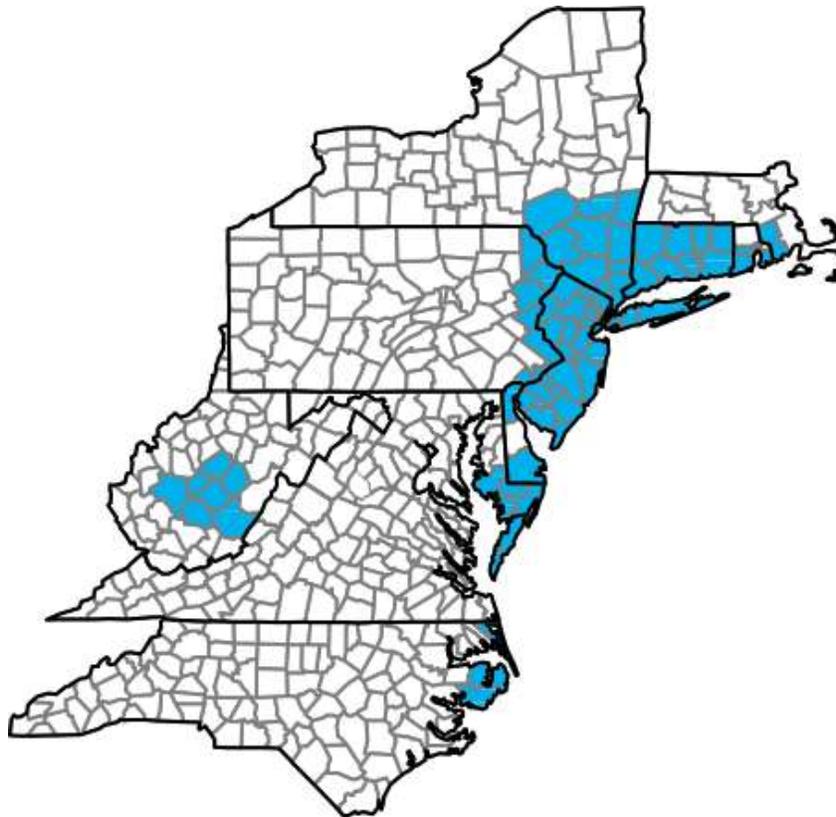


**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF ENTREPRENEURIAL DEVELOPMENT**

**Collaborative
SMALL BUSINESS
HURRICANE SANDY DISASTER
RELIEF
2013**



Program Synopsis

General Information:

Document Type:	Grant Notice
Funding Opportunity Number:	OED 2013-002
Posted Date:	April 19, 2013
Original Due Date for Applications:	June 5, 2013
Archive Date:	
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity	Business and Commerce
Explanation of "Other" Category of Funding Activity:	
Expected Number of Awards:	SBA anticipates making multiple awards, not to exceed 14.
Estimated Total Program Funding:	\$13,189,000
Award Ceiling:	As per Phase 1 Funding Allocation Chart
Award Floor:	As determined by applicant
CDFA Number	59.064 Entrepreneurial Development Disaster Assistance (Disaster Relief Appropriations Act)
Cost Sharing or Matching Requirement:	None.

Eligible Applicants

In order to be eligible for this funding opportunity, the Applicant must be the Coordinator for a collaborative group of partners and must currently be funded by SBA as a Small Business Development Center (SBDC) Lead Center, Women's Business Center, or SCORE National Association. Only applications that are submitted by SBDC Lead Centers, WBC, or SCORE National Association will be accepted. An application submitted by an entity that is not in the aforementioned category will not be considered.

The Applicant is a collaborative group of partners with an identified Coordinator who is an existing SBDC Lead Center or WBC in good standing and located in one of the following states or territory: CT, DE, MA, MD, NC, NJ, NY, PA, PR, RI, VA and WV, or the SCORE National Association. The Coordinator may partner with as many other organizations, both public and private, as it deems appropriate, but it must also partner with at least one other existing SBDC Lead Center, WBC or SCORE as previously identified.

Description:

Program Announcement No. OED-2013-02

U.S. Small Business Administration / Office of Entrepreneurial Development (OED)

OPENING DATE: April 19, 2013

CLOSING DATE: June 5, 2013

The U.S. Small Business Administration (SBA) Office of Entrepreneurial Development plans to issue Program Announcement No. OED-2013-002 to provide a unique collaborative approach to delivering long-term economic small business recovery and resiliency. Applicants will develop collaborative Sandy Recovery counseling and training programs to support the recovery and start-up of small business concerns in communities that were physically and economically impacted by Superstorm Sandy in October 2012 resulting in the loss of jobs or small business instability. The collaborative group of partners, coordinated by the lead applicant, will each bring unique contributions to deliver superior results. State and local public or private business assistance entities or other local economic development entities are encouraged to partner with eligible applicants (as described above) to become part of the Application team.

Questions about this program announcement should be directed to Edna Greene at the SBA, at (202) 205-6766.

FY 2013

PROGRAM ANNOUNCEMENT
SMALL BUSINESS
HURRICANE SANDY DISASTER RELIEF
2013
(PHASE TWO)

(OED 2013-002)

In order to be eligible for this funding opportunity, the Applicant must be the Coordinator for a collaborative group of partners and must currently be funded by SBA as a Small Business Development Center (SBDC) Lead Center, Women's Business Center, or SCORE National Association. Only applications that are submitted by SBDC Lead Centers, WBC, or SCORE National Association will be accepted:

All Applicants must meet eligibility in order to qualify for funding.

Proposals must be posted to www.grants.gov no later than 09:00 PM EDT on June 5, 2013 in order to be accepted.

U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF ENTREPRENUERIAL DEVELOPMENT (OED)

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1.0 Section I – Funding Opportunity Description

1.1. Program Overview

1.1.1. Federal Agency Name	U.S. Small Business Administration
1.1.2. Funding Opportunity Title	Phase 2: Hurricane Sandy Small Business Revitalization Opportunity
1.1.3. Announcement Type	Initial
1.1.4. Funding Opportunity Number:	OED 2013-002
1.1.5. CDFA Number	59.064 Entrepreneurial Development Disaster Assistance (Disaster Relief Appropriations Act)
1.1.6. Closing Date for Submissions:	June 5, 2013 proposals due via electronic submission at www.grants.gov by 11:59 p.m. EDT.
1.1.7. Authority:	Disaster Relief Appropriations Act, 2013 (P.L. 113-2)
1.1.8. Duration of Authority:	Two (2) Years (period of performance will be for 24 months after the award)
1.1.9. Funding Instrument:	Cooperative Agreement
1.1.10. Funding:	The Disaster Relief Appropriations Funds must be obligated by SBA no later than 30 September 2013. Grantees have two years after award to expense the funds. SBA will withdraw all unexpended funds from phase two projects under this award 24 months after start of project.
1.1.11. Award Amount:	A total amount of \$13,189,000 (plus any residual funds left over from Phase One) in Federal funding is available for this project in FY 2013. The Agency reserves the right to change the number and/or dollar amount of awards issued under this Announcement as circumstances warrant. There is no matching funds requirement. Per state funding listed in the table.
1.1.12. Project Duration:	Project period will be for twenty-four (24) months from the date of award. No option periods will be exercised by SBA. (Project must expire 24 months after award.)

- 1.1.13. Project Starting Date: Upon receipt of award. The project is expected to commence on or about July 2013.
- 1.1.14. Proposal Evaluation: Proposals will be scored against the evaluation criteria in Section V. SBA may ask Applicants for clarification on the technical and cost aspects of proposals. This must not be construed as a commitment to fund the proposed effort.
- 1.1.15. Agency Point of Contact: Edna Greene at (202) 205-6766
edna.greene@sba.gov

1.2 Introduction

The Disaster Relief Appropriations Act of 2013, ([Public Law 113-2, Title III](#),) provided “an additional amount for “Salaries and Expenses”, of \$20,000,000 for grants to or cooperative agreements with organizations to provide technical assistance related to disaster recovery, response, and long term resiliency to small business that are recovering from Hurricane Sandy.”

The U.S. Small Business Administration’s (SBA) Office of Entrepreneurial Development (OED) will support the Sandy Recovery with a two-phase approach: Phase 1, a short-term initiative for immediate need, will get funds flowing quickly to our partners to further ramp up existing counseling and training services. Phase 2 will spur long-term economic small business recovery and resiliency through collaborative technical assistance provided by our Resource Partners working with their state and local economic development partners and initiatives. The collaborative approach will attempt to improve efficiency, foster community-based formulation and coordination of services and will avoid duplication of efforts. The two phased approach supports jumpstarting the recovery process as well as investing in the rebuilding of the small business economic ecosystem while building enhanced resiliency strategies into existing businesses. These two phases will be issued through two rounds of grant opportunities issued and managed by OED. This funding opportunity is for Phase 2. Total funding for all resource partners in Phase 2 is \$13,189,000 (plus any residual funding left over from Phase One). These amounts total \$19,000,000 and the total assumes the impact of sequestration.

This award is being made under new funding authority. Awards are not being made under any existing program authorities. Grant funding is only available to collaborative groups whose members include at least two active participants in SBA’s existing Resource Partner network, which consists of Small Business Development Centers (SBDCs), Women’s Business Centers (WBCs) and the National SCORE Association.

SBDCs

The Small Business Development Center Program (SBDC) provides a wide array of technical assistance to small businesses and aspiring entrepreneurs, supporting business performance and sustainability while enhancing the creation of new businesses entities through a unique collaboration of SBA, state and local governments, and private sector funding resources. These efforts in turn foster local and regional economic development through job creation and retention as a result of the extensive one-on-one long-term counseling, training and specialized services received from the SBDCs.

WBCs

The Women’s Business Center Program acts as the catalyst for providing in-depth, substantive, outcome-oriented business services to women entrepreneurs, both nascent and established businesses, a representative number of which are socially and economically disadvantaged. This mission is accomplished through the award of financial assistance to private, 501(c) - certified non-profit organizations to enable them to affect substantial economic impact in their communities, as measured by successful business start-ups, job creation and retention, and increased company revenues. Currently, there is a Women’s Business Center (WBC) in every state, creating a network of more than 100 community-based centers that provide long- and short-term business training, counseling, mentoring and other assistance geared toward women. WBCs provide free or low-cost assistance, often in multiple languages, as well as access to SBA programs and services and community resources.

SCORE

SCORE's network of nearly 14,000 volunteer mentors shares its expertise in more than 60 business industries. Individual counseling, training sessions and business workshops are hosted by SCORE's 350 chapters located throughout the U.S. SBA has supported SCORE for almost 50 years as a partnership to offer entrepreneurship education, business mentorship, online training, and other valuable services.

1.3 Purpose

A two-year initiative to build longer-term community-based small business recovery and resiliency in officially declared counties impacted by Hurricane Sandy. These plans will ensure integrated community economic recovery efforts. The services should be directed to clients in affected counties in the table below. These counties mirror the Disaster Declared Counties Eligible for SBA Sandy Disaster Loans.

<p><u>Connecticut</u> Fairfield Hartford Litchfield Middlesex New Haven New London Tolland Windham</p> <p><u>Delaware</u> New Castle Sussex</p> <p><u>Massachusetts</u> Bristol</p> <p><u>Maryland</u> Dorchester Somerset Wicomico Worcester</p> <p><u>North Carolina</u> Currituck Dare Hyde Tyrrell</p>	<p><u>New Jersey</u> Atlantic Bergen Burlington Camden Cape May Cumberland Essex Gloucester Hudson Hunterdon Mercer Middlesex Monmouth Morris Ocean Passaic Salem Somerset Sussex Union Warren</p>	<p><u>New York</u> Bronx Columbia Delaware Dutchess Greene Kings Nassau New York Orange Putnam Queens Richmond Rockland Suffolk Sullivan Ulster Westchester</p> <p><u>Pennsylvania</u> Bucks Delaware Monroe Northampton Philadelphia Pike Wayne</p>	<p><u>Puerto Rico</u> Adjuntas Guayanilla Penuelas Yauco</p> <p><u>Rhode Island</u> Kent Newport Washington</p> <p><u>Virginia</u> Accomack Northampton</p> <p><u>West Virginia</u> Braxton Clay Fayette Greenbrier Kanawha Nicholas Webster</p>
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2.0 Section II – Award Information

2.1 Estimated Funding.

Approximately \$13,189,000 is expected to be available for awards under this Announcement.

2.2 Expected Number of Awards.

SBA anticipates making multiple awards, not to exceed 14, under this Announcement, based on the number of acceptable proposals submitted, the size of the awards and the availability of funds.

2.3 Anticipated Award Size.

Phase 2 – SBA has determined a maximum initial award amount for recipients in each state in the chart below. If all funds are not requested in proposals they will be available to be reallocated to other Applicants, within Phase 2.

STATE	% of Total Establishments	Collaborative across all Partners
CT	10.3%	\$1,361,000
DE	2.3%	\$304,000
MA*	1.5%	\$194,000
MD	0.7%	\$91,000
NC*	0.3%	\$45,000
NJ	27.2%	\$3,582,000
NY	46.9%	\$6,191,000
PA	8.0%	\$1,058,000
PR	0.4%	\$46,000
RI	1.4%	\$181,000
VA	0.1%	\$18,000
WV	0.9%	\$118,000
Total Grand	100.0%	\$13,189,000

* The Massachusetts and North Carolina SBDC Lead Centers have notified OSBDC that they will not be applying as Applicants in Phase 2 proposals.

2.4 Period of Performance.

Awards will be made for a base period not to exceed twenty-four (24) months subject to satisfactory performance and the availability of funds.

2.5 Funding Information.

Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act and the Disaster Relief Appropriations Act, 2013. All Applicants (SBDC, WBCs, and National SCORE) must meet eligibility criteria in order to qualify for funding. Funds provided under this Program Announcement must be used solely for the stipulated purpose and may not be commingled with any other federal funds. Additionally, funds provided under this Program Announcement are not supplemental to other SBA program funding and, as such, all reporting must be discrete and separate.

2.6 Funding Instrument.

The funding instrument is a cooperative agreement.

2.7 Matching Requirement.

None.

2.8 Project/Budget Periods.

Each award will have a budget and project period of twenty-four (24) months.

2.9 Cancellation.

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

3.0 Section III – Eligible Applicants

3.1 Eligible Applicants.

The Applicant is a collaborative group of partners with an identified Coordinator who is an existing SBDC Lead Center or WBC in good standing and located in one of the following states or territory: CT, DE, MA, MD, NC, NJ, NY, PA, PR, RI, VA and WV, or the SCORE National Association. The Coordinator may partner with as many other organizations, both public and private, as it deems appropriate, but it must also partner with at least one other existing SBDC Lead Center, WBC or SCORE as previously identified.

3.2 Ineligible Applicants.

Any Applicant that does not meet the conditions in section 3.1.

4.0 Section IV – Application and Submission Information

4.1 Submission Instructions.

Proposed (technical narrative and budget application) projects must not exceed twenty-four (24) months in duration. Proposals must include the information listed in the chart below as appropriate for the project period. All proposals (narrative and forms) must be submitted electronically via www.grants.gov for review by OED, except as specifically noted below. Hard copy or other submissions will not be accepted. Specific application instructions, including those for file formatting, are provided at www.grants.gov. Some forms (as noted in the description of attachments below) are provided in the grants.gov application package for this funding opportunity. To retrieve these forms, please use the following resource:

<http://www.sba.gov/content/oed-grantee-forms-and-worksheets>

Applicant will submit a proposal that consists of the following elements:

1. Table of Contents;
2. Part I – Technical Proposal;
 - a. Partnership Mechanism
 - b. Expected Outcomes;
 - c. Measure of Success;
3. Part II – Budget Information and Spend Plan;
4. Part III – Certification Forms and Assurances*; and
5. Attachments and Exhibits

*Note: Submission of all forms in part III may be satisfied by submitting a written certification that the same forms submitted with the core SBDC/WBC/SCORE program application package and stating that those forms are still accurate and up-to-date. All additional partners included in the proposal must submit certification forms and assurance documents.

4.2 Table of Contents.

Applicant must include a table of contents that lists the major paragraphs of the proposal and associated page numbers.

4.3 Technical Proposal (Part I).

(Not to exceed 10 pages, excluding attachments and exhibits).

- a. The Applicant will provide a project overview (one-page, or less) that acts as an executive summary of the objective of the project which will include the organizations composing the Applicant Team and the identified state or region covered by the proposed activities.
- b. The technical proposal should succinctly summarize an Applicant’s vision and plan for providing delivery of long-term economic small business recovery and resiliency that is unique to the collaborative approach of the applicant team of SBA Resource Partners, and regional or local economic development entities or initiatives.
- c. The Applicant must explain the Coordinators role and provide a detailed plan for how the team delivers collaborative business assistance and services in the Sandy-affected counties.
- d. The Project Narrative must provide a detailed description of all activities that will be undertaken, a summary of how these activities support the overall project’s goals and a clear data-driven overview of anticipated impacts with estimated completion dates from each partner on the Applicant Team.
- e. The Applicant must propose one integrated project, coordinated by an SBA Resource Partner that clearly demonstrates that there will be no duplication of efforts.
- f. The supporting documentation must be attached to the technical proposal, when applicable. The Applicant must provide the following:

- a clear and easily understood description of the proposed partnership collaboration identifying participating organizations and their specific role in achieving the proposed project goals.
 - A listing of major objectives and milestones across the entire project and partners
 - an evaluation methodology to measure the outcomes of the project objectives that meets the following criteria;
 - it must have clear and easily measurable evaluation and reporting templates which must be included in the proposal, each quarterly report, follow up report, and the final report;
 - these methodologies and measures must be consistently applied to accommodate future comparisons to the original objectives;
 - a method for conducting individual client follow up to capture how project is impacting clients 1 year after their last assistance
 - a plan to measure program effectiveness on a quarterly basis within the grant period, and,
 - a Performance Measurement Tool and template, if applicable. If tracked in Applicant's Management Information System (MIS), identify and include a disclaimer that the technical assistance is properly identified using a specifically assigned funding code, this grant must be tracked separately from other SBA grants.
- g. Pages of the proposal must be numbered.

4.3.1 Example of what an integrated project might look like.

The following is a hypothetical example of multi-entity collaboration that this grant could fund. The Coordinator is responsible for applying for the grant and reporting collected data but is not responsible for the performance of each entity.

Applicant Name: *Massachusetts Sandy Group – Coordinator: Center for Women and Enterprise*

Brief Description:

A region affected by Hurricane Sandy develops an economic recovery team-comprised of a Women Business Center (WBC), a Small Business Development Center (SBDC), a SCORE chapter, a local Accelerator, a local city-focused Economic Development non-profit, and a State Economic Development Agency. In an initial planning meeting, the Coordinator is picked.

In the planning meeting, the team identifies economic needs of the region as a result of the negative impact from Hurricane Sandy. Key outcomes are listed, such as returning displaced small businesses, returning loss jobs, assist current small businesses, and promote long-term small business vitality. Additionally, focus is placed on high-impact industries, such as manufacturing, transportation,

education, and health services. The team executes a Memorandum of Understanding among all partners to include documentation of the Coordinator and creates a proposal to support the execution of the listed economic outcomes. The proposal also includes how the execution of the economic outcomes will rebuild lost economic growth from Hurricane Sandy and promote long-term economic sustainability. Each entity in the team works on specific areas of economic development, with entities collaborating together on a singular project:

The **WBC** provides immediate assistance to women-owned and disadvantaged small businesses through coaching and one day workshops. The WBC also helps early stage women-owned and disadvantaged small businesses create a business plan and financial statements. The WBC is the overall projects Coordinator.

The **SBDC** (through arrangements made with its statewide lead center) provides immediate assistance to established small businesses through increased counseling and focused workshops. The SBDC also helps businesses prepare their financial statements and guide them to receive capital.

The **SCORE** chapter (through arrangements coordinated with the SCORE National Association) provides mentorship and training to nascent entrepreneurs. SCORE also partners with the local **Accelerator** providing additional counseling and support.

The local **Accelerator** provides intense counseling/mentorship, incubator space, and direct access to capital to high-growth start-ups in the area. The accelerator partners with the city **Economic Development non-profit** for access to incubator space.

The city **Economic Development non-profit** helps manufacturers access the global supply chain through coaching and workshops to increase their global competitiveness, working with the **SBDC** for coaching support. The Economic Development non-profit also provides incubator space for small businesses in need of affordable space. Additionally, they are working with the **SBDC, WBC, SCORE,** and the local **Accelerator** in helping capital-ready small businesses access investment funds.

The **State Economic Development Agency** works to identify impacted small businesses and industries in the area and reports information to the team. The agency also coordinates outreach events with some or all entities to raise awareness of new services and collect local information. The agency's International Division works with all entities to help assisted small businesses increase their global competitiveness.

4.4 Budget Information and Spend Plan (Part II).

Budget information will be provided through the attachments outline in the table in 4.6. The Grant Award has a project period of twenty-four (24) months subject to availability of funds. Eighty percent

(80%) of funds must be used for program delivery. The remaining twenty percent (20%) can be used for indirect costs or (with respect to SCORE) as cited in SCORE’s existing agreement.

The spend plan will be provided to outline the planned execution rate of funds on a quarterly basis for the entire period of performance. The plan must include a general itemized list by quarter of how the Applicant will spend the funds on items such as salaries and expenses for those providing counseling and training, travel, contractual, equipment, supplies, rent or other direct cost items.

4.4.1 Partner Agreement or Contract:

The Coordinator must provide a copy of a written agreement(s) signed by the authorized representative of each partner that reflects a binding commitment to undertake the proposed project, the respective scopes of work, and perform the duties, roles, and responsibilities identified in the Technical Proposal. The Agreement must include the project title and list each partner. It should also identify the designated Coordinator for the project.

4.5 Certifications and Assurances (Part III).

Provide assurances as indicated in 4.7 below.

4.6 Proposal Attachments.

Proposals for this program announcement must be submitted through grants.gov. Proposals must include the information listed in the table below. The Applicant must pay attention to the submission information as provided in the table below. Particular attention must be paid to:

- a. Column 1 - the part of the proposal requiring the submission;
- b. Column 2 – the name of the document to be submitted;
- c. Column 3 – brief discussion of document to be submitted for the base year proposal;
- d. Column 4 – source of the forms to be submitted.

See paragraph 4.1 above for further proposal submission information.

The submission information table follows (check mark indicates required submission):

Submission Information		Base Year	Source
Technical Proposal (Part I)	Technical Narrative	√	
	List of Attachments	√	
	Planned Milestone Accomplishments	√	

Program Announcement for the Small Business Disaster Assistance and Relief
 Program Announcement Number OED-2013-002

Submission Information		Base Year	Source
Budget Information (Part II)	Application for Federal Assistance SF-424	√	Grants.gov application package
	Sandy Phase 2 - Budget Justification Worksheet (attached sheet for additional space to detail line items)	√ Submit a budget justification worksheet for the Coordinator of the application and each partner collaborator	OED forms and worksheets Strongly recommend using Sandy Phase 2-Budget Justification worksheet, a self-populating summary sheet to a(SF 424A)
	Budget Information Non-Construction Programs SF-424A	√ Submit one SF-424A, show combined total amount by cost category of all budget justification worksheet (i.e. coordinator and partner collaborator).	Grants.gov application package
	Indirect Cost Rate Agreements	√	
	Contract, Memorandum of Understanding or similar agreement, which supports budget justification worksheet or similar format.	√ Submit one for each collaborative partner in support of the disaster relief project.	
Certification Forms and Assurances (Part III) *Note: Submission of all forms in this section may be satisfied by submitting a written certification that the same	Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions SBA Form 1623	√	OED forms and worksheets

Submission Information		Base Year	Source
forms were submitted with the SBA program (must provide name of the SBA program) application package and stating that those forms are still accurate/up-to-date.	Certification Regarding Drug-Free Workplace Requirements	√	OED forms and worksheets
	Certification Regarding Lobbying SBA Form 1711	√	OED forms and worksheets
	Disclosure Form SF-LLL	√	Grants.gov application package
	Assurances Non-Construction Programs SF-424B	√	Grants.gov application package

4.7 Required Proposal Submission Dates.

Each Applicant is required to submit its proposal electronically via www.grants.gov by June 5, 2013. Because there are some pre-conditions for submitting applications via www.grants.gov, Applicants are advised to allow for appropriate time to register their organization, if they are not currently registered. Specific instructions are provided on grants.gov for registering.

All Applicants must be registered in the System for Award Management (SAM) at www.sam.gov.

5.0 Section V – Application Review Information.

5.1 Technical Evaluation Criteria.

Applications will not be reviewed if:

- a. the application package is incomplete;
- b. forms are missing, incomplete, or required detail is not provided; and/or
- c. documentation and/or qualified research supporting evidence of targeted region or business community or criteria supporting project identification is not provided;
- d. if there is no evidence of collaboration.

Applications will be scored as follows accordingly:

5.1.1 Partner Collaboration* (35 Points)

- Strong proposals will identify how the collaborative group of partners will each bring unique contributions to deliver superior results. Provide a narrative description of each Eligible SBA Resource Partner and all other state and local public or private business assistance entities that are part of the Application team. Identify how the partners will collaborate to achieve the overall project outcomes. Explain the Coordinators roll and provide a detailed plan for coordination and collaboration among all members of the team.

*Provided there are eligible resource partners available and interested in joining the Applicant Team.

5.1.2 Market Assessment for Services Provided (10 Points)

- Provide a narrative description of the target market to be served. Specifically identify the communities in the designated disaster areas which are the Disaster Declared Counties Eligible for SBA Sandy Disaster Loans that your organization will serve. Use data to support your assertion.

5.1.3 Project Objectives and Milestones (20 Points)

- Provide a narrative description of the services provided, the approach to implementing the project, the objective of the project and the milestones to be measured.

5.1.4 Plans for Marketing and Collaboration with SBA and Other Community and Small Business Organizations (15 Points)

- Explain how the applicant team interacts and coordinates with the SBA and other partners in the local community that are not funded by this project and explain how this additional collaboration will continue to contribute to the success of all organizations in delivering the project.

5.1.5 Program Evaluation and Economic Impact (10 Points)

- Describe the evaluation process and method used for measuring the outcomes of its objectives and its compliance with all required financial, performance, customer-satisfaction, and follow-up reporting.

5.1.6 Innovation (10 Points)

- Describe unique or innovative approaches to delivering the project

5.2 Review and Selection Process.

- 5.2.1 Proposals will first be screened to determine if the Applicant meets the eligibility requirements enumerated in Section III above. SBA will not consider incomplete applications, even if submitted by otherwise eligible entities. Submissions will only be accepted via www.grants.gov. Submission via other electronic mediums will not be accepted, nor will hard copy submissions. SBA officials will use an Evaluation Committee to review accepted proposals based on the evaluation criteria identified in paragraph 5.1 above. Each accepted proposal will be individually scored and ranked.

Proposals falling to meet the needs requirements in 5.1 above will not be considered for funding.

5.2.2 The review and selection process will proceed as follows:

- a. An initial review of proposals for eligibility, sufficiency and completeness will be conducted by OED staff, who will act as the Technical Review Panel for applications received under this Announcement.
- b. Evaluations of the technical merits of each accepted proposal (the Technical Review) will be conducted by OED staff. Proposal must receive a score on the criteria in section 5.1 of at least 75 or above to be considered competitive. Those proposals recommended for award will then be forwarded to OED staff and if appropriate, SBA's Office of Grants Management.
- c. Evaluations of the cost components of each accepted proposal (the Budget Review) will be conducted by applicable program office staff (OSBDC, OWBO and SCORE);
- d. Proposals recommended for award by OED and which pass the Budget Review will be forwarded by OED to SBA's Office of General Counsel (OGC) for a legal sufficiency review;
- e. Proposals deemed legally sufficient by OGC will be funded via Notices of Award issued to Applicants by applicable program offices.

6.0 Section VI – Award Administration Information

6.1 Award Notice.

All eligible Applicants will receive written notification of funding approval.

6.2 Reporting.

The project Coordinator is required to submit reports identified below. Financial and Performance reports should be submitted electronically at the same time, with a cover letter to the Grant Officer's Technical Representative (GOTR). Failure to report in a timely manner will be weighed against future requests for grant funding. The reports provided by the Coordinator may be made public. In addition, SBA reserves the right to require the Coordinator to post these reports on their web sites. Outcomes and output metrics and performance data achieved from this award (including clients counseled and trained) may not be combined with other data reported to SBA from other grants via the Agency's Entrepreneurial Development Management Information System (EDMIS.) Each collaborative partnership will need to provide a process for reporting the activity of the entire partnership and be able to load client activities into SBA's data collection system (currently the Entrepreneurial Development Management Information System.) Upon approval of the collaborative grant, SBA will assign a unique partner ID and location code to the convening partner. Each partner of the collaboration will also be provide a unique location ID with the same partner ID to allow the data to be reported through the convening partner while maintain the unique activity of each of the partners.

6.3 Performance Reports.

Standard outcomes and output metrics and performance data will consist of the data as defined by the "required" fields of the EDMIS system. All Coordinator will be directed to be fully capable of either

manually entering required data or uploading batch files into the EDMIS system. An Applicant may choose to report other non-standard performance metrics if appropriate as outline in their technical proposal. Non-standard metrics may be reported to SBA by other means than EDMIS.

In addition to quarterly metric data, the Coordinator must submit quarterly performance narrative reports and a final performance narrative report to the GOTR within the applicable timeframe. The Coordinator must submit electronic versions of the performance reports in PDF format.

A narrative reporting template will be provided to the Coordinator after award.

6.3.1 Quarterly Metric Data (EDMIS Data)

All data collected from the Form 641, Parts I-III are to be reported through EDMIS on a Quarterly basis within 15 days of completion of the Quarter.

6.3.2 Quarterly Performance Narrative Reports (QPR)

Recipients must submit QPRs within 30 days of the completion of each quarter. Each QPR must include the following:

- a. progress toward expected outcomes and success measures;
- b. a discussion of problems encountered and steps taken or proposed to correct those problems. This comparison must incorporate the evaluation measurement template(s) (this may be in the form of a template to easily track progress. If cumulative in nature, a brief analysis during each reporting period is required);
- c. a comparison of project tasks to actual accomplishments and identification of the reasons for slippage and a plan of action to address them, where applicable; and
- d. copies of résumés and subcontracts relating to the current budget period, if not previously submitted.

6.3.3. Final Performance Report (FPR). Recipients must submit a consolidated FPR to the GOTR within 90 days of the completion of the project period. An FPR must include a well-organized description of the work performed, accomplishments, and any difficulties encountered. In addition, it must summarize the entire project period, detailing the project's objectives, results, impact and recommendations for duplication and best practices in the event of other disasters. An FPR must also include:

- a. a summary of the activities funded by the grant;
- b. the number of small business concerns assisted under the project;
- c. any additional information deemed necessary by the Administrator; and
- d. expected outcomes achieved.

6.4 Financial Reports.

The Coordinator must submit quarterly financial reports electronically within 15 days of the completion of each quarter and within 45 days of the completion of the period of performance. Reports must be submitted to the GOTR and Grants Management Specialist via email. Mail the original copy signed by the authorized representative to the GOTR.

Financial reports must include the following:

- a. Standard Form 425, “Federal Financial Report (FFR)”
- b. SF form 270.
- c. Detailed Expenditure Worksheet containing the original approved budget line item expenditures column, a cumulative expenditures column and an expenditures column for the current reporting period. Budget narratives must provide information relating to overall financial expenditures in each of the key line items. Each line item must be specifically addressed.

Recipients will not be allowed to generate program income related to this award.

6.5 Payments.

Grantee may request advance payment. No advance payments authorized for the final quarter of the two year period. Payment requests must be sent to the GOTR electronically. The Recipient must submit the following with each request:

- a. Standard Form 270 - Request for Advance or Reimbursement;
- b. Standard Form 425 - Federal Financial Report; and
- c. Detailed Expenditures Worksheet (Direct Cost Budget, Personnel List and Indirect Cost Worksheet) must be filled out completely as instructed on the form and must be aligned with the original budget, and the budget and performance report narrative. Explanations in the budget narrative must encompass expenditures and reasons for expenditures. The SF 270 must show the period that the advance will cover. The budget and performance narrative must support the actual expenditures covered by the request.

7.0 Section VII – Agency Contacts

Questions concerning general information contained in this Announcement must be directed to the Edna Greene at (202) 205-6766 edna.greene@sba.gov.

8.0 Section VIII – Other Information

8.1 Advanced Understandings.

If any portion of this Program Announcement conflicts the Small Business Act, SBA’s regulations ([13 C.F.R.](#)), the relevant OMB circulars ([2 C.F.R.](#)) or SBA’s policy notices, all of the above will control and take precedence.

8.2 Shared Information.

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

8.3 Dispute Resolution.

Dispute resolution occurs when there is a programmatic or financial disagreement between the recipient organization and the SBA and the recipient organization requests that the dispute be handled by SBA in a formal manner. Any dispute arising after award of the Grant will be resolved in the manner

prescribed and within the time frames stated in SBA regulations and the Notice of Award. Every effort will be made to resolve disputes.

8.4 Definitions.

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

- 8.4.1 **Applicant:** An SBDC Lead Center, Women’s Business Center, or National SCORE that is seeking to be the Coordinator and receive a grant award under this Program Announcement.
- 8.4.2 **National SCORE:** Mean as described in section 7(b) (1) (B) of the Small Business Act (15 U.S.C. 648).
- 8.4.3 **Disability:** Refers to the definition in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102);
- 8.4.4 **Recipient:** A qualified SBDC Lead Center, Women’s Business Center or National SCORE that has been awarded a grant under this Program Announcement.
- 8.4.5 **SBDC Lead Center:** The SBDC recipient organization with whom SBA signs the Notice of Award (NOA) and with whom the SBA has the legal relationship within that state.
- 8.4.6 **Small Business** means a business entity:
- a. that is organized for profit with a place of business located in the United States and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through the payment of taxes or the use of American products, materials or labor; and
 - b. that does not exceed the applicable size standard for its industry as established under [13 C.F.R. § 121](#). In general, the most common size standards are:
 - 500 employees for most manufacturing and mining industries
 - 100 employees for all wholesale trade industries
 - \$17 million in average annual receipts for most general & heavy construction industries
 - \$7 million in average annual receipts for all special trade contractors
 - \$5 million in average annual receipts for most retail and service industries
 - \$0.5 million in average annual receipts for most agricultural industries
- 8.4.7 **Small business concern.** Has the same meaning as in section 3 of the Small Business Act (15 U.S.C. 648); and
- 8.4.8 **Small Business Development Center:** Means a small business development center described in section 21 of the Small Business Act (15 U.S.C. 648).
- 8.4.9 **Women’s Business Center:** Means a Women’s Business Center as described in section 29 of the Small Business Act (15 U.S.C. 656).
- 8.4.9 **Coordinator:** Means a SBA resource partner who applies for the grant and coordinates the overall effort of the program, including EDMIS metric and narrative performance reporting.