caused by closures, relocations, or staff reductions of area corporate or government employers
- Increases in the poverty level in affected areas
- Decreases in the number of small concerns remaining in business in affected areas
- Decreases in revenues and staffing levels of small businesses in affected areas

Applicants must also highlight the portable nature of the proposed assistance to be provided under this Project. Examples of portable assistance include, but are not limited to:

- Web-based Direct Client Delivery Services:
 - Video and internet conferencing
 - CD Rom information and binder mailings followed by workshops and/or videoconferencing
 - Online training

- Developing and implementing strategies to increase internet access for communities residing in remote areas
 - Downloadable tools featuring risk, probability, and break-even analysis, such as new computer software or templates for existing programs
- Other Client Delivery Services:
- Traveling workshops including mobile training units
 - Train-the-trainer programs
 - Temporary (shared facilities) creation
 - Use of “swat teams” of counselors focused on relief for acute problems in targeted areas, moving from one to the next
 - Setting up peer roundtables to share information, experiences and best practices, to problem-solve and to provide outside expert consultation
 - Establishing cooperatives to allow small business owners to obtain economies of scale, including better pricing for equipment, supplies and services (e.g., accounting, insurance, employee benefits, and payroll services), more efficient inventory systems and distribution networks and shared marketing, etc.

Each application submitted under this Program Announcement must include a narrative description of the methods of delivery for the proposed assistance and/or products, and must meet the objective of providing portable access and relief to small businesses in affected areas.

In addition, each proposal must specify the targets/milestones and schedule of deliverables to ensure successful implementation. Applicants must also identify fiscal and programmatic strategies for self-sustainable continuation of this effort.

C. PROGRAM REQUIREMENTS

Grants awarded under this Program Announcement are intended to provide funding to SBDC Lead Centers for the specific purpose of providing programs and services for small businesses through their SBDC networks in communities suffering economic hardship attributable to the downsizing or closing of businesses or government facilities. Programs and services should be aimed at aiding entrepreneurs to start new or grow existing small business or to stabilize businesses adversely affected by economic hardship in the communities. Funds provided under this Program Announcement must be used solely for this stipulated purpose and may not be commingled with any other SBA grant funds received by an SBDC. Under no circumstances are these funds to be considered supplemental to existing SBDC operations. Portable Assistance grant funds are separate, stand-alone funds to be applied singularly for the specific purpose of the legislative intent. Program outcomes, including clients counseled and trained under this funding may **not** be commingled with other clients in the Entrepreneurial Development Management Information System (EDMIS), but remain a discrete activity of this grant alone. Multiple awards to one SBDC in the same funding year are allowable provided the project purpose of each is separate and distinct.

I. DEFINITIONS

Definitions are incorporated in Section VII - Other Information.

II. PERFORMANCE MEASURES

In addition to meeting the overall stated Agency requirements, the grantee will be evaluated against self-identified performance measures as submitted in the response to this grant announcement.

SECTION II. AWARD INFORMATION

A. GENERAL AWARD INFORMATION

I. PROJECT START DATE

The project start date is approximately 30 days after receipt of the Notice of Award

II. PROJECT DURATION

Awards will be made for a period not to exceed 12 months.

B. FUNDING INFORMATION

I. FUNDING

Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act. Awards will be made under this program announcement until the application cut-off date of May 12, 2008. All applicants must meet sufficiency and technical criteria in order to qualify for funding. Funds provided under this Program Announcement must be used solely for its stipulated purpose and may not be commingled with any other SBA grant funds received by an SBDC. Additionally, funds provided under this Program Announcement are not supplemental to current SBDC Program funding, and as such, all reporting should be discrete and separate from SBDC block grant funding. Outcomes produced, including clients counseled and trained under Portable Assistance funding, may not be commingled with other reporting in the Entrepreneurial Development Management Information System (EDMIS.)

II. FUNDING INSTRUMENT

The funding instrument is a Grant.

III. FUNDING RANGE

Total of FY 2008 Federal funding provided for this project is \$1,882,865.00. Grants will only be awarded to Small Business Development Center (SBDC) Lead Centers and will not exceed \$100,000 per award. Multiple awards to one SBDC in the same funding year are allowable provided the project purpose of each is separate and distinct.

IV. CANCELLATION

SBA reserves the right to cancel this Program Announcement, in whole or in part, at the Agency's discretion.

IV. CONTINUATION OF FUNDS

SBA intends to continue to fund the Portability Project annually, subject to availability of funds. However, an SBDC may not receive continued funding 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.

C. CASH MATCH REQUIREMENT

There is no matching fund requirement; however the availability of private sector resources or non-federal funds should be noted in the technical proposal. Matching funds should not be included in the cost proposal budget, nor in the quarterly budget reports, but may be included in the narrative.

SECTION III. ELIGIBLE APPLICANTS

A. ELIGIBLE APPLICANTS FOR THIS GRANT (MANDATORY REQUIREMENTS)

In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). An application submitted by an entity that is not a Lead SBDC will not be considered. Please refer to definitions, Section IX, II , D.

B. INELIGIBLE APPLICANTS FOR THIS GRANT

The following applicants will automatically be considered ineligible and their applications will not be evaluated:

1. Any organization which is NOT a currently-funded SBDC Lead Center.
2. Any organization which currently has an unresolved audit by any federal agency; or
3. Any organization suspended or debarred from receiving contracts of grants from any federal agency or which is otherwise excluded from federal procurement programs.
4. Any organization which has any unresolved and material audit issues reported under the requirements of the Single Audit Act of 1986 (OMB Circular A-133) within three years of the proposed funding period; or
5. Any organization which was found to have had at last one substantially non-compliant condition with SBA program guidelines occurring while administering or implementing any SBA program.

This includes, but is not limited to, entities identified in 14 CFR 130.700.

SECTION IV: APPLICATION AND SUBMISSION INFORMATION

A. REQUIRED APPLICATION FORMAT

The application must include both the technical and budget proposals for each discrete time period. All proposals (narrative and forms) must be submitted electronically via www.grants.gov. Other forms of submission will not be accepted. The closing date for submission of applications is May 12, 2008, 11:59 PM Eastern Daylight Time. Awards will be made under this program announcement until the application cut-off date. The project starting date is approximately 30 days after award. All applicants must meet sufficiency and technical criteria in order to qualify for funding. Applications must be submitted via www.grants.gov; NO OTHER METHOD OF SUBMISSION IS PERMITTED. Applications must utilize the following format:

List of Attachments: (Provide a list of attachments that will be included in your proposal submitted through www.grants.gov. Complete the header section containing name of the applicant organization, etc., when preparing this list

I. PROJECT INFORMATION (PART I)

A. Introduction with these components

1. Cover Page - Should list the following:
 - a. Program Announcement #OSBDC-2008-04
 - b. Applicant's name
 - c. Applicant's address
 - d. Applicant's web site address
 - e. Applicant's contact name for this application
 - f. Contact's telephone number
 - g. Contact's fax number
 - h. Contact's e-mail address
 - i. Grant dollar amount requested

2. Table of Contents
Please number all pages.

B. Technical Proposal Narrative. (Not to Exceed 15 pages) This attachment must have numbered pages. If the applicant is anticipating receipt of multiple awards in the same funding year, applicant MUST show that the project purpose for each award is separate and distinct

Project Identification and Experience:

1. Describe in detail how and why the applicant has targeted the designated region or community/communities to be served and demonstrate the source of economic distress. This must be supported by a demonstration of either job losses and/or small business economic instability. ***Supporting documentation is mandatory. Proposals will be immediately rejected if no documentation is provided.***
2. Describe in detail the applicant's past experience in relation to small businesses in distressed communities, its response to their small business clients, both nascent and existing, within these communities, and the steps that were taken to assist area small businesses.

3. Describe in detail the technical assistance delivery methods and implementation. This must include elements of innovation, portability and replicability of the technical assistance employed.

Project Management

1. Provide Key Personnel. Identify key management and staff, including resumes and position descriptions. For the purposes of this grant, “Key Personnel” includes *all full-time and part-time SBDC network employees who are devoting their time to this project*. Resumes must include experience relevant to this project and may not be more than 2 pages long.
2. Contractors and consultants should be identified separately. Include a boilerplate copy(/ies) of contractual/consultant agreements intended for this project.
2. Include an organizational chart for all project staff and the amount of time devoted to the project.
3. Identify one staff dedicated to ongoing data collection, electronic reporting and his/her expertise with electronic reporting.
4. Identify staff members responsible for financial record keeping and describe their roles.
5. Identify a project director. Project director will be responsible for coordinating the proper reporting procedures as well as management and oversight of grant implementation.

Operational Controls:

1. Provide an evaluation methodology and design for measuring the outcomes of the project’s objectives, complying with all required financial and performance reporting. Clear and easily measurable evaluation and reporting designs with attached templates are mandatory and are to be included in the proposal as well as each quarterly and final performance report. Single designs which can accommodate future comparisons to the original goal are preferable.
2. The applicant must also provide a plan to measure program effectiveness on a quarterly basis within the grant period, and, if applicable, from year to year. Include templates to address this in the proposal and in performance reporting.
3. The applicant must provide a timeline with milestones for the 12-month life of the grant period. (not to exceed 1 page)
4. Performance Measurement Tool and template, if applicable. If this is your Management Information System (MIS), please identify and include a disclaimer that the technical assistance provided will not be included in your quarterly EDMIS upload submissions associated with ongoing SBDC Program operations. **(not to exceed 2 pages)**
5. Additional information to be included for evaluation:

II. BUDGET INFORMATION (PART II)

- A. “Application for Federal Assistance” (SF-424) (Please provide a complete street address)
- B. “Budget Information-Non-Construction Programs” (SF-424A,) Provide only one consolidated budget showing all costs by major categories (Key Personnel, Fringe Rate, etc.), not exceeding \$100,000 of federal funding. Please do not include matching funds; this should, however, be included in the technical proposal.
- C. Key Personnel Sheet: For the purposes of this funding: This should include *all full-time and part-time SBDC network employees who are devoting their time to this project*. See “Budget Detail Worksheet” below.

- D. Budget Detail Worksheet (A9-A11). Note: This is a new form found on the SBDC web site, listed under: “Forms for Portable Assistance,” and includes a Key Personnel List, a Direct Cost Budget Worksheet, and an Indirect Cost Rate Worksheet. Directions for completion are on the form itself. ***Follow the detailed directions on these forms completely and accurately. Proposals which have not done so will be rejected.***
- E. Indirect Cost Rate Agreements: Corresponding indirect cost rates should be applied for the location (e.g., SBDC service center) *where the grant activities are being performed*. At least 80% of SBA funding must be allocated to direct costs of program delivery.

III. CERTIFICATION FORMS AND ASSURANCES (PART III)

- A. Certification Regarding Debarment, Suspension, and Other Responsibility Matters, (SBA Form 1623)
- B. Certification Regarding Drug-Free Workplace Requirements
- C. Certification Regarding Lobbying (SBA Form 1711)
- D. Disclosure of Lobbying Activities (SF-LLL)
- E. Assurances for Non-Construction Programs (SF 424B)
- F. CPA Certification that financial system meets 2 CFR Part 215.21. This may be a letter from your accounting firm or the relevant passage from your audit report.
- G. Current year’s financial audit report – this may be a link to your web site. Please include full address.

B. REQUIRED PROPOSAL SUBMISSION DATES

The closing date for submission of applications is May 12, 2008, 11:59 PM Eastern Daylight Time. Awards will be made under this program announcement until the application cut-off date. All applicants must meet sufficiency and technical criteria in order to qualify for funding.

SECTION V: APPLICATION REVIEW INFORMATION

Applications will not be reviewed if:

- Application package is incomplete
- Forms are missing, incomplete, or required detail is not provided
- Documentation and/or qualified research supporting evidence of distressed small business or criteria supporting project identification is not provided

A. EVALUATION CRITERIA FOR TECHNICAL PROPOSAL

- a. Please refer to the Statement of Work, page 3, Section B**

Qualified proposals will be assessed using the following:

1. Project Identification and Experience: (30 Points)

- a. Knowledge of the targeted designated region(s) and the ability to demonstrate an economic downturn for that region. Applicants must provide evidence (statistics, demographics, research, case studies, and other supporting documentation) of the distressed targeted region or community and of the economic downturn affecting that region.
- b. Does the applicant provide reliable:
 - employment statistics
 - job loss stats,
 - education levels
 - demographic information
 - other specifically related criteriain support of targeting the distressed community?
- c. Does the recipient provide other supporting information related to the economic downturn suffered as a result of corporate or government downsizing? Can the applicant demonstrate objective factual and economic justifications for choosing the site(s) to be served by the project?
- d. Knowledge and past experience in relation to distressed small businesses. What is the applicant's past experience in providing small business turnaround support in the face of economic downturn? Does the proposal respond to the unique needs of the targeted distressed small business community? What is the applicant's experience of responding to the needs of the targeted area in the past? Provide specific examples.

2. Technical Assistance Delivery Design: (30 Points)

The Program Narrative should specify and detail the technical assistance delivery methods, products and their implementation. Applicants will be evaluated on their understanding of the project and proposed approach for performing the award.

- a. Innovation and creativity in providing assistance to small business is encouraged. Does the project make innovative and imaginative use of resources while filling a vital gap in support for small businesses?
- b. Exportability and ease of replication are vital in saving time and money while allowing economically distressed communities to recover as quickly as possible. Is the delivery assistance

- of a portable nature? Can the applicant deliver measurable, reportable effectiveness in its delivery assistance? Are the project design and methodology accurate?
- c. Best Practices. Does the design lend itself to identification and implementation of best practices? Could it serve as a model, or be summarized and posted on a website as a delivery mechanism for others' use?
 - d. Does the design lend itself to easily traceable, accurate reporting of project outcomes? Are templates or models included? Can progress be easily identified/adjusted with these templates?
 - e. The assistance must be readily available to distressed areas. Can the assistance be made available to businesses facing economic, geographic, or physical/communication infrastructure challenges? Is the project part of a larger strategy, e.g., working with local or state development organizations?

3. Project Management: (15 Points)

- a. Applicants must state how and by whom staff will be chosen to implement and administer this project. The applicant must identify the key management, staff, and contractors/consultants. Does the Key Personnel List include all full-time and part-time SBDC network employees who are devoting their time to this project?
- b. Do resumes and position descriptions for the project director and key staff demonstrate the division of labor and experience necessary for the attainment of the grant's goals? Are consultants' resumes, position descriptions, and a sample contract included?
- c. Are staff, volunteers and contractors/consultants sufficiently motivated and equipped to further the goals of the project? Do they have any relevant prior experiences?
- d. An organizational chart for all proposed full time and part-time project staff and the amount of time each will devote to this project should be included:
 - A description of staff overseeing program direction, ongoing program data collection and electronic reporting to SBA.
 - A description of staff responsible for financial record keeping on the receipt and expenditure of program funds.

4. Operational Controls: (25 Points)

- a. The applicant must provide an evaluation design and method for measuring the outcomes of the project's objectives and complying with all required financial and performance reporting. This is crucial to final evaluation of the project. Does the evaluation methodology provide clear, accurate and easily measurable reporting design from which the program's effectiveness can be readily evaluated? Are templates included? Does the evaluation allow for ongoing modifications/improvements to the program design?
- b. Is there a process for on-gong monitoring?
- c. The applicant must also provide a timeline with project milestones for the grant period. Can the template provided track the program's progress and effectiveness from quarter to quarter against the original goals throughout the year?
- d. Are templates included which easily and graphically compare data collection to original goals?
- e. Do the proposed costs match the projected efforts? Is the budget information complete, detailed and accurate? Is the Detailed Expenditures Worksheet portion of the budget information complete?
- f. Are additional funds or in-kind contributions being contributed to this project by the host or other partners? Please identify.

B. REVIEW AND SELECTION PROCESS

The selection process involves three phases;

1. Initial eligibility, sufficiency and applicant completeness review. (Checklist.)
2. Technical Review conducted by Office of Small Business Development Centers (OSBDC)/SBA
3. Budget Review conducted by the Department of Procurement and Grants Management (DPGM)/SBA.
4. Legal review conducted by the Office of General Counsel (OGC/SBA)

Applications will first be screened to determine if the applicant meets certain mandatory eligibility requirements. SBA will not consider eligible applicants who do not submit complete applications. Submissions will only be accepted via www.grants.gov. Submission via other electronic mediums will not be accepted. Hard copies will also not be accepted..

SBA officials will form a Technical Evaluation Committee to review eligible proposals based on evaluation criteria stated in this Program Announcement. These will be individually scored, and then ranked. Proposals not meeting minimum standards during the technical review will not be considered for funding. Order of submission will be used as a final determinant for selecting acceptable applications when all factors are equal. Recommendations will be submitted to SBA's Department of Procurement and Grants Management (DPGM.) DPGM will conduct a Budget Review of the cost proposal. The application will receive a final review form the Office of the General Counsel (OGC.) Upon passing this review, DPGM will issue the final Notice of Award.

SECTION VI: AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICE

All recipients will receive written notification of funding for the award.

B. REPORTING

REPORTING REQUIREMENTS

All recipients are required to submit the reports identified below. Financial and Performance reports should be submitted together, with a cover letter to the GOTR. SBA may withhold payment if reports are not received or deemed inadequate. Failure to report in a timely manner will be weighed against future requests for grant funding. The quarterly reports and final report provided by the recipients may be made public. In addition, SBA reserves the right to require recipients to post these reports on their web sites. An original and a copy of both the quarterly financial report and the performance report should be submitted to the GOTR by two-day mail, if possible, for review prior to it being sent to DPGM.

1. Financial Reports

Quarterly Reports

Recipients will be required to submit quarterly financial reports in hard copy within 30 days of the completion of each quarter and within 90 days of the completion of the project. Signed originals and one copy should be mailed to the Portable Assistance GOTR (Grants Officer's Technical Representative) within the required time allotment period. The financial reports should include the following:

- Standard Form 269, "Financial Status Report"
- Budget Narrative: Include an original budget line item expenditures column, a cumulative expenditures column and an expenditures column for the current reporting period.. Budget narrative should provide information relating to overall financial expenditures in each of the key line items. Each line item should be specifically addressed.
- Resumes and contracts of consultants, and subcontracts relating to the current budget period should be included, if not previously submitted.

2. Performance Reports

Quarterly Reports

Recipients must also submit quarterly performance reports within 30 days of the completion of each quarter and within 90 days of the completion of the project. These may be submitted via email using Microsoft Word, to the Portable Assistance GOTR within the required time allotment period. However, hard copies (one original and a copy) are to be submitted also, accompanied by a cover letter signed by the Project Officer. The performance reports should include the following:

- A narrative of project accomplishments
- Problems encountered and steps taken or proposed to correct those problems
- A comparison between projected milestones and actual accomplishments. If there are discrepancies, identification of the reasons for slippage, and a plan of action to address them.
- Evaluation measurement tools (template) against original goals used to address progress. This may be in the form of a template to easily track progress. If cumulative in nature, a brief analysis during each reporting period is required.
- Other project templates, as appropriate.

Final Performance Report:

A consolidated Final Performance Report shall be submitted to the SBA Technical Representative within 90 days after the completion of the 12-month project period. The final report must include a well-organized description of the work performed, accomplishments, and any difficulties encountered. In addition it will summarize the entire project period, detailing the Project's mission, scope, results, impact and recommendations for duplication and portability.

C. PAYMENT

Payment will be made on a quarterly basis, by reimbursement. Payment requests should be sent to the GOTR, along with the quarterly reports. The recipient must submit

- Standard Form 270, Request for Advance or Reimbursement
- Detailed Expenditures Worksheet

The Detailed Expenditures Worksheet (Direct Cost Budget, Key Personnel and Indirect Cost Worksheet) **must be filled out completely, as instructed on the form**, and must be aligned with the original budget, and the budget and performance report narrative. Explanations in the budget narrative must encompass expenditures and reasons for expenditures. Invoices supported by the budget and performance narrative must match the actual performance period and will NOT be paid unless and until corrected.

SECTION VII: AGENCY CONTACTS

A. PROGRAM POINT OF CONTACT

Only eligible entities should contact the SBA. In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). Please **DO NOT** contact SBA unless your organization is an eligible entity.

Questions concerning general information contained in this Announcement should be directed to the SBA Grants Office Technical Representative (GOTR), Erika Fischer at (202) 205-6766.

B. FINANCIAL/GRANTS MANAGEMENT CONTACT

Questions relating to the administration and budget for this Grant should be directed to Patricia Branch, Grants Manager, at **electronic.grants@sba.gov** in SBA's Office of Procurement and Grants Management (OPGM).

SECTION VIII: OTHER INFORMATION

A. ADVANCE UNDERSTANDINGS

Services and programs provided through the Grant should not wholly duplicate or replace any existing programs. Funds provided under this Program Announcement are not supplemental to current SBDC Program funding, and as such, all reporting should be discrete and separate from SBDC block grant funds. Program outcomes, including clients counseled and trained under this funding may **not** be commingled with other clients in the Entrepreneurial Development Management Information System (EDMIS), but remain a discrete activity of this grant alone.

Where these understandings conflict with Section 21 of the Small Business Act, Part 130 of the SBA's regulations (13 CFR), relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence over these understandings.

I. SHARED INFORMATION

The SBA will have an unlimited license and all rights to use data (excluding private client data), including those prepared or stored electronically, which are generated either partially or fully under this Grant, including materials that are copyrighted.

B. DISPUTE RESOLUTION

Dispute resolution occurs when there is a programmatic or financial disagreement between the recipient organization and the SBA, and the recipient organization requests that the dispute be handled by SBA in a formal manner. Any dispute arising after award of the Grant shall be resolved in the manner prescribed and within the time frames stated in the SBDC regulations and the Notice of Award. Every effort shall be made to resolve disputes.

C. DEFINITIONS

The following definitions apply to grants made under this Program Announcement:

1. **SBDC Lead Center:** The SBDC service center with whom SBA signs the Cooperative Agreement and with whom the SBA has the legal relationship within that state. The SBA Lead Center maintains all service and satellite centers of the SBDC network under its jurisdiction.
2. **Applicant:** An SBDC Lead Center who is seeking a grant award under this Program Announcement.
3. **Recipient:** A qualified SBDC Lead Center that has been awarded a grant under this Program Announcement.
4. **Portable Assistance:** means technical assistance that may be easily deployed, either by design or by its inherent qualities, such as web-based delivery services.
5. **Exportable and Replicable Products:** programmatic devices and/or client-ready assistance tools which can be distributed to other Agency offices or resource partners and made available to a client base geographically and/or demographically removed from the initial SBDC. Implementation should be able to occur with an absence or a minimum of costs, other than that required of producing and disseminating the products.
6. **"Small Business"** means a business entity:
 - a. that is organized for profit with a place of business located in the United States and which operates primarily within the United States or which makes a significant

contribution to the U.S. economy through the payment of taxes or the use of American products, materials or labor; **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 include:

- 500 employees for most manufacturing and mining industries
- 100 employees for all wholesale trade industries
- \$5 million in average annual receipts for most retail and service industries
- \$17 million in average annual receipts for most general & heavy construction industries
- \$7 million in average annual receipts for all special trade contractors
- \$0.5 million in average annual receipts for most agricultural industries

D: APPLICATION CHECKLIST

Budget:

- _____ Standard Form (SF) 424 - Application for Federal Assistance
- _____ SF 424A - Budget Information for Non-Construction Program
- _____ Detailed Expenditures Worksheet (includes Key Personnel, Direct Cost Budget, Indirect Cost Rate) (from http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_funding_opps.html)
- _____ Indirect Cost Rate Agreement(s)

Technical Proposal

- _____ Narrative
- _____ Resumes for all persons listed on key personnel sheet
- _____ Job descriptions for all personnel listed on key personnel sheet
- _____ Sample contracts, if applicable
- _____ Organization Chart with % of time for each key personnel individual
- _____ Timeline with milestones for the life of the grant period.
- _____ Evaluation methodology and performance measurement tool and templates, if available. (this can be your MIS system report or timeline, but please explain clearly in the narrative)

Assurances & Certifications:

- _____ SF 424B Assurances for Non-Construction Programs
- _____ SBA Form 1711 - Certification Regarding Lobbying (from http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html)
- _____ SF LLL - Disclosure of Lobbying Activities
- _____ SBA Form 1623 - Certification Regarding Debarment, Suspension and Other Responsibility Matters (from http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html)
- _____ Certification Regarding Drug-Free Workplace Requirements (from http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html)
- _____ CPA Certification that financial system meets 2 CFR Part 215.21 (This may be in the form of a letter from your auditor or CPA, or the part of the audit report which specifies this.)
- _____ Current year's financial audit report (can be a link to a web site, if available)

PLEASE NOTE:

The following forms are found on <http://www.grants.gov/> and are to be submitted as part of the application package: Application for Federal Assistance (SF 424); Budget Information for Non-Construction Programs (SF 424A); Assurances for Non-Construction Programs (SF 424B); and Disclosure of Lobbying Activities (SF LLL).

The following forms are found on SBA's Office of Small Business Development Center home page at http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html and are to be submitted as attachments: Certification Regarding Lobbying (SBA Form 1711); Certification Regarding Debarment Suspensions and Other Responsibility Matters (SBA Form 1623); Certification Regarding Drug-Free Workplace Requirements. Instructions are provided at www.grants.gov on how to submit these forms. The Detailed Expenditures Worksheet may be found at: http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_funding_opps.html under "Forms for Portable Assistance."