

FY 2011

SMALL BUSINESS DEVELOPMENT CENTERS

Small Business Jobs Act Program

(OSBDC-2011-03)

In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Small Business Development Center (SBDC) Lead Center. Only applications that are submitted by SBDC Lead Centers identified under following URL will be accepted:

http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html

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

While proposals may be received through 09:00 PM EDT on December 30, 2010, to expedite awarding of funds to SBDCs providing urgently needed assistance, SBA will review proposals immediately after they are submitted and accepted. Because the amount of the awards will be based on the allocation formula contained in section 2.3 of this announcement, the timing of the submission of the proposal will have no effect on the total amount awarded.

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

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1.0 **Section I – Funding Opportunity Description**

1.1. *Program Overview*

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|---------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1.1. | Federal Agency Name | U.S. Small Business Administration |
| 1.1.2. | Funding Opportunity Title | Small Business Jobs Act Program |
| 1.1.3. | Announcement Type | Initial |
| 1.1.4. | Funding Opportunity Number: | Program Announcement Number OSBDC-2011-03 |
| 1.1.5. | CDFA Number | 59.037 |
| 1.1.6. | Closing Date for Submissions: | December 30, 2010, 09:00 PM EST |
| 1.1.7. | Authority: | Small Business Jobs Act of 2010, Public Law 111-240 |
| 1.1.8. | Duration of Authority: | Two (2) Years |
| 1.1.9. | Funding Instrument: | Cooperative Agreement |
| 1.1.10. | Funding: | Funding is for Fiscal Year (FY) 2011 and 2012 |
| 1.1.11. | Award Amount/Funding Range: | A total amount of \$50,000,000 in Federal funding is available for this two year project. The amount of funding made available to each State is allocated by the statutory funding formula and per section 2.3 of this announcement. Matching funds are not a requirement. |
| 1.1.12. | Project Duration: | Awards will be made for a base project period of twenty-four (24) months, and may be extended at no cost for an additional 12 months |
| 1.1.13. | Project Starting Date: | Approximately 30 days after award. |
| 1.1.14. | Proposal Evaluation: | Proposals will be reviewed for sufficiency in meeting the requirements of the Small Business Jobs Act of 2010. SBA may ask applicants for clarification on the technical and cost aspects of proposals. |

- 1.1.15. Agency Point of Contact: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

1.2 *Introduction*

The Small Business Jobs Act of 2010 (Public Law 111-240) was enacted by Congress to authorize the Administrator of the U.S. Small Business Administration to disburse up to \$50,000,000 “to make grants to small business development centers under section 21 of the Small Business Act (15 U. S. C. 648) to provide technical assistance to small business concerns seeking access to capital or credit, Federal procurement opportunities, energy efficiency audits to reduce energy bills, opportunities to export products or provide services to foreign customers, adopting, making innovations in, and using broadband technologies, and other assistance.” This Act specifically encourages small business development centers to enhance their current level of export assistance and expertise.

This funding is provided to SBDCs with a primary objective of supporting job creation and retention within the small business community through impactful SBDC individualized, in-depth, business advising of entrepreneurs and small business owners. SBDCs should use this funding to demonstrate increased innovation in areas such as: delivery of their services; serving new or additional markets not otherwise covered; and programs that will create the next generation of entrepreneurs. Potential projects might include: improving the level of international trade assistance offered; collaboration in incubators; collaboration in regional innovation economies; enhancing SBIR services; growing micro businesses; apprenticeship to entrepreneurship programs; and assisting spin-off businesses that bring university research to the marketplace along with other technological and innovative ventures.

The SBDC Program is the U.S. Small Business Administration’s (SBA’s) largest matching grant-funded service delivery network providing quality customer 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 Center networks. The SBDC program is a broad-based system of assistance for the small business community linking the resources of federal, state and local governments with the resources of the educational community and the private sector. In partnership with SBA’s Office of Small Business Development Centers (OSBDC) and district offices, the SBDCs develop programs and provide business management and other services that enhance the economic development goals and objectives their respective states, their local funding partners and SBA.

1.3 *Background*

Since its inception in 1953, the U.S. Small Business Administration (SBA) has served to aid, counsel, assist and protect the interests of small businesses. While SBA is generally known for its financial support of small businesses, the Agency also plays a critical role in supporting the Small Business Development Centers Program that provides high quality business counseling and economic development assistance to small business concerns and nascent entrepreneurs, in order to promote growth, expansion, innovation, increased productivity and management improvement within the small business community.

1.4 *Purpose*

Existing SBDC Lead Centers may apply to SBA for awards of financial assistance. Recipients of awards under this Announcement will be required to assist owners of small business concerns by conducting training, counseling and educational activities. Not less than 80 percent of grants awarded shall be used for counseling of small business concerns; and not more than 20 percent may be used for classes and seminars.

1.5 *Statement of Work*

OSBDC wishes to enter into one or more cooperative agreements with SBDC Lead Centers to provide training, counseling and educational activities to small business concerns as indicated in paragraph 1.4 above.

1.6 *Proposal Guidance*

SBA will only accept and evaluate proposals submitted by entities currently serving as SBDC Lead Centers. An SBDC Lead Center will only be eligible to participate in the Small Business Jobs Act Program if it is accredited under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).

1.7 *Program Requirements - Performance Measurements*

Programs provided for as part of this Small Business Jobs Act of 2010 are intended to drive small business economic recovery. SBDCs are expected to provide in-depth, substantive, long-term, outcome-oriented counseling and training resulting in economic impact as evidenced by successful *creation and retention of businesses, jobs and capital infusion*. SBDCs must establish goals for the following:

- Number of Jobs Created (as collected by EDMIS or other collection system and methodology)
- Number of Jobs Retained (as collected by EDMIS or other collection system and methodology)
- Unique metrics for specific projects per section 1.2 of this Program Announcement;
- Number of Single-year, Long-Term Clients (5 hours or more of counseling, includes 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.

With respect to the job creation and retention goals, SBDCs are to include, in their proposal submission, the methodology used to establish the goal. Under this Jobs Act, SBDCs are to identify, develop and implement initiatives appropriate for their markets. These initiatives and strategies can be chosen from a wide array of activities such as those indicated in 1.2 above or other initiatives the SBDC determines will help drive job creation and retention. These metrics will be evaluated as part of the submitted proposal, will be reviewed by SBA and may be negotiated upon review. The number of Multi-year, Extended-Engagement Clients (5 hours or more of counseling, contact time only) will be collected and reported in addition to the aforementioned metrics.

2.0 Section II – Award Information

2.1 *Estimated Funding.* SBA expects to issue awards for \$50,000,000 under this Announcement. SBA has determined the award amount for each SBDC network using the statutory funding formula set forth in section 21(a)(4)(C)(i) of the Small Business Act (15 U.S.C. 648(a)(4)(C)(iii)), and shall be not less than \$325,000 to each State (see chart). 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 not less than 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 \$50,000,000 but these amounts are not guaranteed.

2.2 *Expected Number of Awards.* SBA anticipates making one award per SBDC regional/state network.

2.3 *Funding Amount (see table).* The amount of funding made available to each State is allocated per the following chart. The Agency reserves the right to change the number and/or dollar amount of awards issued under this Announcement as circumstances warrant. Matching funds are not a requirement.

STATE	TOTAL ALLOCATION	
Alaska	\$ 325,000	
Alabama	\$ 726,038	
Arkansas	\$ 436,462	
American Samoa	\$ 325,000	
Arizona	\$ 837,632	
California	\$ 5,529,917	
San Francisco		\$ 1,243,125
Sacramento		\$ 616,586
Fresno		\$ 645,894
Los Angeles		\$ 1,604,229

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Santa Ana		\$ 957,229
San Diego		\$ 462,854
Colorado	\$ 702,228	
Connecticut	\$ 555,996	
District of Columbia	\$ 325,000	
Delaware	\$ 325,000	
Florida	\$ 2,609,298	
Georgia	\$ 1,336,528	
Guam	\$ 325,000	
Hawaii	\$ 325,000	
Iowa	\$ 477,754	
Idaho	\$ 325,000	
Illinois	\$ 2,027,585	
Indiana	\$ 992,706	
Kansas	\$ 438,914	
Kentucky	\$ 659,863	
Louisiana	\$ 729,609	
Massachusetts	\$ 1,036,559	
Maryland	\$ 864,709	
Maine	\$ 325,000	
Michigan	\$ 1,622,560	
Minnesota	\$ 803,159	
Missouri	\$ 913,479	
Mississippi	\$ 464,421	
Montana	\$ 325,000	
North Carolina	\$ 1,314,138	
North Dakota	\$ 325,000	
Nebraska	\$ 325,000	
New Hampshire	\$ 325,000	
New Jersey	\$ 1,373,735	
New Mexico	\$ 325,000	
Nevada	\$ 325,000	
New York	\$ 3,098,114	
Ohio	\$ 1,853,524	
Oklahoma	\$ 563,357	
Oregon	\$ 558,581	
Pennsylvania	\$ 2,005,016	
Puerto Rico	\$ 621,797	
Rhode Island	\$ 325,000	
South Carolina	\$ 655,005	

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South Dakota	\$	325,000	
Tennessee	\$	928,838	
Texas	\$	3,404,287	
Dallas			\$ 1,142,863
Houston			\$ 939,386
Lubbock			\$ 325,000
San Antonio			\$ 997,038
Utah	\$	364,589	
Virginia	\$	1,155,645	
Virgin Islands	\$	325,000	
Vermont	\$	325,000	
Washington	\$	962,280	
Wisconsin	\$	875,679	
West Virginia	\$	325,000	
Wyoming	\$	325,000	
TOTAL	\$	50,000,000	

- 2.4 *Period of Performance/Budget Periods.* Awards will be made for a period of twenty-four months from the date of award, subject to continued satisfactory performance and compliance with all the conditions of the award. Recipients may also request a one-time extension of their awards for up to twelve months based on a demonstrated need for continued services.
- 2.5 *Funding Information.* Funds provided under this Program Announcement must be used solely for the stipulated purpose and may not be commingled with any other Federal grant funds received by an SBDC.
- 2.6 *Funding Instrument.* The funding instrument is a cooperative agreement.
- 2.7. *Matching Requirement.* None
- 2.8 *Cancellation.* SBA reserves the right to cancel this Announcement, in whole or in part, at its discretion.
- 3.0 **Section III – Eligible Applicants**
- 3.1 *Eligible Applicants.* In order to be eligible for this funding opportunity an applicant must be funded as a Lead Center by SBA as of the date of application. An application submitted by an applicant that is not a current SBDC Lead Center will not be accepted or evaluated. See 3.2 for additional restrictions.
- 3.2 *Ineligible Applicants.* The following will automatically be considered ineligible and their applications will not be evaluated:

Any organization which does not currently have an SBDC Cooperative Agreement with SBA's Office of Small Business Development Centers. This includes, but is not limited to, entities identified in 13 CFR § 130.200.

4.0 **Section IV - Application and Submission Information**

4.1 *Submission Instructions.* Proposals submitted will cover work that must be completed and invoiced within the twenty-four month project period. All reimbursement requests must be submitted no later than 60 days prior to the end of the project period in order to be processed. All proposals (narrative and forms) must be submitted electronically via www.grants.gov. No other forms of submission will be accepted. In addition and to the extent possible, applicants should collaborate with their local SBA District Office on their proposal submission but, at a minimum, must provide them with a copy of their proposal for informational purposes. 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. Others, as indicated, are available at www.sba.gov/sbdc. To retrieve these forms, use the hyperlink provided (SBDC Forms and Worksheets) which will direct you to the appropriate location on the OSBDC webpage or insert the following URL into your web browser and click on the 'Forms and Worksheets' heading: "www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_funding_opps.html"

To simplify the application process, reduce paperwork submission requirements, and expedite the awarding of funds, SBDCs which have already provided the required certification forms to SBA as part of their 2011 annual proposals for the regular SBDC program may submit a written certification attesting that these forms are still current and have not changed. This certification statement will be accepted in lieu of the required certification forms if it contains the following language.

I hereby affirm, under penalty of law, that the following forms and/or assurances previously submitted to SBA by my organization remain accurate and up-to-date:

[list of all forms/assurances for which no changes are necessary]

[Name, title, and signature of individual who will sign the Notice of Award]

Applicants must provide SBA with updated copies of those previously submitted forms or assurances which have changed since the 2011 proposal submission.

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

1. Table of Contents;
2. Part I – Technical Proposal (Completed Questionnaire);
3. Part II – Budget Information;
4. Part III – Certification Forms and Assurances; and
5. Attachments and Exhibits

4.2 *Content of Proposal*

4.2.1 *Table of Contents*

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

4.2.2 *Technical Proposal (Part I- Completed Questionnaire)*

SBDC's responses to the Narrative Questionnaire (Attachment A) constitute the technical proposal. Funding provided under this Announcement must not be used to support activities funded under any other Federal grant.

4.2.3 *Budget Information (Part II)*

Budget information will be provided through the attachments outlined in the table in 4.7. The budget narrative must include the estimated percentage of work to be conducted by contractors.

Because SBDC indirect costs are already paid under the regular SBDC program and the purpose of this funding is to pay for temporary services pursuant to the Act, SBA does not anticipate any additional indirect costs will be incurred in providing the services under this grant. Moreover, the SBA Administrator is requesting that host institutions waive any indirect costs charged to SBDCs related to this funding in order to ensure that the maximum amount of funds are available to assist affected small business concerns.

4.2.4 *Certifications, Assurances and Other Attachments (Part III)*

Proposals for this program announcement must be submitted through grants.gov. Proposals must include the information listed 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; and
- c. 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 for that year):

Submission Information		Form Required	Source
Technical Proposal (Part I)	Technical Narrative (Completed Questionnaire)	√	Attachment A
	List of Attachments	√	
	Planned Milestone Accomplishments	√	SBDC forms and worksheets
Budget Information (Part II)	Application for Federal Assistance SF-424	√	Grants.gov application package
	Budget Information Non-	Submit for Lead Centers	Grants.gov application

	Construction Programs SF-424A	(and applicable Service Center if standard SBDC Budget Justification format is not submitted) for each performance year	package
	SBDC line-item Budget Justification with Narrative and Center Personnel List	Submit for lead and applicable Service Center for each performance year	SBDC forms and worksheets
Certification Forms and Assurances (Part III) *Note: The requirement to submit any or all of the forms in this section may be satisfied by submitting a written certification that the same forms were previously submitted with the 2011 regular SBDC program application package and stating that those forms are still accurate/up-to-date (See 4.1 above)	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 SBA Form 1711*	√	SBDC forms and worksheets
	Disclosure Form SF-LLL*	√	Grants.gov application package
	Assurances Non-Construction Programs SF-424B*	√	Grants.gov application package
	Cost Sharing Proposal SBA Form 1224*	√	SBDC forms and worksheets

4.3 *Required Proposal Submission Dates*

Each SBDC applicant is required to submit its proposal electronically via www.grants.gov. 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.

Proposals may be submitted at any time from the posting of this announcement until December 30, 2010. Once grant awards have been made, SBA will facilitate the prompt availability of funds and reimbursement.

5.0 **Section V - Application Review Information**

5.1 *Technical Review Criteria*

Applications will not be reviewed if:

- a. the application package is incomplete; and/or
- b. forms are missing, incomplete, or required detail is not provided.

5.2 *Review and Award Process*

All proposals must be submitted electronically via www.grants.gov with a copy provided to the appropriate SBA District Office for informational purposes. Submission via other mediums will not be accepted. Proposals will be screened by OSBDC to determine if the applicant meets the eligibility requirements enumerated in Section III above. SBA will not consider materially incomplete applications, even if submitted by otherwise eligible entities. OSBDC will issue the Notice of Award (NOA).

6.0 **Section VI - Award Administration Information**

6.1 *Award Notice*

All eligible applicants will receive written notification relative to awarded funding.

6.2 *Reporting*

All recipients are required to submit the reports identified below. Financial and Performance reports should be submitted together, with a cover letter to the Program Manager. SBA may withhold payment if reports are not received or deemed inadequate. Failure to report in a timely manner will be weighed against future requests for grant funding. The reports provided by Recipients may be made public. In addition, SBA reserves the right to require Recipients to post these reports on their web sites. Results obtained from the award (including clients counseled and trained) may not be combined with other data reported to the management information system as designated by SBA currently the Agency's Entrepreneurial Development Management Information System (EDMIS.).

Reporting requirements include the following:

6.3 *Required SBA Reports*

All SBDC recipients must provide the required reports to SBA. All reports must be filed on time and failure to file timely may result in processing delays for reimbursement requests.

The required reports are:

- SBDC Quarterly Counseling and Training Reports (EDMIS Summary)
- Quarterly Performance Report
- Annual Performance Report
- Federal Financial Report, SF-425 with required attachments
- Economic Impact Data Report

Recipients must submit quarterly performance reports and an annual performance report to the program manager within the applicable timeframe. Recipients must submit both electronic version (in Microsoft Word format) and hard copies (one original and one copy) of the performance reports. Electronic versions of the performance reports may be submitted via OSBDC's file sharing portal at

<http://www.sendthisfile.com/sendthisfile/custom.jsp?sendthisfilecode=Um942tvMFFTfdsEwEftDZk9H>

6.3.1. *SBDC Quarterly Counseling and Training Reports (EDMIS Summary)*. Due: No later than 30 days after the close of the applicable quarter.

All recipients may be directed at a later time to be fully capable of either manually entering data or uploading batch files to an SBA management information system as designated by SBA. Such system currently used by SBA is the EDMIS system.

SBDC Quarterly Counseling and Training Reports (EDMIS Summary)

- 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.
- Additional data may be required per compliance with the Small Business Jobs Act of 2010.

6.3.2. *Quarterly Performance Reports (QPR)*. Recipients must submit QPRs within 30 days of the completion of each quarter. Each QPR must include the following:

- a. a narrative summarizing project accomplishments; this performance report should address the SBDC's major activities and objectives in a brief narrative made with this award. It should also include a discussion on the progress made toward achieving the award objectives. This report should be a summary of the activities, events or achievements in these reporting categories with accompanying management analysis. They should not be a recitation of actual events, center-by-center.
- b. A status report on accomplishments and goal attainment as compared to initially proposed milestones set forth in the Notice of Award for this funding. If there are discrepancies, identify the reasons for slippage and a plan of action to address them, where applicable.

6.3.3. *Annual Performance Report (APR)*. Recipients must submit consolidated APRs to the OSBDC Program Manager within 90 days of the completion of each 12-month project period. An APR must include a well-organized description of the work performed and accomplishments. In addition, it must summarize the entire project period, detailing the project's objectives, results, impact, best practices and success stories. An APR must also include:

- a. a narrative summarizing project accomplishments; this performance report should address the SBDC's major activities and objectives in a brief narrative made with this award. It should also include a discussion on the progress made toward achieving the award objectives. This report should be a summary of the activities, events or achievements in these reporting categories with accompanying management analysis. They should not be a recitation of actual events, center-by-center.
- b. Actual accomplishments versus proposed milestones; and
- c. any additional information deemed necessary by the Administrator.

6.4 *Financial Reports*

Recipients must submit quarterly financial reports within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the performance year. A signed original and a copy must be submitted via email within the required timeframe to the Program Manager in OSBDC at SBA Headquarters. Financial reports must include the following:

- a. Standard Form 425, “Federal Financial Report”
- b. Budget Narrative, containing an original 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.
- c. Resumes and contracts of consultants, and subcontracts relating to the current budget period should be included if not previously submitted.

The final report must include the SF 425 package, which consists of the following:

- a. SF 425 Federal Financial Report;
- b. Spreadsheet in support of the SF425 (available on OSBDC website);
- c. If not otherwise waived, schedule of indirect cost reporting, federal portion and waived indirect shown on the SF 425 (worksheet available on OSBDC website);
- d. SBA Form 2113;
- e. Spreadsheet in support of the SBA Form 2113.

6.5 *Payments.*

Payment will be made on a quarterly basis, by reimbursement. For more detailed information on payments, refer to the Notice of Award. Payment requests must be sent to the Program Manager, along with the other required quarterly reports. The Recipient must submit the following with each reimbursement request:

- a. Standard Form 270 - Request for Advance or Reimbursement
- b. Quarterly Detailed Expenditures Worksheet (A10-A12) (Direct Cost Budget, Key Personnel 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. Invoices supported by the budget and performance narrative must match the actual performance period.

7.0 **Section VII - Agency Contacts**

Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

8.0. **Section VIII - Other Information**

- 8.1. *Advanced Understandings.* If any portion of this Program Announcement conflicts with Section 21 of the Small Business Act, 13 C.F.R. Part 130 of SBA regulations, relevant OMB circulars 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 the SBDC regulations and the Notice of Award. Every effort will be made to resolve disputes.
- 8.4. *Definitions.* In addition to the definitions in the 2011 SBDC Program Announcement, the following definitions apply to grants made under this award:
- 8.4.1 *Applicant:* An SBDC Lead Center who is seeking a grant award under this Program Announcement.
- 8.4.2 *Association.* This term means the association of small business development centers established under section 21(a)(3)(A) of the Small Business Act (15 U.S.C. § 648(a)(3)(A)).
- 8.4.3 *Eligible Recipient:* A qualified SBDC Lead Center.
- 8.4.4 *Individual Assistance.* Federal assistance available to individual humans and businesses.
- 8.4.5 *Recipient:* A qualified SBDC Lead Center that has been awarded a grant under this Program Announcement.
- 8.4.6 *SBDC Lead Center:* The entity designated by the recipient organization for the regular SBDC program which operates and manages the state/regional network for the SBDC program.

Attachment A

Proposal Narrative Questions:

1. Describe the proposed project. How will the project stimulate the economy and create or retain jobs in the designated geographic area?
This funding is provided to SBDCs with a primary objective of supporting job creation and retention within the small business community through impactful SBDC individualized, in-depth, business advising of entrepreneurs and small business owners. SBDCs should use this funding to demonstrate increased innovation in areas such as: delivery of their services; serving new or additional markets not otherwise covered; and programs that will create the next generation of entrepreneurs. Potential projects might include: improving the level of international trade assistance offered; collaboration in incubators; collaboration in regional innovation economies; enhancing SBIR services; growing micro businesses; apprenticeship to entrepreneurship programs; and assisting spin-off businesses that bring university research to the marketplace along with other technological and innovative ventures.¹
2. How does the project address the objectives outlined in the previous paragraph and in section 1.2 of this announcement?
3. What is the service area for this special funding? Discuss why this area was selected.
4. How much of the eligible funding shown in Section 2.3 are you applying for in this award?
Note: funding is to be used by 9/30/2012.
5. How will you rollout or deploy these resources or services (include marketing, new operating models, use of contractors and temporary service centers)?
6. Outline your project tasks with milestones and dates, discuss projected jobs created or retained, anticipated capital infusion achievements, and estimated new business starts as a result

¹ *Note:* This Act stipulates that funding shall be used...“to provide technical assistance to small business concerns seeking access to capital or credit, Federal procurement opportunities, energy efficiency audits to reduce energy bills, opportunities to export products or provide services to foreign customers, adopting, making innovations in, and using broadband technologies, and other assistance. This Act specifically encourages small business development centers to enhance their current level of export assistance and expertise.”

of service provided by this grant as well as the number of anticipated small businesses to be served.