

**U.S. Small Business Administration (SBA)  
Office of Small Business Development Centers (SBDCs)**

Funding Opportunity Announcement No.  
OSBDC-COVID-2020-1

REQUEST FOR WORK PLAN AND BUDGET INFORMATION  
(Fiscal Year 2020 Funding)

Base Year Budget Period:  
April 1, 2020 through March 31, 2021

Option Year Budget Period:  
April 1, 2021 through September 30, 2021

Opening Date: April 10, 2020  
Closing Date: April 24, 2020

The purpose of this Funding Opportunity Announcement (FOA) is to provide current SBA funded Small Business Development Centers (SBDCs) with resources to provide education, training and business advising to small businesses that have experienced supply chain disruptions, staffing challenges, a decrease in gross receipts or customers or a closure as a result of COVID-19.

This is a **non-competitive funding opportunity announcement**; therefore, there is no synopsis posted at grants.gov. This FOA along with one attachment - the OSBDC Cost Price Analysis Worksheet - was emailed to the SBDC Directors on April 10, 2020. All other required SBA forms relevant to this request are located at [www.sba.gov/offices/headquarters/osbdc](http://www.sba.gov/offices/headquarters/osbdc).

Proposals responding to this FOA must be received via email at [SBDCGrantsq@sba.gov](mailto:SBDCGrantsq@sba.gov) no later than 5:59:59 PM Eastern Daylight Time, April 24, 2020. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

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## **Work Plan Narrative Guide**

For each section below, the work plan narrative must address **all** the requests in that section. The total response to the requests in this work plan narrative must be limited to five (5) pages. This does not include other required attachment(s). Please use the sections below to organize your Work Plan Narrative. Narratives longer than five (5) pages will not be considered.

### **I. Statement of the Problem**

- a. Describe the specific needs of small businesses resulting from the COVID-19 public health emergency in the SBDC Service Area, and
- b. Describe the current economic and business climate of the geographic region your SBDC network serves.

### **II. Performance Summary**

Given the unprecedented upheaval caused by the coronavirus on the economy, the CARES Act has allocated resources for the SBDC network to build small business relief programs in their respective states and regions. The networks have some discretion on how these resources are allocated and the types of staff that they hire; however, they must adhere to the guidelines below in Section III under Performance Objectives, Performance Metrics and Milestones.

To ensure small businesses are aware of the expanded resources and programs offered by the SBDCs, each SBDC Lead Center is authorized to spend five percent of their budget across their entire network on marketing programs and literature for small business. Moreover, given the size of some Service Areas, the SBDC State and Regional Directors may ask the AA/OSBDC in writing for permission to exceed the five percent threshold for marketing to ensure all small businesses and entrepreneurs can receive information on SBDC and SBA small business programs, services and loans. This marketing material should also provide important information to protect small businesses from falling victim to scams, predatory lenders and other nefarious actors.

Acquisition of technology services and/or hardware may be necessary to best enable and expand the means and abilities of the SBDC network to deliver training and advising services through remote access technologies. This may include, but is not limited to, technologies which enable the use of toll-free phone numbers, call centers, broadband and/or cellular services, web-based video conferencing and website development. The brief budget narrative should clearly describe the hardware and/or services to be acquired and the planned or anticipated improvement in program delivery.

### III. Performance Objectives, Performance Metrics and Milestones

**Performance Objectives:** Describe the project's approach and how project activities will generate results for small businesses impacted by COVID-19 by providing counseling, education, training and business advising to small businesses on:

- a. Accessing and applying for financial resources, to include Paycheck Protection Program (PPP) loans, SBA Economic Injury Disaster Loans (EIDL) and all types of SBA and non-SBA loan programs so small businesses can effectively access capital and promote business sustainability, growth and resilience.
- b. How small businesses can protect their workplaces, employees and customers against potential health and safety threats, including the prevention of the transmission of COVID-19 and other communicable diseases.
- c. Understanding and preparing for the potential effects of sudden natural or manmade disasters on small business supply chains, operations, finances, payrolls, distribution and sale of products.
- d. How to develop robust web integration, online sales and marketing, cybersecurity for small businesses, online distribution and delivery services for small businesses.
- e. How small businesses can develop and execute Continuity of Operations through planning, telework and remote management and customer service practices to sustain business activities during periods of interrupted business service.
- f. How to protect small business intellectual property.
- g. The risks and mitigation of cyber threats in online commerce, remote customer service or telework practices by providing small businesses and entrepreneurs with a series of online and in-person cyber-security awareness training cohorts.
- h. How to mitigate the effects of reduced travel or outside activities on small businesses.

**Performance Metrics:** Given the unprecedented circumstances of the coronavirus' impact on small businesses, the SBA is implementing two different sets of goals for the SBDCs, three short-term goals and three more traditional, long-term goals. The short-term goals are designed to accurately reflect the needs of small business during and immediately after the economic shutdown and the long-term goals, are designed to measure small business activity in a more normal business environment. The short-term goals are in effect from April 1, 2020 through September 30, 2020. The long-term goals will be in effect from October 1, 2020 through September 30, 2021. When calculating their

short-term goals, SBDCs are permitted to count all applicable activity towards their goals starting on March 9, 2020.

**Short-term Goals:**

1. **Capital Assistance:** (Capital Infusion) Number of clients that receive information, counseling and training on Economic Injury Disaster Loan (EIDL), Paycheck Protection Program (PPP) loans and all SBA disaster loan programs. This assistance includes tracking the number of SBA and non-SBA disaster loans that SBDC clients applied for during the coronavirus crisis. SBDCs will also earn credit towards this goal by helping clients navigate the application process with lenders. While this goal will focus primarily on providing clients with capital assistance information, the SBDCs are still responsible for tracking and reporting the actual number of disaster loans they helped small businesses obtain. (SBDCs will continue to capture traditional 7(a), 504 and other SBA loans through the core grant's annual Capital Infusion (CI) goal.)
2. **Small Business and Individuals Served:** (Unique Clients Served) Given the large number of small businesses and individuals seeking assistance by phone, online platforms and through SBDC-hosted webinars, it is difficult for the SBDCs to capture all of these small businesses with the SBA 641 form. Thus, the SBDC may count the total number of small businesses and individuals served towards this goal, as it is important for SBA and the entire small business community to know the full number of small businesses seeking and receiving SBDC assistance and training during and after the coronavirus crisis. To capture this goal, the SBDC must request that everyone seeking assistance complete a 641 form and provide the 641 form either directly, via email or as an attachment to the online platform or webinar. Given that many may choose not to complete a 641 form, the SBDCs must also keep accurate records of the total number of small businesses who participate in this training and report these total numbers to the SBA.
3. **Consulting Hours:** (Jobs Supported) Given the unprecedented number of phone and online requests for information and guidance from the small business community, as well as those who advocate for the small business community, the SBDCs will capture and report the full level of support provided to small businesses seeking assistance. This reporting should be all-encompassing to provide an accurate picture of both the volume of correspondence and depth of technical support provided by the SBDCs.

**Long-term Goals:**

1. **Capital Infusion:** Number of clients that receive EIDL, Paycheck Protection Program (PPP) loans and other COVID-19 and disaster assistance loans, as well as ongoing disaster capital assistance and counseling from the SBDCs.

2. **Unique Clients Served:** Number of Unique Clients Served (UCS) that receive post-COVID-19 related counseling and training disaster assistance. This metric requires an SBA form 641.
3. **Jobs Supported:** Jobs Supported (JS) as a result of SBDC programs, counseling, training and subject-matter-expertise provided by the SBDC COVID-19-relief funding grant.

#### **IV. Financial Justification**

- a. Provide an SF-424 and an SF-424A, a brief budget narrative and the required OSBDC Cost Price Analysis Workbook that describes how the funding being requested will support the realization of the SBDC network mission. Note: The SF-424 and SF-424A are located at [www.sba.gov/offices/headquarters/osbdc/resources/20351](http://www.sba.gov/offices/headquarters/osbdc/resources/20351).
- b. Matching funds are not required.

#### **V. Risk Assessment**

As required by 2 C.F.R. § 200.205(b), applicants will be further evaluated by SBA senior staff to assess the possible risks they may pose. In assessing the possible risks posed by an applicant, SBA will consider the Applicant's:

- a. Financial stability;
- b. Management systems quality and its ability to meet the management standards prescribed in 2 C.F.R. § 200.302;
- c. History of performance in managing other Federal awards, including: timeliness of providing required reports; compliance with the terms and conditions of the award; ability to meet matching funds requirements; and the extent to which the Applicant has failed to fully expend funds provided under prior awards;
- d. Results, reports and findings from any of its available audits or programmatic reviews and its responses to them; and
- e. Ability to effectively implement statutory, regulatory or other requirements.

#### **VI. Eligible Applicants**

To be eligible for this Funding Opportunity, an Applicant must be an existing SBDC Lead Center currently funded by SBA.

## VII. Ineligible Applicants

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

- a. Any organization that is NOT a currently SBA funded SBDC Lead Center.

## VIII. Additional Information/Documents

- a. **Indirect costs or Facilities and Administrative (F&A)** charges are currently reimbursed under the regular SBDC core program funding. The purpose of this supplemental funding is to provide for temporary services to affected small business concerns who suffered, in many cases, extreme economic injury as a result of the COVID-19 pandemic in 2020. In order to ensure that the maximum amount of CARES Act funds are available to directly assist affected small business concerns, the SBA Administrator requests that host institutions cover specific COVID-19 relief indirect costs against the indirect costs built into the annual core grant. However, at the request of the SBDC community made during the negotiating process required by the CARES Act, SBA has agreed to make exceptions for institutions that demonstrate a need for additional resources. In such circumstances, SBA will permit up to a 15% indirect cost rate against the supplemental funding available under the CARES Act.
- b. **For Contracts between \$10,001 and \$250,000**, the SBDC network do not need to submit copies of the proposed contracts to the Grants Management Specialist (GMS) or Program Manager (PM) for approval before executing them. However, the Applicant must obtain price quotes (either orally or in writing) from at least three qualified sources and inform SBA of these quotes in the corresponding payment requests/financial reports. If the Applicant does not choose to go with the lowest quote, the Applicant must explain why.
- c. **For contracts of \$10,000 or less**, the Applicant does not need to submit copies of the proposed contracts to the GMS or PM for approval before executing them and the contracts are not required to be awarded via competition if the SBDC host organization considers the prices to be reasonable.

The SBDC network also may not contract out the overall administration or day-to-day management of this project to any other party.

- d. **The SBDC network may**, however, hire contracted business advisors and subject-matter-experts for the functions and program delivery detailed in this Funding Opportunity.
- e. **Any other documentation** the Applicant believes supports its proposal.

## **IX. Advance Payments, Quarterly and Final Payments and Reporting Requirements**

### **Advance Payments**

OSBDC will advance 25% of the total amount of each respective award immediately upon receiving an acceptable application from each SBDC. This one-time advance payment will enable the SBDC networks to begin hiring new employees and building new programs for the small-business COVID-19 relief effort. With the SBDC network application complete an SF-270 Request for Advance. Please make sure to check the “**Advance**” box on the form.

All other payments submitted will be on a reimbursable cost basis. These payment requests should be included with other required SBDC network quarterly reports. A complete and correct package is required to receive the reimbursable payments.

SBDCs may charge COVID-19 program related advance expenses and pre-award costs incurred since February 15, 2020 to this grant.

### **Quarterly Payments and Reporting Requirements**

Performance Reports must address the SBDC network’s progress toward meeting activities, objectives and performance goals from the approved proposal Reports 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 by proposed actions for improvement.

SBDCs will submit metrics quarterly through the SBA Office of Entrepreneurial Development EDMIS portal and provide a quarterly report, not to exceed 10 pages, to OSBDC within 45 days after each Federally recognized quarter. These quarterly reports must also include an SF-270 Request for Payment and a completed SF-425 detailed below.

Quarterly Period of Performance dates for reporting are below. The payments and reports are due 45 days after the period of performance.

- April 1, 2020 - June 30, 2020 – This will be for your advance payment report.
- July 1, 2020 - September 30, 2020
- October 1, 2020 -December 31, 2020
- January 1, 2021- March 31, 2021

If the SBDC network exercises an Option Year, the required reporting cycles would include:

- April 1, 2021 – June 30, 2021
- July 1, 2021 - September 30, 2021
- October 1, 2021 -December 31, 2021
- January 1, 2022 - March 31, 2022



SBDCs will also submit periodic Best Practices and Success Stories on COVID-19 small business relief efforts provided directly to the OSBDC Program Manager for inclusion in the OSBDC Weekly Status Reports (WSR).

All payments, including the SBDC network's first advance payment, and reports should be sent via email to the following email address: [Covidpayments@sba.gov](mailto:Covidpayments@sba.gov).

SBDCs should submit financial reports quarterly to [Covidpayments@sba.gov](mailto:Covidpayments@sba.gov). The SF-425 Federal Financial Report (FFR) should show actual funds spent (expenditures) and any bills you are going to pay (unliquidated obligations incurred), both for the reporting period and cumulatively. The SF-425 must be signed by an authorized representative of the SBDC's host institution. All financial reports should include a budget versus actual expenditure report. The SBDC must submit financial reports with the same regularity as progress reports.

### **Final Payments and Reports**

The SBDC network will provide a final, comprehensive report, not to exceed 30 pages, within 90 days after the end of the period of performance. As part of the quarterly and final reports SBDCs will provide numerical metrics quarterly through EDMIS as outlined in Section III under Performance Objectives, Performance Metrics and Milestones.

Both Quarterly and Final Reports will include, but are not limited to:

- Efforts to develop services to assist COVID-19-affected small businesses;
- Notable counseling and training programs offered by the SBDC;
- Updates on EIDL, PPP and other SBA loan and non-SBA programs;
- Challenges faced by small businesses after the effects of COVID-19;
- The number of unique small businesses served by the SBDC;
- Other relevant outcome performance data with respect to small business, including number of employees affected, effect on sales, disruptions in supply chains, efforts to improve remote and online sales and marketing, cybersecurity efforts, small-business intellectual property protection efforts and efforts to mitigate the effects of disasters on small business operations;
- SF-425;
- SF-270; and
- Budget versus Actuals worksheet.

**X. Submission Instructions**

All proposals (narratives, budgets and forms) must be submitted electronically to [SBDCGrantsq@sba.gov](mailto:SBDCGrantsq@sba.gov).

NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED. Required forms are available at [www.sba.gov/offices/headquarters/osbdc](http://www.sba.gov/offices/headquarters/osbdc). Non-federal entities are required to have a DUNS number and must be registered with the System for Award Management (SAM). If you experience technical difficulties with your submission, contact your designated OSBDC Program Manager.

SBDCs must return the completed application within 14 calendar days from the date this Funding Opportunity is posted.

**XI. Checklist of Required Submissions**

**Checklist of Required Submissions for the OSBDC-COVID 2020-1**

**Work Plan Narrative & Budget Information Request**

Address & submit all information requested by the Work Plan & Budget Information Request

OPEN DATE: April 10, 2020 CLOSE DATE: April 24, 2020

- The work plan narrative must be limited to 5 pages. For each section, the narrative should address all requests included in that section. Provide responses in the order detailed in the Funding Opportunity Announcement.
- A general statement stipulating that the information provided for in the core award cooperative agreement is still valid and applicable.
- Organization Chart (ONLY if it has changed since the most recent application for core award funding application.) (An organizational chart should include names and positions for all proposed full-time and part-time program staff working on this SBDC Network project.)
- Provide position description for the SBDC Network and senior level Directors. (ONLY provide if key personnel changed since your most recent application for core award funding.)
- SF-424 Form located at <https://www.sba.gov/offices/headquarters/osbdc/resources/20351>
- SF-424A Form located at <https://www.sba.gov/offices/headquarters/osbdc/resources/20351>
- Brief budget narrative to support project costs.
- OSBDC Cost Price Analysis Workbook Form