

## Instructions - Template for Microloan Program Technical Assistance Narrative Report

### Section 1. Quantitative Analysis of Milestones

You will only be required to enter figures into the cells that are highlighted blue.

SBA Grant Number. Enter the Requisition Number for your grant. It should look like "0201500Z1234".

Quarter Number. Enter either 1, 2, 3, or 4 which corresponds to the calendar quarter.

Beginning Date. This is the first day of the quarter you are reporting on.

Ending Date. This is the last day of the quarter you are reporting on.

Column 1 - Quarterly Milestones. These are the Annual T.A. Milestones as reported to SBA in your T.A. Grant Application div  
This is a calculated Field - No Input Required.

Column 2 - First Quarter Actual. Enter these figures based on your actual results for the first quarter.

Column 3 - Second Quarter Actual. Enter these figures based on your actual results for the second quarter.

Column 4 - Third Quarter Actual. Enter these figures based on your actual results for the third quarter.

Column 5 - Fourth Quarter Actual. Enter these figures based on your actual results for the fourth quarter.

Column 6 - Current Quarterly Milestone Achieved? This is a calculated field. No Input is Required.

Column 7 - Yearly Milestone. These are the T.A. Milestones as reported to SBA in your T.A. Grant Application. Once entered

Column 8 - Cum. Year-to-Date Actual. This is a calculated field. No Input is required. Sum of Columns 2 through 5.

Column 9 - Cum. Year-to-Date % Actual to Milestone. This is a calculated field. No Input is Required. Column 8 divided by C

Column 10- Cum. Year-to-Date Milestone Achieved? This is a calculated field. No Input is Required. Column 9 must equal (  
(75% for 3rd quarter) and (100% for 4th quarter) in order to answer "Y". Otherwise, "N".

Row 1 - New Microloans Closed. For each quarter, give the number of new Microloans that you closed.

Row 2 - # of Actual Microloan Program Borrowers Receiving T.A.. This is the number of borrowers that you provide T.A. serv

Row 3 - T.A. Hours Provided (Classroom / Computer-based). List the number of Classroom / Computer-based T.A. Hours pr  
Total should be the number of borrowers attending class times the number of hours spent in the classroom.

Row 4 - T.A. Hours Provided (Individual Counseling). List the number of hours spent counseling borrowers.

Row 5 - T.A. Hours Provided (Peer-based). List the number of hours borrowers spent in Peer-based T.A.

Row 6 - T.A. Hours Provided (Sector-based Networking). List the number of hours borrowers spent in Sectoral-based Networ

Row 7 - Total Post-Loan T.A. Hours Provided. This is a calculated field. No Input is Required. Add Row 3, 4, 5 and 6.

Row 8 - Average T.A. Hours per Borrower. This is a calculated field. No Input is Required. Row 7 divided by Row 2.

Row 9 - # of Non-Borrower Clients Receiving T.A.. This is the number of non-borrower clients (that have not received a loan)

Row 10 - T.A. Hours Provided (Classroom / Computer-based). List the number of Classroom / Computer-based T.A. Hours p  
Total should be the number of non-borrower clients attending class times the number of hours spent in the classroom.

Row 11 - T.A. Hours Provided (Individual Counseling). List the number of hours spent counseling non-borrower clients.

Row 12 - T.A. Hours Provided (Peer-based). List the number of hours non-borrower clients spent in Peer-based T.A.

Row 13 - T.A. Hours Provided (Sector-based Networking). List the number of hours non-borrower clients spent in Sectoral-be

Row 14 - Total Pre-Loan T.A. Hours Provided. This is a calculated field. No Input is required. Add Row 10, 11, 12 and 13.

Row 15 - Average T.A. Hours per Non-borrower Client. This is a calculated field. No Input is Required. Row 14 divided by R

Row 16 - # of Actual Microloan Program Borrowers + Non-Borrower Clients Receiving T.A.. This is a calculated field. No Inpt

Row 17 - T.A. Hours Provided (Classroom / Computer-based). This is a calculated field. No Input is Required. Row 3 + Row

Row 18 - T.A. Hours Provided (Individual Counseling). This is a calculated field. No Input is Required. Row 4 + Row 11.

Row 19 - T.A. Hours Provided (Peer-based). This is a calculated field. No Input is Required. Row 5 + Row 12.

Row 20 - T.A. Hours Provided (Sectoral-based Networking). This is a calculated field. No Input is Required. Row 6 + Row 13

Row 21 - Total T.A. Hours Provided. This is a calculated field. No Input is Required. Row 7 + Row 14.

Row 22 - Average T.A. Hours. This is a calculated field. No Input is Required. Row 21 divided by Row 16.

Row 23 - Total Post-Loan T.A. Hours. This is a calculated field. No Input is Required. Row 7.

Row 24 - Total Pre-Loan T.A. Hours. This is a calculated field. No Input is Required. Row 14

Row 25 - Total T.A. Hours. This is a calculated field. No Input is Required. Row 23 + Row 24.

Row 26 - Percentage of Pre-Loan T.A.. This is a calculated field. No Input is Required. Row 24 divided by Row 25

Row 27 - Percentage of Post-Loan T.A.. This is a calculated field. No Input is Required. Row 23 divided by Row 25

Row 28 - Total Cost Reimbursed. This is a calculated field. No Input is Required. Section 3 Row 10

Row 29 - Cost Per Hour. This is a calculated field. No Input is Required. Row 28 divided by Row 25.

### Section 2. Narrative Analysis of Milestones

2.1 Provide a narrative of milestones not achieved and explanation as to why the milestone was not achieved. Explain any "N" that appears in column 6 or 10.

2.2 Provide a narrative of plans to meet milestones in the future. Explain how you will achieve a "Y" in the next period for a "N" in either column 6 or 10.

2.3 Give a narrative describing the milestones that were met.

2.4 Add detail of any special projects, events or initiatives funded this grant period.

2.5 Give cost-per-hour for providing post-loan and pre-loan T.A. Give \$ estimates and narrative explanation.

### **Section 3. Quantitative Analysis of Budget Expenditures**

Column 1 - Approved Annual Budget. The figures must match the FEDERAL SHARE figures on your approved Technical Ass  
Column 2 - Actual Expenditure Quarter 1. These figures must match Federal Share figures from your Detailed Expenditures \  
Column 3 - Actual Expenditure Quarter 2. These figures must match the Federal Share from your Detailed Expenditures Wor  
Column 4 - Actual Expenditure Quarter 3. These figures must match the Federal Share from your Detailed Expenditures Wor  
Column 5 - Actual Expenditure Quarter 4. These figures must match the Federal Share from your Detailed Expenditures Wor  
Column 6 - Cum. Year-to-Date Expenditure. This is a calculated field. No Input is Required. Column 2 + Column 3 + Colum  
Column 7 - Percent of Approved Budget. This is a calculated field. No Input is Required. Column 6 divided by Column 1.

Row 1 - Personnel Services. Enter the budget and actual expenditures for personnel services (Federal Share Only)

Row 2 - Fringe Benefits. Enter the budget and actual expenditures for fringe benefits (Federal Share Only)

Row 3 - Travel. Enter the budget and actual expenditures for travel (Federal Share Only)

Row 4 - Equipment. Enter the budget and actual expenditures for equipment (Federal Share Only)

Row 5 - Supplies. Enter the budget and actual expenditures for supplies (Federal Share Only)

Row 6 - Contractual. Enter the budget and actual expenditures for contractual (Federal Share Only)

Row 7 - Other. Enter the budget and actual expenditures for other (Federal Share Only)

Row 8 - Total Direct Costs. This is a calculated field. No Input is Required. Sum of Rows 1 thru 7

Row 9 - Indirect Costs. Enter the budget and actual expenditures for indirect costs

Row 10 - Total Costs. This is a calculated field. No Input is Required. Add row 8 + row 9

### **Section 4. Narrative of Actual Budget Expenditures**

Give a narrative description of the expenses for the current reporting period. Descriptions for Travel, Equipment, Supplies, Contractual and Other should be itemized and the totals should equal what is on the Detailed Expenditure Worksheet.

**TECHNICAL ASSISTANCE NARRATIVE REPORT**

<b>SBA Grant (Req.) Number</b>	
<b>Quarter Number</b>	
<b>Beginning Date</b>	
<b>Ending Date</b>	

**Section 1. Quantitative Analysis of Milestones**

	(1) Quarterly Milestone	(2) First Quarter Actual	(3) Second Quarter Actual	(4) Third Quarter Actual	(5) Fourth Quarter Actual	(6) Current Quarterly Milestone Achieved? Y/N	(7) Yearly Milestone	(8) Cum. Year-to-Date Actual	(9) Cum. Year-to-Date % Actual to Milestone	(10) Cum. Year- to-Date Milestone Achieved? Y/N
<b>Post-Loan T.A.</b>										
1. New Microloans Closed	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
2. # of Actual Microloan Program Borrowers Receiving T.A.*	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
T.A. Hours Provided to Borrowers:										
3. Classroom / Computer-based	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
4. Individual Counseling	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
5. Peer-based T.A.	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
6. Sectoral-based Networking	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
7. Total Post-Loan T.A. Hours Provided	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
8. Average T.A. Hours per Borrower	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	ERR	#DIV/0!	#DIV/0!	#DIV/0!	ERR
<b>Pre-Loan T.A.</b>										
9. # of non-borrower clients Receiving T.A.**	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
T.A. Hours Provided to Non-Borrowers:										
10. Classroom / Computer-based	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
11. Individual Counseling	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
12. Peer-based T.A.	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
13. Sectoral-based Networking	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
14. Total Pre-Loan TA Hours Provided	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
15. Average TA Hours per client	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	ERR	#DIV/0!	#DIV/0!	#DIV/0!	ERR
<b>Total T.A.</b>										
16. # Borrowers/Non-Borrowers Receiving T.A.	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
T.A. Hours Provided to Borr./Non-Borr.										
17. Classroom Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
18. Counseling Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
19. Peer-based T.A. Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
20. Sectoral-based Networking Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
21. Total T.A. Hours Provided	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
22. Average T.A. Hours	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	ERR	#DIV/0!	#DIV/0!	#DIV/0!	ERR
<b>Percent Post / Pre-Loan T.A.</b>										
23. Total Post Loan T.A. Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
24. Total Pre-Loan T.A. Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
25. Total T.A. Hours	-	-	-	-	-	ERR	-	-	#DIV/0!	ERR
26. Percentage of Pre-Loan T.A.	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	ERR	#DIV/0!	#DIV/0!		ERR
27. Percentage of Post-Loan T.A.	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	ERR	#DIV/0!	#DIV/0!		ERR
<b>Cost of Providing T.A.</b>										
28. Total Cost Reimbursed		-	-	-	-					
29. Cost Per Hour		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!					
<b>Other Milestones (List Separately)</b>										

\* Borrowers - - After a microloan is funded, any T.A. provided to the microborrower is considered to be Post-Loan T.A.

\*\* non-borrower Clients - Any T.A. provided prior to a microloan being funded is considered to be Pre-Loan T.A.

**Section 2. Narrative Analysis of Milestones**

**2.1 Provide a narrative of milestones not achieved and explanation for why the milestone was not achieved.**

**2.2 Provide a narrative of plans to meet milestones in the future.**

**2.3 Provide a narrative of milestones that were accomplished.**

**2.4 Add detail of any special projects, events or initiatives funded this grant period.**

**2.5 Give an estimate of your cost-per-hour to provide Post-Loan T.A. and Pre-Loan T.A.**

Cost per hour to provide Post-Loan T.A. = \$ \_\_\_\_\_

Cost per hour to provide Pre-Loan T.A. = \$ \_\_\_\_\_

Narrative explanation of cost per hour estimate.



**Section 4. Narrative of Actual Budget Expenditures**