
Prep Steps

SBDC Lead & Service Center Site Review

The purpose of the SBDC programmatic and financial review is to report on the SBDC's delivery of services to the small business community. This will entail documenting of any actual or potential problem areas, goal attainment, the relationship between the SBDC and the SBA as well as other partners, and highlights of SBDC activities.

Programmatic

1. Meet with the District Director(s) to discuss any areas, topics, subjects or initiatives he or she would like you to discuss with the SBDC in concert with Agency objectives and priorities.
2. Analyze the Notice of Award for funding and changes in service centers or new projects planned. Report on the status and progress towards goals identified in the award for new projects or efforts such as expanding services, implementing technology, etc.
3. Request and review the following documentation prior to your site visit:
 - Strategic plan - Is the strategic plan current?
 - Most recent needs assessment - Is the needs assessment inclusive or exclusive of key sectors?
 - Current list of advisory board members and minutes of most recent meeting - Is the advisory board active, representative of varied sectors; etc.
 - And any other documents you believe are pertinent for the review.
4. Review previous findings/recommendation (if any) from the last programmatic review. Discuss with the Program Manager for directions to follow-up. During the review, determine if the findings/recommendations have been implemented.
5. Review most current Accreditation Report.
6. Review pertinent EDMIS reports for goal achievement. Report on progress towards goals, validity of numbers in accordance with definitions, frequency or magnitude of errors; etc.
7. Review website. Ensure that it contains SBA logo, advertises services and announces training information. Is the information on your homepage/website accurate and current, such as center locations, addresses, telephone numbers, directors, etc. The following language is sufficient for homepages and websites and must be prominently displayed: "Funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA."
8. Request a printout of client cases by counselor served in the year being reviewed. During the site visit request random files to review during the site visit. Report on any findings.
9. Determine which service center(s) have its own website. Review each website for ease of use, on-line counseling or training, proper use of SBA logo, etc.

Financial

10. Request information from the Lead center or service centers on implementation of recommendations from the prior examination. During the review, determine if the findings/recommendations have been implemented.
11. Discuss and ensure the sources of cash match and in-kind contributions remain adequate.
12. Request and review the following documents:
 - List of employees who actually worked during the period being reviewed.
 - Indirect Cost Rate Agreements - Review and report of changes such as centers which moved on/off campus.
 - Review and report any equipment purchased which was not disclosed in the cooperative agreement.
 - Review and report any out of state travel or travel under the “unplanned” budget to ensure prior approval was issued by the AA/OSBDC/OSDBC.
 - Review and report overall budget status to give notice on potential carryover or shortfall issues.
 - A list of all training offered during the period, with reported revenue amounts for each training/workshop session.