

# WBC GRANT MONITORING STATEMENT

Select one:    Mid-Year <input type="checkbox"/> Year-End <input type="checkbox"/>
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*The WBC director should fill out the checklist prior to the DOTR site visit. The DOTR will review the checklist during the site visit and then the director should email it, **in Word**, to the DOTR (see note to WBC directors, below). When the entire review is completed, the DOTR should email the completed document, **in Word**, to the OWBO program manager.*

<b>WBC Name</b>	<b>Grant/Cooperative Agreement #</b>
<b>Host Name</b>	<b>WBC Project Director Name</b>
<b>City and State</b>	<b>Date of Review</b>
<b>DOTR Name</b>	
<b>DOTR Summary</b>	
<b>OWBO Program Manager Name</b>	<b>Date</b>
<b>OWBO Program Manager’s Findings</b>	
<b>Recommendations</b>	

**Note to WBC directors: The purpose of this review is to ensure the WBC is in compliance with the written proposals, Notice of Award and the OMB circulars.** By submitting this checklist to your SBA district office, you certify that you have read and understood the Notice of Award and that the responses and information provided on this review are accurate and correct to the best of your knowledge.

Please explain any “NA” responses in the comments sections.

## A. Program Compliance

	Yes	No	NA	DOTR Confirm
1. The WBC operates as a clearly identifiable entity within the host organization and is distinguishable from other projects or programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The WBC has its own women-focused training and counseling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Its advertising and outreach target women (not women and men).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The WBC maintains or exceeds goals provided in the proposal or work plan and agreed upon with the district office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The WBC is available to clients at least 40 hours per week, including evening and weekend hours, to accommodate the schedules of working women and women with children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The WBC provides face-to-face training and counseling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The WBC also provides online training and counseling via its website, webinars, e-mail, etc. The WBC maintains a system to track individual users of online training and the time spent on training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. The WBC has its own web pages under the host organization or its own website, which is linked to the SBA's website. If within the host's website, the WBC web pages are distinct from those of other projects and programs.  The WBC has its own calendar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. All information on the WBC's website is accurate and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the WBC made any changes to its website since the last review (besides calendar and other minor updates)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The WBC provides access to the Internet for staff and clients, and will provide training on the use of the Internet, including electronic commerce, social media and the importance of website design and development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The WBC follows the policy for the SBA logo and acknowledgment as stated in the Notice of Award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The WBC continues to maintain a drug free workplace in accordance with 2 CFR Part 182.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The WBC has a board of directors or an advisory board (separate from that of the host) to advise the WBC and that is responsible for raising matching funds for the WBC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The WBC maintains a good working relationship with the district director and the district office technical representative (DOTR) in the nearest SBA district office, and provides support for their outreach efforts to women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The WBC participates with SBA in outreach activities, events, conferences and special programs for women.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The WBC cooperates with SBA's other resource partners through co-sponsorship agreements and memoranda of understanding, including other WBCs, SCORE, small business development centers, SBA Microloan Program intermediaries, mainstream financial institutions, state and or local governments, chambers of commerce, loan funds, community colleges, faith-based organizations, and women's organizations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The WBC has made every effort to provide services to all women and to conduct outreach to those who are socially and economically disadvantaged, as specified in the Notice of Award.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The recipient is registered and has an active status in the Systems for Award Management (SAM) <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The WBC encourages women entrepreneurs to register on the Systems for Awards Management <a href="http://www.sam.gov">www.sam.gov</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. The most recent audit is on file. Please provide the date of the audit:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. The WBC has submitted suitable success stories in Word or RTF format to the district office's public information officer (PIO) for reports to Congress, speeches and testimony by SBA officials, press releases, or media advisory, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Have there been changes to any of the above items since the last review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WBC Comments				
<b>DOTR Review</b>				
I. Scope				
II. Findings				

III. Recommendations

**B. Management**

**Yes**   **No**   **NA**   **DOTR Confirm**

1. The WBC has a 100 percent full-time program director responsible for the day-to-day operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The WBC maintains an updated standard operating procedures manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have there been any modifications (personnel or budget) to the current award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Have there been any changes to the scope of work during the current budget period?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The WBC has time & effort reports for each employee in accordance with 2 CFR Appendix B of Part 230; #8 - Compensation for Personal Services; Letter m. - Support of salaries and wages that include sufficient information on time charged to the WBC grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Have there been changes to any of the above items since the last review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Provide a listing of <u>all</u> current employees of the WBC with the following information:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Name	Job Title	% of Time Spent on WBC Project

**WBC Comments**

**DOTR Review**

- I. Scope
  
- II. Findings
  
- III. Recommendations

**C. Reporting**

	<b>Yes</b>	<b>No</b>	<b>NA</b>	<b>DOTR Confirm</b>
1. The WBC submits all reports to OWBO by the specified time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The WBC has systems in place to ensure valid data collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The WBC accurately and completely fills out SBA Form 641- Counseling Information forms (or the equivalent including all the required fields of the SBA Form 641) for each client.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The WBC accurately and completely fills out SBA Form 888 – Management Training Report (or the equivalent including all the required fields of the SBA Form 888 with the following attachments: a. Sign-in list of attendees b. Evaluation forms c. Name of instructor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. d. Flyers or other information pertaining to that class/workshop/seminar (with appropriate SBA logo/acknowledgement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The WBC inputs counseling and training data into the Entrepreneurial Development Management Information System (EDMIS). <input type="checkbox"/> Manual data entry <input type="checkbox"/> Uploads data file using	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Have there been changes to any of the above items since the last review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>WBC Comments</b>				
<b>DOTR Review</b>				
I. Scope				
II. Findings				
III. Recommendations				

**D. Financial Integrity**

**DOTR**  
Yes No NA Confirm

1. The WBC has organizational and operational controls in place to provide assurances that all funds (federal and non-federal) are adequately accounted for and recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If there were any recommendations or findings during the last site visit or financial examination, have necessary steps been taken to make corrections/adjustments? Date when all findings were/will be corrected:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All program income funds are properly accounted for and invested back in the WBC program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All program income funds generated from the WBC have been reported back to SBA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The WBC maintains a list of all program income from sources other than training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The WBC has received and has documented all match funds (non-federal, in-kind and program income).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The WBC has met or exceeded matching fund requirements for the previous 3 quarters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The WBC financial records in the financial system are maintained separately from the financial records of other projects conducted by the recipient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The WBC maintains financial records separately by grant budget year (DOTR, please review chart of accounts).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. All original signed contracts listed in the budget are on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The director of the women’s business center has control of all program resources, including control of the program budget and other financial transactions (at minimum, must have access to the WBC budget and sign-off authority on all expenditures).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All checks and other financial transactions pertaining to the WBC expenditures are signed by at least two employees. If the WBC director does not sign checks, she has sign-off authority on expenditures, input regarding and access to the WBC budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Has the host organization received other grants from the SBA? If so, please list:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Have there been changes to any of the above items since the last review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WBC Comments

DOTR Review

I. SCOPE

II. FINDINGS

III. RECOMMENDATIONS