

2011

PROGRAM ANNOUNCEMENT

SMALL BUSINESS

DEVELOPMENT CENTERS PORTABLE

ASSISTANCE PROJECT

(OSBDC-2011-04)

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 will be considered for funding.

**Proposals must be posted to www.grants.gov no later than
Thursday, June 30, 2011 09:00 PM EDT in order to be accepted.**

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

- 1.1.1. Federal Agency Name U.S. Small Business Administration
- 1.1.2. Funding Opportunity Title Small Business Development Centers Portable Assistance Project
- 1.1.3. Announcement Type Initial
- 1.1.4. Funding Opportunity Number: Program Announcement No. OSBDC-2011-04
- 1.1.5. CDFA Number 59.037
- 1.1.6. Closing Date for Submissions: June 30, 2011 09:00 PM EDT
- 1.1.7. Authority: Section 21(a)(4)(C)(viii) of the Small Business Act (15 U.S.C. § 648(a)(4)(viii))
- 1.1.8. Duration of Authority: One Year
- 1.1.9. Funding Instrument: Cooperative Agreement
- 1.1.10. Funding: Funding is for twelve months.
- 1.1.11. Award Amount: Total amount of Federal funding amount available for this project is \$588,207. Grants will not exceed \$100,000 per award. There is no matching fund requirement; however the availability of non-federal funds should be noted in the technical proposal. Multiple awards to one SBDC in the same funding year are allowable provided the purpose of each project is separate and distinct.
- 1.1.12. Project Duration: Awards will be made for a one year (12 month) project period.
- 1.1.13. Project Starting Date: Approximately 30 days after award.
- 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: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

1.2 *Introduction*

SBA seeks to make grants under the SBDC Portable Assistance Project to SBDC Lead Centers that provide services and/or develop small business assistance products that are centered on a replicable plan of action to increase small business success and viability in communities suffering economic hardship attributable to corporate or government downsizing. SBA is particularly interested in collaborative efforts (community, regional, statewide, industry sector, etc.) that may serve as best practices and models of small business assistance in areas suffering from job loss and related economic distress as a result of business or government closure or downsizing. Applicants are encouraged to design and develop innovative programs and services to address the purpose of this Project, and efforts funded under this announcement should produce products and methodologies that can be exported to and replicated by SBDCs in other locations nationwide.

1.3 *Background*

The Small Business Development Center 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 nationwide network providing assistance to the small business community by 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 of their respective states, their local funding partners and SBA.

In addition to annual funding that is made available to each SBDC Lead Center according to the statutory funding formula set forth in the Small Business Act, the Act also authorizes SBA to make non-matching funds available to SBDC Lead Centers on a competitive basis to support portable assistance projects that address the needs of small business concerns negatively impacted by a significant corporate or government downsizing or closure event.

1.4 *Purpose*

Pursuant to the Small Business Act at § 21(a)(4)(C)(viii) (15 U.S.C. § 648(a)(4)(viii)), existing Small Business Development Center (SBDC) Lead Centers may apply to SBA for awards of financial assistance to implement the SBDC Portable Assistance Project. The Act sets forth that:

“From the funds appropriated pursuant to clause (viii), the Administration shall reserve not less than \$1,000,000 in each fiscal year to develop portable assistance for startup and sustainability non-matching grant programs to be conducted by eligible small business development centers in communities that are economically challenged as a result of a business or government facility downsizing or closing, which has resulted in the loss of jobs or small business instability. A non-matching grant under this clause shall not exceed \$100,000 and shall be used for small business development center personnel expenses and related small business programs and services.”

1.5 Statement of Work

OSBDC intends to award one or more grants to SBDC Lead Centers to provide assistance to small business concerns as indicated in paragraph 1.3.

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 SBDC Portable Assistance Project if it is accredited under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).

Each application submitted under this program announcement must include a narrative description of the methods of delivery for the proposed assistance and must meet the object of providing portable access and relief to small businesses in the affected area, and that can be replicated by SBDCs in other areas facing similar downsizing or closure events. Applicants must identify the community(ies) to be served and the must document the event(s) that led to the business or government downsizing or closure actions that have resulted in actual or anticipated job losses or threats to small business viability in the project area. Applicants must also highlight the portable nature of the proposed assistance to be offered under this Project. Examples of portable assistance include, but are not limited to:

- Web-based client delivery services, such as counseling and training delivered via video or internet conferencing, online training, downloadable tools to assist businesses with risk and break-even analyses, etc.
- Mobile training and counseling units
- Use of “swat teams” to provide focused business counseling that targets relief to acutely affected businesses and entrepreneurs
- Establishment of small business cooperatives to secure cost savings through economies of scale for such necessities as equipment, supplies, insurance, payroll and other business services.
- Peer roundtables for information exchange and problem solving.

Proposals must also specify the proposed milestones and schedule of deliverables to ensure successful implementation of the project. Applicants should include the financial and programmatic strategies planned to ensure self-sustainable continuation of the proposed effort after the one-year program period ends.

A Lead SBDC may apply for more than one award, but each proposal must be for a distinct project and will be reviewed on its own merits.

2.0 Section II – Award Information

2.1 Estimated Funding

The current funding level for this Program is \$588,207.

2.1.1 Project Start Date

The project start date is 30 days after the award of funds.

2.1.2 Project Duration

Awards made under this Announcement will be for a project period of twelve (12) months.

2.2 Funding Information Expected Number of Awards

SBA anticipates funding up to 16 projects with the available funds

2.3 Anticipated Award Size

The Office of Small Business Development Centers intends to fund projects up to a maximum award of \$100,000 each. The Agency reserves the right to modify the dollar amount of awards as circumstances warrant.

2.4 Period of Performance

Awards made under this Announcement will be for a base project period of twelve (12) months.

2.5 Funding Information

Funds provided under this Announcement must be used solely for the stipulated purpose and may not be commingled with any other SBA grant funds received by an SBDC. Additionally, funds provided under this Announcement are not supplemental to other SBDC program funding and, as such, all reporting must be discrete and separate.

2.6 Funding Instrument

The OSBDC funding instrument is a Cooperative Agreement

2.7 Project/Budget Periods

The project start date will be approximately 30 days after the award, and not later than September 30, 2011.

2.8 Cancellation

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

2.9 Matching Requirement. There is no matching requirement for this award.

3.0 Section III – Eligible Applicants

3.1 Eligible Applicants. To be eligible for this funding opportunity an applicant must, as of the date of its application, be an accredited SBDC and be funded as a Lead Center by SBA. An application submitted by an entity that is not an SBDC Lead Center will not be accepted or evaluated.

3.2 Ineligible Applicants. The following will automatically be considered ineligible and their applications will not be evaluated:

- a. Any organization **NOT** a currently funded and accredited SBDC Lead Center;
- b. Any organization currently having an outstanding, unresolved financial obligation to any Federal agency;
- c. Any organization suspended or debarred from receiving contracts or grants from any Federal agency or otherwise excluded from Federal procurement programs;

- d. Any organization having any unresolved and material audit issues reported under the requirements of the Single Audit Act of 1986 (OMB Circular A-133) within three years of the proposed funding period;
- e. Any organization having at least one substantially non-compliant condition within SBA program guidelines occurring while administering or implementing any SBA program; and
- f. Any organization that has had an SBDC award suspended, terminated, or non-renewed under 13 C.F.R. § 130.700.

4.0 Section IV – Application and Submission Information

4.1 Submission Instructions

Proposals must be submitted for a one year project period. Proposals must include the information listed in the chart below as appropriate for the project year. All proposals (narrative and forms) must be submitted via www.grants.gov for review by OSBDC. Hard copy or other submissions will not be accepted. Forms are available at www.sba.gov. 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

4.1.1 Proposal Attachments Chart

Submission Information		Base Year	Source
Technical Proposal (Part I)	Technical Narrative	Prepare for the 12 month project period .	
	List of Attachments	√	
	Planned Milestone Accomplishments	√	SBDC forms and worksheets
Budget Information (Part II)	Application for Federal Assistance SF-424	√	www.grants.gov
	Budget Detail Worksheet (A9-A12) These forms include: Key Personnel List, Direct Cost Budget Worksheet	√	SBDC forms and worksheets <i>Please follow the instruction on these forms. Incomplete or inaccurate forms will be rejected.</i>

	and Indirect Cost Worksheet. At least 80% of SBA funding must be allocated to direct costs.		
	Budget Information Non-Construction Programs SF-424A	√	www.grants.gov
	Indirect Cost Rate Agreement	√ Apply the indirect cost rate for the location (SBDC Service Center) where the grant activities will be performed.	
Certification Forms and Assurances (Part III)	Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions SBA Form 1623	√	www.grants.gov
	Certification Regarding Drug-Free Workplace Requirements	√	www.grants.gov
	Certification Regarding Lobbying SBA Form 1711	√	www.grants.gov
	Disclosure Form SF-LLL	√	www.grants.gov
	Assurances Non-Construction	√	www.grants.gov

	Programs SF-424B		
	CPA Certification that applicant's financial system meets the requirements of 2 CFR Part 215.21		This may be a letter from applicant's CPA or authorized financial officer.
	Current Lear Financial Audit Report (A-133).	√	This may be a link the current report on applicant's website. Please include the full web address.

4.2 Cover Page

Proposals must include a Cover Page that includes the following information: Program Announcement number (OSBDC-2011-04), Applicant's name, address, website address, contact name for the application, contact's title, telephone number, fax number and email address, grant amount requested.

4.3 Table of Contents

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

4.4 Technical Proposal (Part I) (Not to exceed 15 pages, excluding attachments and exhibits).

- A. The technical proposal must have numbered pages. Supporting documentation (i.e. demographics, statistical data, needs assessments, studies, etc.) is mandatory for the technical proposal. Proposals will be rejected if supporting documentation is not provided. Supporting documentation must be attached to the technical proposal and must be easily identified by any reviewer of the proposal. The applicant must describe the specific approach and technical capability to accomplish each objective identified in the statement of work.
- B. This part should contain all of the technical details related to the SBDC Portable Assistance Project, the required end products, and any special considerations or restraints that apply. The discussion should reflect the results of market research conducted to determine the program's services, description of work outputs and products (such as performance indicators, performance standards, and acceptable quality levels of service), and if there have been technological or other changes in services required by the program. The applicant's technical proposal must include the following elements:
 1. Project Overview (one-page or less) that acts as an executive summary of the vision, mission and overall goal of the project;
 2. Description of the specific region or community(ies) to be served, how the project area was selected, and a demonstration of the source and degree of job loss and/or small business instability suffered as a result of an identified government or business downsizing or closure.

3. Description of the applicant's experience providing small business concerns with training and counseling in response to those circumstances described in paragraph 1.3, above, and steps taken to assist clients to start up or sustain businesses in such areas.
4. Description of the technical assistance delivery methods and implementation for the proposed project. Include details regarding the portability, innovation and potential to replicate the proposed methods or tools.
5. An evaluation design and methodology used to measure the outcomes of the project, including a plan for measuring achievement of performance goals and objectives, as well as financial requirements. Include a timeline with milestones for the 12 month life of the grant period. At a minimum the "Planned Milestone Accomplishments" form on the OSBDC website must be included with the proposal.
6. A Performance Measurement Tool and reporting template that measures program effectiveness on a quarterly and annual basis during the grant period. The template should include a comparison of planned to actual achievement of milestones.

If tracked in applicant's Management Information System (MIS), identify and include a disclaimer that the technical assistance provided is not included in your quarterly EDMIS upload submissions associated with ongoing SBDC Program operations. Data must be collected and submitted to SBA through EDMIS on a quarterly basis with coding appropriate to the SBDC Portable Assistance Project. For information on coding contact your software service provider or view the requirements documents at www.sba.gov/private/edmis2/private

- C. The applicant must provide a staffing plan identifying, by name, the key management and technical personnel who will work under the program. For purposes of this grant, key personnel include all full and part-time SBDC network employees devoting time to the Portable Assistance Project. Substitutions of key personnel will be made in accordance with 13 C.F.R. § 130.620. The staffing plan must include résumés, position descriptions and identify the amount of time each key staff member will devote to the project (maximum of 2 pages per résumé and 1 page per position description). Résumés must demonstrate experience relevant to this project. At a minimum, an applicant's proposal must include the following key personnel:
 - a project director, having the appropriate professional credentials, responsible for coordinating the proper reporting procedures as well as management and oversight of the project
 - a staff member dedicated to on-going project management and data collection, with expertise in electronic reporting and adequate project management skills to provide progress reporting; and
 - a staff member responsible for financial record keeping,
- D. The applicant must also provide a list of contractors and consultants, identified separately, along with copies of contractual/consultant agreements that employ project fund.
- E. Include an organizational chart for all project staff the amount of time each will devote to the project.

4.5 Budget Information (Part II)

Budget information will be provided through the attachments outlined in the table in 4.1.1

4.6 Certifications and Assurances (Part III)

Provide assurances as indicated in 4.1.1

4.7 Proposal Attachments.

[See paragraph 4.1](#) for further proposal submission information.

4.8 Required Proposal Submission Dates

Each SBDC applicant is required to submit its proposal via www.grants.gov no later than 9:00 PM EDT on Tuesday, May 31, 2011. Proposals submitted after this deadline will not be reviewed.

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 the target community's conditions consistent with the project requirements in 1.3.

Applications will be scored as follows:

Project Identification, Evidence of Need and Experience: (35 Points)

- a. Identification of the corporate or government facility downsizing or closure. Applicants must provide evidence (statistics, demographics, research, case studies, and other supporting documentation) to support the selection of the targeted region or business community.
- b. Factual economic justification to demonstrate the job losses and/or small business instability that has resulted from the identified closure or downsizing event.
- c. Demonstrated knowledge of and experience providing assistance to small businesses to overcome economic instability or distress. Provide concrete examples of past accomplishments, such as turnaround support or other assistance to help clients to reverse negative economic trends.

Technical Assistance - Project Delivery Design: (30 Points)

The Proposal Narrative must specify and detail the educational and/or technical assistance delivery methods, products and their implementation. Applicants will be evaluated on their understanding of the project and the proposed approach for performing the award.

- a. Innovation and creativity in providing assistance to small business is encouraged. The proposal must demonstrate that the project makes innovative and imaginative use of resources while filling a vital gap in support of small businesses.
- b. Ease of implementation is vital to quickly and efficiently deliver assistance to small businesses facing destabilizing economic events. The proposal should demonstrate sufficient capacity to address needs of the targeted community and to make that assistance readily available to impacted small businesses and entrepreneurs.
- c. Proposals should identify specific assistance that will be made available to businesses facing economic, geographic, communication or other infrastructure challenges. Identify if the proposed design is part of a larger strategy, e.g. interfacing with regional or state economic development efforts or partners.
- d. The design or model for assistance should be portable, and lend itself to replication so that it may be applied to other areas, communities or industries facing similar events.
- e. The design must provide measurable, reportable effectiveness in its delivery assistance; demonstrate that the project design and methodology are viable; lend itself to easily traceable, accurate reporting of project outcomes; include templates; and ensure that progress can be easily identified/adjusted with these templates.
- f. Best Practices. The design should lend itself to identification and implementation of best practices; serve as a model; or be summarized and posted on a website as a delivery mechanism for others' use.

Project Management: (15 Points)

- a. The proposal must state how and by whom staff will be chosen and that the staff selection process will ensure that employees are qualified and sufficiently experienced to implement and administer this project.
- b. The proposal must identify the key management, staff, and contractors/consultants, listing all full-time and part-time SBDC network employees devoting their time to this project and include resumes of staff, volunteers and contractors/consultants showing that these individuals are sufficiently experienced/educated to further the goals of the project. Include sample contracts for consultants/contractors
- c. An organizational chart for all proposed full time and part-time SBDC staff and the amount of time each will devote to this project
 - Include a description of staff overseeing program direction, ongoing program data collection and electronic reporting to SBA.
 - Include a description of staff responsible for financial record keeping on the receipt and expenditure of program funds.

Operational Controls: (25 Points)

The proposal must include

- a. An evaluation design and method for measuring the outcomes of the project's objectives and compliance with required financial and performance reporting.
- b. A process for on-going monitoring, midcourse correction and continuous improvement.
- c. A timeline with project tasks for the grant period, including a template to track the program's performance from quarter to quarter against the original goals.
- d. Proposed costs must match the projected efforts; budget information must be complete, detailed and accurate; and the Detailed Expenditures Worksheet portion of the budget information must be complete.
- e. Additional funds or in-kind contributions being contributed to this project by the host or other partners must be identified. Additional resources should be included in the Proposal Narrative only. Do not include nonfederal funds on the Application for Federal Assistance (SF 424), Budget Information (SF424A) or Budget Detail Worksheets (A10-A12).

5.2 *Review and Selection Process*

Proposals will first be screened to determine if the applicant meets the eligibility requirements enumerated in Section III above. SBA will not consider materially incomplete applications, submitted by otherwise eligible entities. Submissions will only be accepted via www.grants.gov. Submission via other media will not be accepted. SBA officials will perform a Technical Evaluation on accepted proposals based on the evaluation criteria identified in paragraph 5.1. Each accepted proposal will be individually scored and ranked. Proposals falling outside the competitive range will not be considered for funding.

6.0. *Section VI - Award Administration Information*

6.1. *Award Notice*

All eligible applicants will receive written notification of whether or not they have been 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 Grant Officer's Technical Representative (GOTR). 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 SBDC Portable Assistance Project award (including clients counseled and trained) must be discrete and separate from data reported under the any other SBDC grant program.

Reporting requirements include:

6.3 *Performance Reports*

All recipients must 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.

Recipients must submit quarterly performance reports and an annual performance report to the Portable Assistance GOTR within the applicable timeframe. Recipients must submit both electronic versions of the performance reports (in Microsoft Word format) and hard copies (one original and one copy). Electronic versions of the performance reports may be submitted via email if the file is less than 5MB in size. Hard copies of the performance reports must be submitted **via two-day mail**, if possible.

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

- a. a narrative of project accomplishments to date;
- b. a discussion of problems encountered and steps taken or proposed to correct those problems;
- b. an updated Planned Milestone Accomplishments Chart or alternative performance measurement tool that includes a comparison of project tasks to actual accomplishments, an identification of the reasons for non-achievement and a plan of action to address them, where applicable. If the template presents cumulative progress, a brief discussion of accomplishments during each reporting period is required;

- c. copies of résumés and subcontracts relating to the current budget period, if not previously submitted.

Data must be collected and submitted to SBA through EDMIS on a quarterly basis with coding appropriate to the Portable Assistance Project. For information on coding contact your software service provider or view the requirements documents at

www.sba.gov/private/edmis2/private

- 6.3.2. **Annual Performance Report (APR).** Recipients must submit consolidated APRs to the GOTR within 90 days of the completion of the 12-month project period. An APR 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 mission, scope, results, impact and recommendations for duplication and portability, and best practices.

6.4 **Financial Reports**

Recipients must submit quarterly financial reports in hard copy within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the performance year. Signed originals and one copy must be mailed to the GOTR within the required timeframe. Financial reports must include the following:

- a. Standard Form 425, "Federal Financial Report."
- b. a 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.

6.5 **Payments.**

Payment will be made, by reimbursement, on a quarterly basis. Payment requests must be sent to the GOTR, along with the quarterly performance and financial reports. The Recipient must submit the following with each reimbursement request:

- a. Standard Form 270 - Request for Advance or Reimbursement
- b. Standard Form 272 - Federal Cash Transactions Report
- c. Detailed Expenditures Worksheet (A10-A12) (Direct Cost Budget, Key Personnel and Indirect Cost Worksheet). Worksheets 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**

Questions concerning general information contained in this Announcement should be directed to the Office of Small Business Development Centers at (202) 205-6766 or 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, Part 130 of the SBA's regulations (13 C.F.R.), relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence. The terms and conditions of Section VIII of SBA's current, standard Program Announcement are incorporated by reference herein.

- 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.** The following definitions apply to grants made under this Program Announcement:
- 8.4.1 **Applicant.** An SBDC Lead Center 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. **Disability.** Refers to the definition in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102);
- 8.4.4 **Portable Assistance.** Technical assistance, including programmatic devices and/or client ready tools that may be easily deployed either by design or by its inherent qualities, and that can be distributed to other Agency offices or resource partners and made available to a client based geographically or demographically removed from the initial SBDC.
- 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 SBDC recipient organization that has a current Cooperative Agreement with SBA. The recipient organization receives the federal funds and is responsible for establishing an SBDC network for a defined area.
- 8.4.7 **Small Business** means a business entity:
- a. that is independently owned and operated, is not dominant in its field of operation, is organized for profit with a place of business located in the United States, and operates primarily within the United States; **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
 - \$33.5 million in average annual receipts for most general & heavy construction industries
 - \$14 million in average annual receipts for all specialty trade contractors
 - \$7 million in average annual receipts for most retail and service industries
 - \$0.75 million in average annual receipts for most agricultural industries.