

SMALL BUSINESS DEVELOPMENT CENTER

FY/CY 2014

**PROGRAM ANNOUNCEMENT FOR RENEWAL OF THE COOPERATIVE AGREEMENT FOR CURRENT
RECIPIENT ORGANIZATIONS**

NO. OSBDC – 2014 – 01 FOR FY 2014

&

NO. OSBDC – 2014 – 02 for CY 2014

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.

Fiscal Year Proposals are to be posted to www.grants.gov by 9 P.M. E.S.T. on July 18, 2013

Calendar Year Proposals are to be posted to www.grants.gov by 9 P.M. E.S.T. on August 22, 2013

U.S. SMALL BUSINESS ADMINISTRATION

OFFICE OF SMALL BUSINESS DEVELOPMENT CENTERS
PROGRAM ANNOUNCEMENT
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SMALL BUSINESS DEVELOPMENT CENTER
PROGRAM ANNOUNCEMENT

SECTION I. – FUNDING OPPORTUNITY DESCRIPTION

A. PROGRAM OVERVIEW

1. Federal Agency Name: U. S. Small Business Administration, Office of Small Business Development Centers
2. Funding Opportunity Title: Office of Small Business Development Centers Program Announcement
3. Announcement Type: Initial
4. Funding Opportunity Number: Program Announcement # SBDC-2013-0001 or SBDC-2013 -0002
5. CDFA Number: 59.037
6. Closing Date for Submissions: July 18, 2013, Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2014 – 01 for FY 2014

August 22, 2013; Proposal due to the OSBDC via www.grants.gov at 9 p.m. EST for Program Announcement No. OSBDC – 2014 – 02 for CY 2014
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](#))
8. Funding Instrument: Cooperative Agreement
9. Funding: Funding is for fiscal 2014 or calendar 2014
10. 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 2014 is \$103,440,000.00. The recipient organization receiving the Cooperative Agreement is required to match funding received on a 1:1 ratio with at least 50% non-federally sourced cash and not more than 50% in-kind. Match also may come through the SBDC network.
11. 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.

12. Project Starting Date: Approximately 90 days after closing date, but no later than October 1, 2013 for Program Announcement No. OSBDC – 2014 – 01 for FY 2014; and January 1, 2014 for Program Announcement No. OSBDC – 2014 – 02 for FY 2014
13. 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.

B. INTRODUCTION AND PURPOSE

1. 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 known as Lead Centers—one in each state (four in Texas and six in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam and American Samoa and their corresponding Service Centers. 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 strategic partners.

SBDCs must work collaboratively, with assistance from SBA's District Offices, to coordinate their efforts to expand services and avoid duplication with all other SBA-funded programs. Where the SBDCs are located in communities with resource partners, the SBDCs should coordinate with them in offering training and other forms of assistance to their clients. 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.

2. 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.

3. AUTHORIZING LEGISLATION

The Small Business Development Center (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 VIII, Part D, “Definitions”), to be targeted for assistance by SBDCs.

C. PROGRAM REQUIREMENTS

1. DEFINITIONS

Definitions are in Section VIII of this document – Other Information.

2. PERFORMANCE MEASUREMENTS

SBA is focused on strategic planning, performance, and proven results as measured by all resource partners. Each SBDC’s achievements are measured on 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 reported to SBA, but not goalled:

- Number of jobs created
- Number of jobs retained

Data reporting performance goals/measurements are collected through SBA’s centralized data collection system (currently EDMIS). Data integrity, verification and validation of performance results for all SBA supported programs are an SBA priority. Standards for the ability to attest to the integrity and quality will be issued.

Performance goals are negotiated annually between the SBDC and the District Office. If the goals are in alignment with appropriate indices and/or circumstances 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.

3. IMPORTANT PRIORITIES FOR SBDC RECIPIENTS IN FY/CY 2014:

- ❖ 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;
 - 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;
- 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.
- ❖ Continued participation in the ED Impact Survey through cooperation with SBA’s contractor(s) – particularly the provision of client data. Non-participation will constitute a finding on SBA programmatic reviews;
- ❖ Participation, to the extent practical, 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.

4. 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\(c\)](#)]. (See Section VIII – part D, “Guidelines”).

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.

a. STATUTORILY REQUIRED SERVICES

SBDCs are required to provide the following services:

(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.

(2) Technology transfer, research and development:

- ❖ Assisting small business owners and entrepreneurs with technology transfer, research and development,

- ❖ 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.

(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.

(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 equivalent 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, ExIm 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 appropriate Federal, State and local agencies (including state trade 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;
 - access translation services for small firms doing business, or attempting to develop

business, in foreign markets;

- register on www.export.gov and Business USA.gov websites to access self-assessment, basic research and information, training and other federal export assistance resources.

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

(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.

(6) Regulatory Compliance:

- ❖ Maintain current information concerning environmental, energy, health, safety and other federal, state and local regulations that affect small businesses and counsel small businesses on methods of compliance with such regulations.
- ❖ Identify resource centers of reference materials and refer clients, 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.

(7) Specific Informational needs:

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

- ❖ Identifying vendors and organizations that can coordinate and conduct research into technical and general small business problems for which there are no ready solutions.
- ❖ Identifying 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.
- ❖ Collaborating with local small business groups to conduct in-depth surveys in order to develop general information regarding the local economy and general small business strengths and weaknesses in the locality.
- ❖ Identifying and referring clients to 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.

b. SBA REQUIRED SERVICES

It is acknowledged that SBDCs receive funding from other funding sources. 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:

(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 participation in local Export Outreach Teams.
- ❖ 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. 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.

(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 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 Assessment Tool (BDAT) and other means to provide the 8(a) firm with business management and other education, training and information.

(3) Access to Capital and Other SBA Programs

- ❖ Provide financial packaging and other financial counseling assistance; including assistance for loans such as the Military Reservist Economic Injury Disaster Loan program, Community Express, Export finance programs and Patriot Express finance programs.
- ❖ Provide access to tools and initiatives offered by SBA's Office of Veterans Business Development (OVBD) to veterans and members of the Reserve and National Guard.
- ❖ Inform small business contractors about SBA's Surety Bond Guarantee Program.
- ❖ Support the SBA Center for Faith-Based and Community Initiatives, as appropriate.
- ❖ Educate clients about finance programs offered under ARRA and/or the Small Business Jobs Act of 2010.

(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 and
- ❖ SBA's Fiscal Year 2014 Budget available at <http://www.whitehouse.gov/omb/budget/Overview>

SECTION II. – AWARD INFORMATION

A.GENERAL AWARD INFORMATION

1. PROJECT START DATE

The project start dates are –

- ❖ October 1, 2013 for states/regions responding to Program Announcement No. OSBDC – 2014 – 01 for FY 2014; and
- ❖ January 1, 2014 for states/regions responding to Program Announcement No. OSBDC – 2014 – 02 for CY 2014.

2. PROJECT DURATION

The period of performance for this grant is one year, with a corresponding one year budget period. The applicant organization may continue to receive annual SBDC Cooperative Agreements in future fiscal/calendar years, subject to continued program authorization, availability of funds, satisfactory performance and full accreditation.

B.FUNDING INFORMATION

1. FUNDING

Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act. 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. 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. FUNDING INSTRUMENT

The SBDC funding instrument is a Cooperative Agreement.

3. FUNDING RANGE

Section 21 (a) (4) (C) of the Small Business Act sets forth a formula by which funds are to be distributed.

There will be a combined total of 63 awards made under

Program Announcement No. OSBDC – 2014 –01 for FY 2014; and
Program Announcement No. OSBDC – 2014 – 02 for CY 2014.

4. CANCELLATION

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

5. 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](#)).

C. MATCH 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.

SECTION III – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS FOR THIS COOPERATIVE AGREEMENT (MANDATORY REQUIREMENTS)

The eligible entities are defined in [15 USC § 648](#) which states:

“That after December 31, 1990, the Administration shall not make a grant to any applicant other than an institution of higher education or a Women’s Business Center. Section 648 also states that the Administration shall require any applicant for a Small Business Development Center grant with performance commencing on or after January 1, 1992 to have its own budget and to primarily utilize institutions of higher education and Women’s Business Centers operating pursuant to section 656 of this title to provide services to the small business community.”

Any organization which currently has an SBDC Cooperative Agreement with SBA’s Office of Small Business Development Centers remains eligible.

B. INELIGIBLE APPLICANTS FOR THIS COOPERATIVE AGREEMENT

Any organization which does not currently have an SBDC Cooperative Agreement with SBA’s Office of Small Business Development Centers will automatically be considered ineligible and their applications will not be evaluated.

This includes, but is not limited to, entities identified in [13 CFR Part 130.200](#).

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. REQUIRED APPLICATION FORMAT

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 chart provided in this section for the project year(s). 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. Following final negotiation with the District Office, all proposals (narratives and forms) must be submitted electronically via the government-wide financial assistance portal www.grants.gov by deadline dates contained within this Program Announcement. **NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.** All required forms are provided in the grants.gov application package for this funding opportunity, or are available at the web address <http://www.sba.gov/content/sbdc-forms-and-worksheets>. 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. The system is not an SBA system.

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 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.

PROPOSAL ATTACHMENTS CHART

	Single Year Proposal	Multi Year Proposal	
		Year One	Year Two and Three
List of Attachments submitted through grants.gov	√	√	√
Approval Letter from SBA District Office	√	√	√
Narrative	√	Prepare for the three year period.	Provide changes related to the service delivery approach; 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.
SBDC Network Listing	√	√	√
Validate data using PIMS. (see page -15)	√	√	√
Application for Federal Assistance SF-424 The Program Income Section on the Standard Form 424 should be left blank	√	√	√
Budget Information Non-Construction Programs SF-424A Leave blank line 7 (Program Income) on the	Submit for Lead Centers (and each Service Center if standard SBDC Budget Justification format is not	Submit for Lead Centers (and each Service Center if standard SBDC Budget Justification format is not submitted).	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

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.	submitted).	Line 16 only, Columns (b) First and (c) Second.	Section E in year three.
SBDC line-item Budget Justification with details of the cost calculation 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.
Indirect Cost Allocation Worksheet	√	√	√
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	√	√	
Disclosure Form SF-LLL	√	√	
Cash Match and Program Income Certification Form	√	√	√
Cost Sharing Proposal SBA Form 1224	√	√	
Assurances Non-Construction Programs SF-424B	√	√	

In the spring of each year the Program Announcement will be published on www.grants.gov and will reflect any programmatic or budgetary revisions to the program.

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.

1. PROPOSAL INFORMATION

SBA Proposal Processing. 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. That 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.

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.

- a. **Program Narrative** (This information must be provided in a paginated attachment not to exceed 50 pages.) The components of the program narrative are:

- **Program Management**

A brief description of:

1. the service area of the Lead and Service Centers (must be statewide or region wide);
2. the methodology, philosophy and justification for the distribution of service area resources 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 training, 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 VI, Part B 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 and a description of the board's responsibilities must be included in the proposal.

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(s) 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. An SBDC's proposal must include the date of its board's most recent meeting.

- **Conflict of Interest Policy**

The SBDCs current conflict of interest policy for the network must be included in the proposal. See Section VIII, Part B, "Conflict of Interest" for guidance on content of the Conflict of Interest Policy.

- **Training**

SBDC must provide a list of the types of training to be offered during the budget period. To assist SBA, categorize the types of events to be offered on a quarterly basis by topic per line ten of SBA Form 888. Recipients are expected to provide the SBA Project Officer with a quarterly calendar of training or access electronically to comparable information.

- **Personnel Resumes**

Resumes 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. It does not include trainers, counselors or support staff.

- **PIMS Contact**

The SBDC contact designated to maintain information in SBA's Partner Identification Management System (PIMS), by name, title, phone number and email address.

- **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 activities for the SBDC program, regardless of funding source, for which 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.

- b. **Planned Milestone Accomplishments.** This spreadsheet is required from the Lead Center 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>.
- c. **SBDC Network Listing.** The SBDC Network Listing shall be validated from SBA’s Partner Identification Management System (PIMS). 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 VI. B. Reporting, PIMS Maintenance.

2. BUDGET INFORMATION

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

a. Budget Preparation

SBDCs submitting multi-year proposals must refer to Section IV, Part A “Required Application Format”, 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 “Program Income” appears on the SF-424 (Application for Federal Assistance) it is not added into the “Total Estimated Funding” – line f – of the SF-424 and should be left blank. Leave blank the “Program Income” line on the SF-424A (Budget-Information – Non-Construction Programs) as it is not to be added into 6.k. Additionally, program income costs must not be included with costs totaled within the budget narrative. Program income should be addressed in the proposal’s program narrative.

b. Service Center Costs

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

The budget must specify which costs will be paid by federal dollars, cash- and non-cash match. This applies to costs incurred by Service Centers as well as recipient costs.

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. Notations about in-kind match contributions must include information about how their value is determined.

If applicant presents Service Center costs in their proposal that are co-mingled with the applicant’s budget elements (i.e., personnel, fringe, travel, equipment), it must provide individual Service Center budgets that include a breakout of each budget element. The breakout should include individual Service Center proposed costs that are charged to the recipient, including indirect costs and applicable indirect cost base and rate documentation.

If an applicant proposes service costs under the contractual budget element, separate Service Center budgets must be provided 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.

A separate spreadsheet with expenses for the entire SBDC network must be submitted to capture and summarize the total expenditures for each budget element/object class category. The object class categories on the spreadsheet will show the total *personnel, fringe benefits, travel, equipment, consultants, supplies, indirect cost and other*. The contractual line item will not include the Lead Center expenditures for Service Centers but will include any other Lead Center contractual items and all contractual items in the Service Center budgets.

c. Instructions for Budget Forms and Attachments

Form	Instructions	Available at:
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 with narrative and Center Personnel List. See SBDC Budget Justification Instructions with regard to Personnel. Public Law EASE NOTE: All categories on the SBDC Budget Justification Form must be addressed in the	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 SBA Budget Justification form, available at SBDC Forms and Worksheets. If the standard SBA form is	SBDC Forms and Worksheets

Budget submission.	not used, applicant must provide an SF-424A for each Service Center in addition to a line item budget justification for each center.	
Indirect Cost Rate Agreements negotiated with cognizant agency	These agreements are required for Lead Center and Service Centers claiming indirect costs.	
Indirect Cost Allocation Worksheet		SBDC Forms and Worksheets
Financial Status Statement	Please use this worksheet to address the financial status of your network for use by OED Financial Examiners and submit it to http://www.sendthisfile.com/sendthisfile/custom.jsp?sendthisfilecode=tttoRaTqIzKpqWBQH37BDkLW	SBDC Forms and Worksheets

SBDC Budget Justification Instructions

(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 as the basis to estimate personnel costs. 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:	Provide purpose for in-state (planned and unanticipated) and out-of-state travel (planned and unanticipated). For local travel not requiring prior approval, provide total anticipated mileage and mileage rate. For travel requiring prior approval, itemize destinations, mode of transportation, airfare or other transportation rates, number of trips, and number of travelers. Prior approval of the SBA is required for foreign and unanticipated out-of-state (not in approved budget) travel.
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:	Should Service Centers propose sub-contractual cost, please provide budget details, such as statement of work, number of hours and rate of pay. Separate budgets (i.e., form 424A and budget justifications) are only required for Lead Center contracts with individual Service Centers. Do not show 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. 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. 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:	Indicate the indirect cost amount on budget justification line j and 424A, line 6j. Show indirect cost rate and method used to calculate indirect cost. You may obtain the Indirect Cost Allocation Worksheet from the SBDC website at http://www.sba.gov/content/sbdc-forms-and-worksheets . You may break out Lead Center Indirect vs. Contractual (Service Center) Indirect on line 23, Remarks. A copy of the Indirect Cost Rate agreement (ICR) approved by your cognizant agency for audits must be provided, including the signature page of the agreement to support indirect charges. A rate no higher than that approved under the ICR may be used to calculate indirect cost. Do not include indirect costs as cash match or as in-kind contributions. If the Lead or Service Center does not have an indirect cost rate agreement, please contact the Project Officer at the SBA District Office.

3. **CERTIFICATION FORMS AND ASSURANCES**

Form	Number	Available at:
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

B. 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](#).

C. REQUIRED PROPOSAL SUBMISSION DATES

Each SBDC applicant is required to submit its proposal to www.grants.gov. To ensure timely re-funding of SBDC continuing applications, the following due date has been established for the submission of proposals. **Strict adherence to these deadlines by SBDC applicants is imperative to allow the agency sufficient time to review and issue the Cooperative Agreement.**

There are some pre-conditions for submitting applications to www.grants.gov; therefore, applicants are advised to allow for appropriate time to register their organization, if they are not currently registered or if their current registration needs to be renewed. Specific instructions are provided on grants.gov for registering.

SBDC Applicant's Timeline

SBDCs funded on the federal FISCAL year

- | | |
|-------------------|---|
| June 3, 2013 | OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC applicant complete target goal negotiations. |
| July 1, 2013 | 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 18, 2013 | Proposal due to the OSBDC via electronic submission on www.grants.gov at 9 p.m. EDT |
| September 5, 2013 | Continuation of funding letter due from SBA to recipient organization. Issuance of Notice of Award will be made within 90 days of notification to AA/OSBDC of the final program funding amount provided that a complete proposal has been received by the AA/OSBDC. |
| February 1, 2014 | SBDC recipient organization must submit a Letter of Intent to apply for renewed funding to the AA/OSBDC. |

SBDCs funded on the CALENDAR year

- | | |
|----------------|--|
| June 3, 2013 | OSBDC submits proposed target goals to Project Officer in the SBA District Office - Project Officer, District Director and SBDC applicant complete target goal negotiations. |
| August 1, 2013 | 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 22, 2013 Proposal is due to the OSBDC via www.grants.gov at 9 p.m. EDT.
- September 5, 2013 Continuation of funding letter due from SBA to recipient organization. Issuance of Notice of Award will be within 90 days of notification to AA/OSBDC of the final program funding amount, provided that a complete proposal has been received by the AA/OSBDC.
- March 1, 2014 SBDC recipient organization must submit a Letter of Intent to apply for renewed funding to the AA/OSBDC.

D. 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."

E. FUNDING RESTRICTIONS

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 Match Section)

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 budget proposal 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 VIII - Advance Understandings 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. 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 Indirect Cost Rate Agreement and subsequently may not also be included as direct costs against the award when the SBDC Indirect Cost Rate 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 the 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 Government to pay any costs incurred in the submission of a proposal.

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 prior to the close of the current budget period (No later than - for FY programs Sept 30, for CY programs December 31).

A formal Carryover request, submitted with the final SF-425, must include: (1) SF-424, budget pages, and justification; (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. See CDBG section above for exceptions where federal funds are allowed to be used as match.

The cash match must be committed up front and identified by source, amount and account number in the SBDC budget proposal. In addition, the contributors, requirements, specifications or deliverables must be clearly identified in the 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.

SECTION V – APPLICATION REVIEW INFORMATION

PROPOSAL EVALUATION

A. APPLICANT SCREENING

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.**

B. SBA AND SBDC DUTIES AND RESPONSIBILITIES

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 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.
- Reviewing and initially approving the proposal.
- Submitting a letter of approval of the proposal by the District Director in the proposal via www.grants.gov.

SBDC RESPONSIBILITIES

The SBDC is responsible for:

- Preparing the proposal as outlined in this Program Announcement., Electronically presenting and negotiating the proposal with the SBA District Office prior to final submission.
- Submitting an electronic version of the proposal via www.grants.gov by the deadline listed in Section IV, B.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A.AWARD NOTICE

All applicants will receive a written notification relative to continuation of funding for the award.

B.REPORTING

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, Parts I, II and III 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 may be contacted by SBA web support for more information if it is needed. The employee will use the email account set up for PIMS at websupport@sba.gov and include "PIMS" in the subject line. 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 assigning a location code. Rather, the designee must notify the appropriate OSBDC Program Manager /SBA within 15 days so that centers to be added, closed, or assigning a location code. Only OSBDC can open, close or update location codes.

In the event of PIMS personnel changes, the SBDC must alert their SBA District Office and their OSBDC Program Manager within 15 days.

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:

- a. SBDC Quarterly Counseling and Training Reports (EDMIS submission)
- b. Financial Reports, including SF-425 with required attachments
- c. Semi-annual Performance Report
- d. Annual Performance Report
- e. Economic Impact Data Report

3. REPORT DESCRIPTIONS

- a. **SBDC Quarterly Counseling and Training Reports (EDMIS Submission)**

Due: No later than 30 days after the close of each quarter.

All data collected from the Form 641, Parts I-III (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, Parts I, II and III,

Form 888 and an online collection of annual impact data. The 641 is designed to collect client specific data. As such, these fields should 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/private/edmis2/private. Other documentation regarding EDMIS is also available at this site.

b. **Financial Reports.**

i. **Federal Financial Report, SF-425**

Due: Semiannual 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 via email in PDF format to the Grants Management Specialist and Program Manager 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.

ii. **Financial Status Statement (Financial Examinations)**

Due: Biennially for designated networks using worksheet located at [SBDC Forms and Worksheets](#). Financial status statement is due to OSBDC by October 15 for both FY- and CY-funded programs. A recipient's failure to comply with this paragraph in a timely manner can result in delayed processing of payment requests.

c. **Semi-annual Performance Reports**

Due: 30 days after the end of the 2nd quarter. The semi-annual **report must not exceed 25** 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 and Semi-annual Report to the OSBDC Program Manager.

Activities should be reported in the following sequence. SBDCs may exclude categories not proposed in the proposal application and may include any additional categories not listed below. Those marked with an * are those pertaining to SBA "national priorities."

- 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 (may be eliminated from 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.)

d. **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 50 pages in length 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), as described in Section e, below.

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 semiannual report and should represent the consolidated effort of the entire SBDC network. Third and fourth quarter information should be included as necessary).*

e. **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. **Failure to report this data into EDMIS may result in delay of payment.**

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.

ECONOMIC IMPACT REPORTING

	<i>Quarterly Economic Impact Data Reporting to EDMIS (uploads from Form 641)</i>	<i>Annual Economic Impact Data Report (via EDMIS Impact Screen)*</i>	<i>Semiannual Performance Report and Annual Performance Report Narrative discussion under Category 1700 Economic Impact</i>
Date Due	Quarterly through EDMIS	30 days after close of budget period	30 days after the close of 6-months of operation 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	√
Customer Satisfaction		√	√
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.

4. **REPORTING CATEGORY DEFINITIONS**

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.) Those marked with an * are those pertaining to SBA “national priorities.”

Category	Definition
<u>0100 ADVOCACY</u>	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.
<u>0200 CAPITAL FORMATION</u>	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.
<u>0300 INNOVATION AND TECHNOLOGY TRANSFER AND TECHNOLOGY ASSISTANCE</u>	Demonstrate delivery of the following: <ul style="list-style-type: none"> Identifying innovation and technology developed by the Federal Government

	<p>and/or academic organizations having commercial or practical potential and alerting industry and state and local governments to its availability.</p> <ul style="list-style-type: none"> • 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 (See Section VIII D, XXII).
<u>0400 INTERNATIONAL TRADE</u>	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Promoting increased exports by small businesses such as: supporting 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: <ul style="list-style-type: none"> ○ # of small businesses receiving export assistance from the SBDC ○ # of small businesses starting to export after receiving assistance and to what markets ○ Export revenues after receiving assistance from the SBDC ○ # of small businesses referred to USEAC or to SBA ○ # of small businesses referred to Departments of Commerce, Agriculture, State, ExIm Bank, OPIC, USTDA ○ Jobs created or retained as a result of exporting assistance ○ New markets reached after exporting assistance ○ # of SBDC staff completing SBA recognized certification for export assistance. Include employee name, type, and date of certification.
<u>0500 MINORITY SMALL BUSINESS DEVELOPMENT</u>	<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.
<u>0600 RESOURCE DEVELOPMENT</u>	<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.
<u>*0700 PROCUREMENT</u>	<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.
<u>0800 SPECIAL EMPHASIS GROUPS</u>	<p>Demonstrate delivery of the following:</p> <ul style="list-style-type: none"> • Assistance to: people with disabilities; Native Americans; young entrepreneurs; 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.)
<u>0900 ECONOMIC DEVELOPMENT, FAITH BASED AND COMMUNITY INITIATIVES</u>	Demonstrate delivery of the following: <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.
<u>1000 RESEARCH</u>	Demonstrate delivery of the following: <ul style="list-style-type: none"> • Research efforts aimed toward assisting small business and economic development such as database development and needs analysis.
<u>1100 OTHER ACTIVITY</u>	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.
<u>1200 SUCCESS STORIES</u>	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.)
<u>1300 TRAVEL</u>	Provide a description of any unanticipated or unbudgeted out-of-state travel for Lead and Service Centers not disclosed in the Cooperative Agreement.
<u>1400 PROBLEMS</u>	Provide a description of any and all problems that have significant impact on the program or program objectives.
<u>1500 FINANCIAL REPORTS</u>	Furnish copies of SF-425, SBA Form 2113 and any requested attachments as required.
<u>1600 WOMEN-OWNED BUSINESSES</u>	Describe briefly collaboration the Women’s Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities aimed at women entrepreneurs.
<u>*1700 ECONOMIC IMPACT</u>	Report the most recent economic impact generated from the assistance you have given your clients using the following format. <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><u>The following categories should be reported using the ASBDC Economic Impact Study</u></p>

	<p><u>or equivalent studies:</u></p> <p>Jobs: Created _____ Retained _____</p> <p>Customer Satisfaction: _____%</p> <p>Growth in Sales: \$ _____</p> <p>New Tax Revenue: State \$ _____</p> <p> Federal \$ _____</p>
<p><u>1800 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN-OWNED BUSINESSES AND ALL OTHER MEMBERS OF THE U.S. MILITARY</u></p>	<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.
<p><u>*1900 MANUFACTURING</u></p>	<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.
<p><u>*2000 ON-LINE ACTIVITY</u></p>	<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.

5. 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:

a. **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.

Reporting of counseling should be identified on the SBA Form 641, Part I as face-to-face, on-line or telephone depending on the type of initial contact.

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.

When reporting online counseling into EDMIS use the following guidelines:

- If the initial session is online, then Part I of the SBA Form 641 should be checked as on-line.
- If the on-line counseling session conducted is a follow-up session, then Part III of the SBA Form 641 should be checked as an on-line counseling session.

Agreement

Each client is required to sign a request for assistance statement that includes the following:

"I request business management counseling from a Small Business Administration resource partner, the Small Business Development Center. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA assistance services. I understand that any information received by an SBA resource partner counselor will be held in strict confidence by the counselor to the extent allowable by law.

I further understand that SBA resource partner counselors have agreed not to: (1) recommend goods or services from sources in which the individual counselor has an interest; and (2) accept fees or commissions developing from any SBA resource partner counselors. In consideration of the provision of management and/or technical assistance by a resource partner counselor, I agree to waive all claims arising out of this assistance, against SBA personnel, the resource partner from whom I sought assistance, its host organizations, and the counselor(s) arising from this assistance."

These forms shall be retained in accordance with current OMB and SBA requirements.

b. **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 report.

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. Double counting of clients is not permitted.

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 fifteen 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 list will be considered certified by the Lead Center Director when uploaded into EDMIS. The SBA Form 888 or similar program developed form must be maintained at the SBDC in acceptable hardcopy or electronic format for review by the SBA when requested.

c. **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.

d. **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.

SECTION VII – AGENCY CONTACT(S)

A. PROGRAM POINTS OF CONTACT

Questions concerning general information contained in this Announcement should be directed to the SBA Office of Small Business Development Centers via Theresa Hahn 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.

B. FINANCIAL/GRANTS MANAGEMENT CONTACT

Questions concerning budget or funding of this Cooperative Agreement should be directed to the SBA Office of Small Business Development Centers at osbdc@sba.gov. **Only eligible entities should contact the SBA. See Section III of this Program Announcement for eligible entities.**

C. PEER CONTACTS

A list of peer contacts for this Announcement can be obtained by emailing the SBA Office of Small Business Development Centers at osbdc@sba.gov. **Only eligible entities should contact the SBA. See Section III of this Program Announcement for eligible entities.**

SECTION VIII – OTHER INFORMATION

A. 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:

1. [2 CFR Part 220](#) “Cost Principles for Educational Institutions.” ([OMB Circular A-21](#))
2. [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](#))
3. [2 CFR Part 230](#), “Cost Principles for Non-Profit Organizations.” ([OMB Circular A-122](#))
4. [2 CFR Part 225](#), “Audits of State, Local, and Indian Tribal Governments.” ([OMB Circular A-87](#))

5. [13 CFR Part 143](#) “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.” ([OMB Circular A-102](#))
6. [29 CFR Part 99](#), “Audits of States, Local Governments, and Non-Profit Organizations.” ([OMB Circular A-133](#))

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

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).

1. 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.

2. 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 use the identification “Small Business and Technology Development Center” must follow the procedures set forth in Section VIII, Part E, “Guidelines,” and have the advance written approval of the AA/OSBDC. The statewide Small Business Development Center organization is referred to as the “Lead” 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.

3. USE OF SBA LOGO AND ACKNOWLEDGEMENT OF SUPPORT

SBA is committed to working closely with its resource partners to provide quality, customer-centric products and services that support the evolving needs of small business. Under the SBDC program (as established by the Small Business Act), SBA provides funding and other support to organizations for the provision of technical assistance to small business concerns. SBA provides significant federal funding to the SBDC program on an annual basis, and each SBDC operates under the program's regulations and §21 of the Small Business Act. Accordingly, all SBDCs are required to acknowledge SBA's support.

It is important that SBA's role, identity and network of resources be clearly understood by SBDC clients. Further, SBA wants to ensure that all Agency and partner resources are fully leveraged, such that product duplication is avoided and sharing is prominent among and between SBA, SBDCs nationwide and other SBA resource partners.

Under this Agreement, each SBDC Lead and Service Center must feature the SBA logo and/or official acknowledgement of support on all materials produced (either in whole or in part) using project funds (i.e., federal funds, matching funds and/or program income). This requirement does not apply to materials that are not produced using project funds. For purposes of this section, the term "materials" includes, but is not limited to, items such as press releases, brochures, reports, advertisements, training booklets, websites, etc. The term "materials" does not include items such as stationery or business cards. A link to the SBA logo which appears below will be provided in SBA's Continuation Letter and/or Notice of Award:



In addition, while SBDCs must display signage featuring the SBA logo at all facilities open to the public, such signage **must** also prominently feature the acknowledgement of support identified below.

Where used, the SBA logo may be positioned in close proximity to an SBDC's own logo or may be placed in a prominent location elsewhere in the material. Additionally, whenever an SBDC elects to use the SBA logo, the following statement **must** appear immediately below or adjacent to that logo:

Funded in part through a cooperative agreement with the U.S. Small Business Administration.

This acknowledgement of support must appear verbatim and **may not** be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, an SBDC may substitute "SBA" for "U.S. Small Business Administration" in the acknowledgement of support. The acknowledgement of support must be presented in a legible typeface, font size and - where applicable - color contrast.

On materials for which an SBDC does not elect to use the SBA logo, it must at a minimum feature the acknowledgement of support listed above. The SBA logo and/or acknowledgement of support **may not** be used in connection with SBDC activities that are outside the scope of the Cooperative Agreement. **In particular, UNDER NO CIRCUMSTANCES may the SBA logo or acknowledgement of support appear on items used in conjunction with fundraising; lobbying; or the express or implied endorsement of any good, service, entity or individual.**

Furthermore, where an SBDC produces materials which feature editorial content, it must use the following alternate acknowledgement of support (either independently or in conjunction with the SBA logo):

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.

4. 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 Cooperative Agreement, including materials that are copyrighted. Therefore, all SBDC-developed or funded training and/or information materials, such as publications, training guides/materials, online courses, online tools, web sites, etc. prepared for the betterment of small businesses will be readily available to SBA and all of its resources partners. As part of their planning process, SBDCs will be expected to develop plans for generating and sharing SBDC-produced training and information materials. These plans will be incorporated in the annual operating plan prepared by each SBDC Lead Center and reviewed with the SBA program office. Materials appropriate for sharing should also be sent to the SBDC Clearinghouse. SBA may select some training materials for distribution via SBA's national on-line training network, the Small Business Training Network (SBTN) (www.sba.gov/training). Registered clients taking such SBTN delivered courses which meet ED client definitions will be credited to the respective SBDC.

In accordance with [Section 508 of the Rehabilitation Act](#) and the [Americans With Disabilities Act of 1990](#), all notices; promotional items; brochures; publications and media announcements informing the public of events, programs, meetings, seminars, conferences and workshops sponsored or cosponsored by the SBA, must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [name, address, and phone number of person who will make the arrangements].

Any surveys or information collections to be conducted by the recipient as a requirement of the Cooperative Agreement are subject to the requirements of the Paperwork Reduction Act, as amended. The SBA agrees that, before requiring the recipient to conduct surveys or information collections, it will complete the necessary requirements under the Paperwork Reduction Act. Surveys conducted by the recipient, independent of the SBA, are not subject to the Paperwork Reduction Act.

B. ADVANCE UNDERSTANDINGS

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.

1. LEGISLATIVE AND EXECUTIVE ORDER REQUIREMENTS

Each SBDC is also required to comply with legislation passed by the Congress and Executive Orders issued by the President, federal executive agencies, including the Small Business Administration (SBA). Regulations and policies implementing these laws and Executive Orders can be found in [Title 13, Code of Federal Regulations \(CFR\), Chapter 1, or SBA's Standard Operating Procedures \(SOPs\)](#). In order to provide the required notices, the following is a brief summary of the various laws and Executive Orders that affect SBA's Entrepreneurial Development programs.

The Recipient must take reasonable steps to ensure that the programs and activities it provides in English are also accessible to individuals with limited English proficiency and to not violate the prohibition against national origin discrimination imposed under [Title VI of the Civil Rights Act of 1964](#). For further guidance on this issue, see [Executive Order 13166](#) and www.lep.gov.

None of the funds made available by this Act may be used to enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted or had an officer or agent of such corporation acting on behalf of the corporation convicted of a felony criminal violation under any federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation, or such officer or agent and made a determination that this further action is not necessary to protect the interests of the Government.

Paperwork Reduction Act (44 USC § 3501)

SBA is collecting record keeping information on form [OMB 83-I](#) in order to facilitate business assistance services to its clients and for Agency analyses related to the operation and management of the Entrepreneurial Development programs. Periodically, the SBA may use the information collected on this form to produce summary reports for program and management analysis, as required by law. SBA also intends to use the individual client data to select participants for follow-up surveys designed to evaluate SBA assistance services.

NOTE: The estimated burden for completing this information is three minutes. Your responses to the requested information are voluntary under these programs. You are not required to respond to the questions on this form if it does not display a currently valid OMB control number. If you have questions or comments concerning any aspect of this information, please contact the U.S. Small Business Administration Information Branch, Washington, DC 20216 and/or Desk Officer for the Small Business Administration, Office of Management and Budget, Office of Information Regulatory Affairs, 725 17th St., NW, Washington, DC 20501.

Privacy Act (5 USC § 552)

Any person can request to see or get copies of any personal information that SBA has in his/her own file, when the information is retrievable by individual identifiers, such as name or social security number. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Note: Any person concerned with the collection, use and disclosure of information, under the Privacy Act may contact the Chief, Freedom of Information/Privacy Act Office, U.S. Small Business Administration, Suite 5900, 409 3rd St, SW, Washington, DC 20216 for information about the Agency's procedures relating to the Privacy Act and FOIA.

In addition to the above (per the Small Business Act):

(A) IN GENERAL – A small business development center, consortium of small business development centers, or contractor or agent of a small business development center may not disclose the name, address, or telephone number of any individual or small business concern receiving assistance under this section without the consent of such individual or small business concern, unless—

(i) the Administrator is ordered to make such a disclosure by a court in any civil or criminal enforcement action initiated by a Federal or State agency; or

- (ii) the Administrator considers such a disclosure to be necessary for the purpose of conducting a financial audit of a small business development center, but a disclosure under this clause shall be limited to the information necessary for such audit.
- (B) ADMINISTRATOR USE OF INFORMATION.—this section shall not—
 - (i) restrict Administrator access to program activity data; or
 - (ii) prevent the Administrator from using client information to conduct client surveys.
- (C) REGULATIONS.—
 - (i) IN GENERAL.—The Administrator shall issue regulations to establish standards—
 - (I) for disclosures with respect to financial audits under subparagraph (A)(ii); and
 - (II) for client surveys under subparagraph (B)(ii), including standards for oversight of such surveys and for dissemination and use of client information.
 - (ii) MAXIMUM PRIVACY PROTECTION.—Regulations under this subparagraph, [sic] shall, to the extent practicable, provide for the maximum amount of privacy protection.
 - (iii) INSPECTOR GENERAL.—Until the effective date of regulations under this subparagraph, any client survey and the use of such information shall be approved by the Inspector General who shall include such approval in his semi-annual report.

Freedom of Information Act (5 USC § 552)

This law provides, with some exceptions, that SBA must supply agency records, (i.e., information in its files and records) to a person requesting it. This generally includes aggregate statistical data on SBA’s business assistance programs. SBA does not routinely make available a client's proprietary data (without first doing pre-notification, as required by [Executive Order 12600](#)), or information that would cause competitive harm or constitute a clearly unwarranted invasion of personal privacy.

For information about the Freedom of Information Act, contact Chief, Freedom of Information/Privacy Act Office, U.S. Small Business Administration, 409 3rd St., SW, Suite 5900, Washington, DC 20216.

Trafficking Victims Protection Act of 2000

Pursuant to [Executive Order 13333](#), the recipient agrees to the requirement in paragraph (g) of section 106 of the Trafficking Victims Protection Act of 2000 (TVPA), as amended ([22 USC 7104\(g\)](#)), as described below.

I. Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, sub recipients under this award, and sub recipients’ employees may not –
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or sub awards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a sub recipient that is a private entity –
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –
 - A. Associated with performance under this award; or
 - B. Imputed to you or the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in [2 CFR Part 180](#), “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Non

procurement),” as implemented by our agency at [agency must insert reference here to its regulatory implementation of the OMB guidelines in [2 CFR Part 180](#).

- b. Provision applicable to a recipient other than a private entity. We, as the Federal awarding agency, may unilaterally terminate this award, without penalty, if a sub recipient that is a private entity--
 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
 - i. Associated with performance under this award; or
 - ii. Imputed to the sub recipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in [2 CFR Part 180](#), “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at [agency must insert reference here to its regulatory implementation of the OMB guidelines in [2 CFR Part 180](#).
- c. Provisions applicable to any recipient.
 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended ([22 USC § 7104\(g\)](#)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. You must include the requirements of paragraph a.1 of this award term in any sub award you make to a private entity.
- d. Definitions. For purposes of this award term:
 1. “Employee” means either:
 - i. An individual employed by you or a sub recipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in [2 CFR Part 175.25](#).
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at [2 CFR Part 175.25\(b\)](#).
 - B. A for-profit organization.
 4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended ([22 USC § 7102](#)).

2. 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.

3. 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 for prior approval to the SBA Project Officer. 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 semiannual or annual report.

Travel funds are authorized for the SBDC Lead Center Director and/or his/her designee to attend two Association of 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.

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 District Director who shall submit a recommendation to the AA/OSBDC or his/her designee for prior approval 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 this approval may result in suspension or termination of funding.

4. PRIVATE SECTOR COMPETITION

SBDCs should not compete with the private sector and must make every effort to avoid the appearance of competition with the private sector.

5. PUBLICATION AND POSTAGE REQUIREMENTS

Any publication generated by an SBDC with program funds, whether copyrighted or not, must include an acknowledgment of support by SBA (see page 4). This includes, but is not limited to, newsletters and training brochures. Publications produced by the SBDC must promote SBDC services and provide information of direct benefit to the SBDC’s local small business community. Lead Centers and SBDC Service Centers are not authorized to utilize any type of SBA postage franking privilege.

6. LEGAL SERVICES RESTRICTIONS

No costs associated (either directly or indirectly) with civil, criminal or administrative litigation are allowable under an award made pursuant to this Announcement. Project funds may be used to pay the cost of non-litigation legal counseling services either to the recipient of this award or project beneficiaries. However, all parties receiving such services must agree in writing to waive any claims of privilege over such services with regard to SBA to the extent necessary for the Agency to perform its monitoring and oversight function.

SBDCs may offer training courses on business law issues, provided that legal topics are presented by individuals qualified by training and experience to address such topics. In furtherance of their educational mission, SBDCs may negotiate arrangements with law schools to offer clients access to supervised student legal clinics that are approved by the state attorney licensing entity. The SBDC must make appropriate disclosures and disclaimers to that effect.

7. EEO AND DISABLED ACCESSIBILITY/ACCOMMODATION REQUIREMENTS

All SBDC services must be provided on a nondiscriminatory basis, and no individual may be excluded from any program because of race, color, religion, sex, age, disability or national origin. Workshops, seminars and conferences must be held in disabled accessible locations. Reasonable accommodation must be made, upon request, for visually and hearing impaired attendees. SBDCs are required to make modifications and accommodations (which do not fundamentally alter the program or activity or entail undue hardship) to enable otherwise qualified disabled individuals to participate. The SBDC network must comply with [13 CFR Parts 112](#), [113](#), [117](#) and [136](#).

8. CONFLICT OF INTEREST POLICY

Each SBDC network must have a written conflict of interest policy which is signed annually by all employees, consultants, instructors and volunteers of the SBDC network. The policy must include enforceable elements safeguarding the SBDC program from the actual or apparent conflict that could result from:

- Personal gain, remuneration or pecuniary interest in a past or current SBDC client(s).
- The solicitation or acceptance of any gift, loan, reward, equity in a business, compensation or other monetary remuneration, promise of future employment.
- A compensated recommendation for any goods or services to an SBDC client.
- Soliciting or accepting a compensated position for services which are part of the SBDC network services.
- Disclosing any private or confidential business or personal information to a third party other than SBA without written consent of the client.

9. CHANGES IN POINTS OF COMMUNICATION

The SBDC Lead Center Director must notify the SBA District Director(s) and the OSBDC within ten days when changes occur in contact information such as physical addresses for Lead and Service Centers, telephone numbers, fax numbers, e-mail and website addresses.

10. 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 during the annual negotiation phase of the Cooperative Agreement, or after award of the Cooperative Agreement, shall be resolved in the manner prescribed and within the time frames stated in the SBDC regulations and the Notice of Award (Cooperative Agreement). Every effort shall be made to resolve disputes at the District Office level.

When handling such disputes, the AA/OSBDC has specific responsibilities assigned by law. Other responsibilities reside with District Office personnel and SBA headquarters offices. These are outlined in the SBDC regulations, the notice of award, and Agency regulations governing appeals.

11. 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.

12. SELECTION OF A LEAD CENTER SBDC DIRECTOR

In the case of a Lead Center Director vacancy, the recipient organization must notify the SBA District Director (DD), Regional Administrator and AA/OSBDC within 10 business days when a Lead Center Director vacancy is going to occur. A new SBDC Lead Center Director should be selected as soon as possible; 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.

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. The plan should include the expected timeframe for filling the vacancy, whatever steps are necessary to obtain an adequate and qualified candidate pool for the position (preferably conducting a national search), and the sources used for the recruitment, including professional organizations, the resources of the Association of Small Business Development Centers (ASBDC), etc. However, no SBA employee may participate in any manner in the selection process for any SBDC employees (including Lead or Service Center directors). In particular, no SBA employee may participate in a candidate review panel or urge the recipient organization to consider or select a particular candidate.

An interim director must be appointed until a permanent Lead Center Director is selected and the District Director, the Regional Administrator and the AA/OSBDC must be notified of such appointment. The interim director must spend at least 50% of their time and effort on the SBDC Program.

The SBA District Director (or lead District Director) will evaluate the credentials of the selected candidate in order to determine whether that individual meets the requirements necessary for the position as described in this document and either concur or object to the selection. If the District Director objects to the selection of the SBDC Lead Center Director candidate, he or she must provide a written copy of his/her decision to the recipient organization, the Regional Administrator, and the AA/OSBDC. That objection must set forth the relevant selection criteria which the District Director believes the candidate failed to meet.

Upon receipt of a written objection, the AA/OSBDC shall review the reason(s) for the objection with the appropriate parties including the recipient organization, the Regional Administrator and the District Director (or lead District Director)..

The AA/OSBDC will make the final determination. If the AA/OSBDC upholds the SBA District Director's (or lead District Director) objection, the recipient organization must either select one of the remaining qualified candidates according to the recipient organization's policies or conduct a new recruitment process for the Lead Center Director position.

In all matters concerning the hiring of a Lead Center Director, time is of the essence; all applicable law applies.

13. FINANCIAL EXAMINATIONS, PROGRAM REVIEWS AND ACCREDITATION

As outlined in [15 USC § 648\(k\)](#), biennial programmatic and financial examinations of SBDCs are conducted by the AA/OSBDC or a representative. SBA financial examinations are conducted by professional Financial Examiners which may either be SBA staff or contractors. SBA program review reports are prepared by OSBDC Program Managers and on-site compliance reviews are conducted by OSBDC Program Managers and/or SBA Project Officers using criteria developed by SBA/OSBDC. Specific to these criteria, SBDCs must briefly describe how their current strategic plan aligns with the programs, priorities, services, resources and goals (milestones) committed to within the technical proposal. An OSBDC Program Manager may ask for the SBDC's strategic plan at any time. The level of financial review to be conducted is determined by a risk analysis based upon information received in response to the annual risk assessment package distributed by the ASBDC to all networks that will be reviewed in that annual cycle. SBDCs shall respond to the financial risk assessment by the date indicated. SBA will review these responses and enter the information into the risk assessment tool to determine level of financial review that will be performed during that annual cycle. SBDCs will be notified as to the time and level of financial review following completion of the risk assessment. In the event that responses are not received from SBDCs to the risk assessment package SBA will consider those SBDCs to be high risk and will automatically schedule an on-site visit.

The following table describes the financial report delivery process and timeline.

AA/ED/Financial Examination Unit (FEU) completes examination and sends draft report to SBDC network for comment		SBDC network reviews draft report and responds to FEU with any comments within five working days of receipt
FEU has five working days to complete examination report and incorporate any comments made by the SBDC network.		FEU considers any comments from SBDC network and submits final draft examination report to OSBDC
Five days after receipt of the report from FEU, OSBDC sends the final examination report to the SBDC network		45 days from the date of OSBDC cover letter accompanying the final report, the SBDC network responds to OSBDC with corrective actions (if any)
OSBDC forwards the SBDC networks corrective actions plan (if any) to FEU		FEU has five working days to submit to OSBDC comment on the corrective actions plan (if any) by the SBDC network

The ASBDC, through a contract with the SBA, performs the SBDC accreditation reviews. As stated in the Small Business Act, the SBA may not renew or extend a Cooperative Agreement with an SBDC unless the SBDC has been approved under the accreditation program except when the AA/OSBDC waives the requirement upon a showing that the center is making a good faith effort to obtain accreditation.

An SBDC's accreditation review may result in one of the following recommendations from the review committee

- Approve for full accreditation
- Approve for accreditation with conditions (to be remedied within 12 months)
- Suspend accreditation until conditions are met (to be remedied within 18 months)
- Deny accreditation

If the review results in a recommendation for suspension of accreditation until conditions are met, the SBDC must prepare and submit a proposal that includes a plan of work describing actions to be taken and a timeframe for overcoming the findings identified in the report to the AA/OSBDC as a prerequisite for obtaining a waiver of accreditation.

If the accreditation committee recommends denial, the AA/OSBDC may waive the accreditation requirement as discussed above or advise the SBDC that the process to select a new host will be initiated and that the SBDC is expected to assist with a smooth transition to the selected host

14. LEVERAGING RESOURCES

In order to properly coordinate with SBDCs the SBA shall, through its District Offices, make available in advance, all training, marketing, and promotional materials relevant to any business development programs offered and developed by the SBA with its public and private partners, other Federal Agencies or programs.

15. DISASTER OPERATIONS PLAN

Each Lead Center and its Service Centers must have in place disaster plans which are coordinated with the host institution to ensure delivery of services to small businesses in its area of operations. Such plans must be kept on file and available for review by SBA officials. Plans should be reviewed annually by the Center Directors and updated as needed. SBDCs individually, and in cooperation with SBA and other federal agencies as well as state and local entities are encouraged to provide disaster recovery assistance to support impacted small businesses in local economies.

16. RECIPIENT ORGANIZATION (LEAD CENTER) TRANSITION ACTIVITIES

In the event of a recipient organization (SBDC Lead Center) exiting the program, there are a number of procedures which must be undertaken to ensure a smooth transition to a new recipient organization (SBDC Lead Center). These include, but are not limited to:

- Taking an inventory of all property bought with program (both federal and match funds) funds including equipment, personal property, supplies, and intellectual property. The inventory should identify each item and describe its funding source (federal, match), serial number, software installed if computer, acquisition value, current value, date acquired, current location, and current condition.
- Arranging for the transfer of supplies and equipment to the new host or SBA as directed.
- Arranging for the transfer of clients documents, including counseling and training files.
- Preparing for the transfer of electronic records as soon as possible, to enable the new host to begin services immediately after the termination date. Allowance is made for the exiting host to transfer data records prior to the termination date.
- Referring clients requesting services to the new SBDC host upon the termination date such as web site and telephone communications.
- Reconciling all accounts for program funds (both federal and match) as well as program income.
- Consistent with the termination of services, transferring the program income fund balance to the new SBDC host at the end of the program period.
- Providing for the submission of final electronic and paper activity and financial reports as required by the Notice of Award.
- Providing for the submission of final billing as required in the Notice of Award.
- Providing for the participation in SBA closeout reviews including financial documentation.

17. EQUIPMENT

The Recipient must maintain adequate records for equipment purchased with federal funds, matching funds/claimed as in-kind match and equipment purchased with program income. These records must include an inventory of equipment, shall include a description of the equipment, acquisition date and cost, location and condition of equipment and the unit acquisition cost. The Recipient agrees that use and disposition of such equipment will be in accordance with [2 CFR Part 215](#) and [13 CFR Part 143](#). A copy of the equipment inventory must be made available upon request of the SBA.

C. DEFINITIONS

1. 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, 2013 to September 30, 2014 for fiscal year states/regions and January 1, 2014 to December 31, 2014 for calendar year states/regions.

2. BUSINESSES CREATED, NUMBER OF (REPORTING)

As 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, Part II, Field 20 and Part III, Field 39).

3. 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.

4. 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, Part III, \$ 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, Part III, and uploaded to EDMIS on a quarterly basis.

5. CONTACT HOURS

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

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 two 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.

Start-up: those individuals (entities) who have been in business up to 12 months.

- b. 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.

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. CONSULTATION/COUNSELING/ADVISING/GUIDANCE

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.

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.

Face-to-face Counseling (in person):

- ❖ Meets the definition of "counseling" and should be no less than one hour initially (can include prep time in this initial calculation) and includes any counseling session thereafter regardless of time.
- ❖ Reporting Face-to-face Counseling: 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 there so that the number of people served can be tracked. This will only be collected on the initial SBA Form 641.

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) AND online counseling should be no less than 30 minutes initially (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:
 - #3 – Client Name or approved client-coded name/number
 - #4 – Email Address
 - #10 – Zip Code

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) AND telephone counseling should be no less than 30 minutes initially (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:
 - #3 – Client Name or approved client-coded name/number

#5 – Telephone Number

#10 – Zip Code

Number of Single-year, Long-Term Clients (contact and prep time): Meets the definition of “counseling” and requires 5 or more counseling hours of contact and prep time per individual or business during the fiscal year being reported.

Number of Multi-year, Extended Engagement Clients (contact time only): Meets the definition of “counseling” and requires 5 or more cumulative hours of counseling contact time per individual or business during the fiscal year being reported in combination with any prior year (beginning October 1, 2005).

9. 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.

10. ELECTRONIC COMMERCE (E-COMMERCE)

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

11. EMPLOYEE

For purposes of the export counseling certification requirement, this definition consists of all professional (counseling and training) 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.

12. EQUITY CAPITAL

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

13. GOALS AND INITIATIVES

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

14. GRANTS MANAGEMENT OFFICER (GMO):

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

15. IN BUSINESS

See also definition of Client.

16. 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.

17. 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.

18. LOAN PACKAGE

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

19. MENTOR-PROTÉGÉ ROUNDTABLES

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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. SBDC SATELLITE SERVICE CENTER

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

28. SBDC NETWORK/SBDC PROGRAM

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

29. 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.

30. SBDC SERVICE CENTER

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

31. 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.

32. 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.

33. TRAINING (INCLUDING LONG-TERM TRAINING)

An SBDC training workshop or seminar is defined as an activity or event presented or cosponsored by a resource partner, District Office or other SBA office or a third party which 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.

Reporting Training: The SBA Form 888 is used to collect and report information on traditional classroom-style training. 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.

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.

Reporting On-line Training: An SBA Form 888 is required for all online 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.”

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.

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.

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 fifteen 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).

Reporting Training with Multiple Sessions: Each session of a multiple-session training program or course may be counted as an individual course on SBA Form 888. Sessions must correspond with the minimum training duration identified in the definitions listed above.

34. TRAINING HOURS (TOTAL NUMBER OF TRAINING HOURS)

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

35. 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.

D.GUIDELINES

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.

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.

COUNSELING

SBDCs must provide counseling to both current and nascent entrepreneurs (pre-venture). 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. Fees for counseling may not be charged.

CO-SPONSORSHIP AGREEMENT

If one or more organizations and the SBA is involved with an SBDC as co-sponsors, a Co-sponsorship Agreement must be executed by SBA, the SBDC, and all co-sponsors of an activity in accordance with SBA's Co-sponsorship [SOP 90 75 3](#) or revised equivalent.

ON-LINE COUNSELING

In order to count counseling toward the SBDC's goals, the counseling must be substantive and must meet all of elements of the definition of face-to-face counseling excluding in-person contact. To receive credit for 30 minutes of counseling, the counselor must spend at least 30 minutes researching and formulating the response. This can include several electronic questions and responses that cumulatively add up to 30 minutes.

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, it may contain an electronic signature. In states that do not accept electronic signatures, the form must have an original signature.

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.

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.

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.

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.

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.)

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 Good Jobs (defined below); 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.

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. 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.

INTERNATIONAL TRADE CENTER (ITC)

Where appropriate, SBDCs will establish International Trade Centers (ITCs) to focus on export assistance to small businesses. International Trade Centers (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:

- Support 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.

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.

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.

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.

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).

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.

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.

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. 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 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.

SBTDC DESIGNATION

An SBDC seeking designation as a Small Business and Technology Development Center (SBTDC) must submit an application for such designation to the Accreditation Committee of the ASBDC. Each applicant will be expected to fully address the strategic role to be played in its state, the programs and services to be offered, and the resources committed to technology-related management and technical assistance. Upon completion of its review of each application, the ASBDC will forward the applications along with its comments to the AA/OSBDCs for approval or disapproval. SBDC Lead Centers, as appropriate, should pursue a technology designation to provide a higher level of technology services to their clients and include a plan for achieving this as part of the application narrative.

SBDC Program Organization and Terminology

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. [Note: Existing Alabama and Nebraska SBDCs are exempt from this requirement.] No other name designations or variations will be accepted. SBDCs will have two years from promulgation of revised SBDC regulations (currently in progress) in which to make a necessary name change. An SBDC proposing to use the identification "Small Business and Technology Development Center" must follow the procedures set forth in Section VII, Guidelines, and have the advance written approval of the AA/OSBDCs. The state SBDC organization is referred to as the "Lead" SBDC which manages and administers the statewide/region- wide comprehensive small business assistance network, consisting of the Lead Center and its Service Centers. This network is part of the national SBDC program network. The Cooperative Agreement dictates the terms of agreement between the SBA and the Lead Center recipient organization.

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.

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.

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. Where appropriate, SBDCs are encouraged to utilize educational technology such as computer-based instruction, distance learning initiatives, video tapes and other electronic mediums to enhance the distribution and quality of educational services.

Training generated by SBDCs must be coordinated 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 and all SBA resources. 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.

An SBDC training workshop or seminar is defined as an activity or event in which a counselor from a resource partner, District Office personnel or a third party actively delivers a structured program of knowledge, information or experience on a business-related subject. There must be two or more attendees. A training course must last a total of an hour or more to be counted as training. For courses with multiple sessions each session may count as one course. An agenda, attendee list and evaluation must be kept in the file. The SBDC must use SBA Form 888 to document and report SBDC training activities. SBA's management information system collects both the number of sessions and hours for the course.

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 Centers 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. No double counting is permitted so 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.

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.

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 provide support for, coordination with, and referrals to the Women's Business Centers (WBCs).

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. Such assistance and services may include the following:

- (6) Financial counseling.

(9) Employment assistance.

More information is available at <http://www.yellowribbon.mil/index.html>