

FY 2010

# PROGRAM ANNOUNCEMENT THE VETERANS ASSISTANCE AND SERVICES PROGRAM

(OSBDC-2010-03)

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

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

Proposals must be posted to [www.grants.gov](http://www.grants.gov)

no later than 09:00 PM EDT on October 29, 2009 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 The Veterans Assistance and Services Program
- 1.1.3. Announcement Type Initial
- 1.1.4. Funding Opportunity Number Program Announcement Number OSBDC-2010-03
- 1.1.5. CDFA Number 59.037
- 1.1.6. Closing Date for Submissions October 29, 2009 – 9:00 PM EDT
- 1.1.7. Authority Section 21(n) of the Small Business Act (15 U.S.C. § 648); Public Law 110-186, Title I, Section 107
- 1.1.8. Duration of Authority Four (4) Years
- 1.1.9. Funding Instrument Cooperative Agreement
- 1.1.10. Funding Funding is for Fiscal Year (FY) 2010
- 1.1.11. Award Amount A total amount of \$1,000,000 in Federal funding is available for this project in FY 2010. While SBA anticipates making ten awards of not more than \$100,000 each, 5 renewals and 5 new awards, the Agency reserves the right to change the number and/or dollar amount of awards issued under this Announcement as circumstances warrant. There is not a matching funds requirement.
- 1.1.12. Project Duration SBA intends to continue to fund The Veterans Assistance and Services Program annually, subject to its authorization authority (currently four years from inception in 2008), to amounts approved in advance in appropriations Acts., and to the availability of funds. Programs currently funded will be considered for renewal for up to three option years; however, an SBDC may not receive continued funding if there has been a clear showing of poor performance, improper activity affecting the operation and integrity of the SBDC, a failure to follow the rules and procedures set forth in the statute, regulation and/or Program Announcement (see 13 CFR 130.700) as incorporated into the Cooperative Agreement or if the SBDC has been denied Accreditation. New awards will be made for a base project period of twelve (12) months with three, twelve-month option periods.
- 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.

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## **1.2 Introduction**

The Military Reservist and Veteran Small Business Reauthorization and Opportunity Act of 2007 [PL 110-186, Title I, Section 107 (VETERANS ASSISTANCE AND SERVICES PROGRAM)] is intended to expand the focus of SBA's entrepreneurial development programs to address veterans who are in critical need of assistance, but continue to be at a disadvantage in the marketplace and to ensure that existing and proposed resources are implemented efficiently using existing expertise and infrastructure.

## **1.3 Background**

The U.S. has a large and growing veteran population. There are 25 million existing veterans that have served on active duty in the military. There are also over one million reservists, including all branches of the National Guard and Reserve.

Increasing demands on all types of service members to support ongoing military engagements have created economic challenges for them at home. Due to multiple and longer deployments, financial stability has become more difficult. Operating a business under these conditions has become significantly challenging. Twenty-two percent of current veteran and reservist entrepreneurs have indicated that their businesses have been negatively impacted by deployments. The economic impact of declining and closing businesses due to deployment is felt by households, employees, and the communities in which they are located.

Returning military personnel are increasingly relying upon self-employment in order to maintain a stable income, particularly those who are disabled or between deployments. Numbering more than 5 million, they account for 14 percent of these enterprises, including 7 percent that are operated by service disabled veterans. These entrepreneurs make critical contributions to the U.S. economy. Nearly three-quarters expect to employ at least one other person, which supports job growth and expanding of local economies.

## **1.4 Purpose**

Pursuant to the Military Reservist and Veteran Small Business Reauthorization and Opportunity Act of 2007, Public Law 110-186, Title I, Section 107 existing SBDC Lead Centers may apply to SBA for awards of financial assistance to implement The Veterans Assistance and Services Program. Recipients of awards under this Announcement will be required to **A)** develop a marketing plan to promote awareness of the services of the center available to veterans, a marketing campaign targeted toward veterans, service-disabled veterans, military units, Federal agencies, and veterans organizations; **B)** use technology-assisted online counseling and distance learning technology to overcome the impediments to entrepreneurship faced by veterans and members of the Armed Forces; and **C)** increase coordination among organizations that assist veterans, including by establishing virtual integration of service providers and offerings for a one-stop point of contact for veterans who are entrepreneurs or owners of small business concerns.

## **1.5 Statement of Work**

OSBDC wishes to enter into one or more cooperative agreements with SBDC Lead Centers to provide Veterans assistance to small business concerns as indicated in paragraph 1.4.

## ***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 Veterans Assistance and Services Program if it is certified under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).

In the interest of making the Program services available to the greatest number of veteran entrepreneurs, applicants are encouraged to design their proposals to use multiple service delivery sites within their State SBDC networks

To the maximum extent practicable, SBA will fund The Veterans Assistance and Services Program projects to promote a nationwide distribution of participating SBDC Lead Centers. No state will receive more than one award for this program (new or renewal).

## ***2.0 Section II – Award Information***

### ***2.1 General Award Information***

#### ***2.1.1 Project Start Date***

The project start date is 30 days after the award for states/regions responding to Announcement No. OSBDC-2010-03

#### ***2.1.2 Project Duration***

The period of performance for this grant is one year, with a corresponding one year budget period. The applicant organization may continue to receive annual SBDC Cooperative Agreements in future years (up to three option years), subject to continued program authorization, availability of funds, satisfactory performance and full accreditation.

### ***2.2 Funding Information***

#### ***2.2.1 Funding***

Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act and is subject to amounts approved in advance in appropriations Acts.

#### ***2.2.2 Funding Instrument***

The SBDC funding instrument is the Cooperative Agreement.

#### ***2.2.3 Funding Range***

The funding level for this Program is \$1,000,000. The Office of Small Business Development Centers intends to Fund 10 projects of approximately \$100,000 each.

#### ***2.2.4 Cancellation***

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

### ***2.2.5 Continuation of Funds***

SBA intends to continue to fund The Veterans Assistance and Services Program annually, subject to the availability of funds and the authorization authority, currently four years from inception in 2008. Programs currently funded will be considered for renewal for up to three option years; however, an SBDC may not receive continued funding if there has been a clear showing of poor performance, improper activity affecting the operation and integrity of the SBDC, a failure to follow the rules and procedures set forth in the statute, regulation and/or Program Announcement (see 13 CFR 130.700) as incorporated into the Cooperative Agreement or has been denied Accreditation. New awards will be made for a base project period of twelve (12) months with three, twelve-month option periods.

### ***2.3 Match Requirement***

The organization receiving the Cooperative Agreement is not required to match funding for this Program.

### ***3.0 Section III – Eligibility Information***

#### ***3.1 Eligible Applicants***

An applicant, eligible for this funding opportunity, 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 applicants will 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 having a currently unresolved audit by 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 that has had 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

Proposals must be submitted for one year with three option years. 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](http://www.grants.gov) for review by OSBDC. Hard copy or other submissions will not be accepted. Forms are available at [www.sba.gov/sbdc](http://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](http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_funding_opps.html)”

#### 4.1 Proposal Attachments Chart

Proposal submissions must include the information listed in the table below. The submission information table follows (check mark indicates required submission for that year):

Submission Information		Base Year	Option Years	Source
Technical Proposal (Part I)	Technical Narrative	Prepare for the base year and three option years.	Provide changes related to the service delivery approach; new SBA/SBDC priorities; schedule of holiday closures; a list of new employees, their positions, and resumes	
	List of Attachments	√	√	
	Planned Milestone Accomplishments	Submit for first year only	Update as necessary, provide revised goals for program year.	<a href="#">SBDC forms and worksheets</a>
Budget Information (Part II)	Application for Federal Assistance SF-424	Provide for initial year. Also include three separate SF-424s for the optional year budget periods	√	<a href="http://www.grants.gov">www.grants.gov</a>
	Budget Detail Worksheet (A9-A11)	Provide for initial year. Also include three separate for the optional year budget periods	√	<a href="http://www.grants.gov">www.grants.gov</a>
	Budget Information Non-Construction Programs SF-424A	Provide for initial year. Also include three separate SF-424As for the optional year budget periods	Sections A, B, C, D and E should be completed for the corresponding 12-month budget period for the network, Lead Center and applicable Service Center (if standard SBDC Budget Justification format is not submitted).	<a href="http://www.grants.gov">www.grants.gov</a>
	SBDC line-item Budget Justification with Narrative and Center Personnel List	Provide for initial year. Also include three separate for the optional year budget periods	Submit for lead and applicable Service Center.	<a href="http://www.grants.gov">www.grants.gov</a>
	Indirect Cost Rate	Submit for lead and Service Centers	Submit only if provisional rate has	

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	Agreements	claiming indirect costs	changed at center	
	Indirect Cost Allocation Worksheet	√	Submit if provisional rates have changed	<a href="#">SBDC forms and worksheets</a>
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
	Cash Match and Program Income Certification Form	√	√	www.grants.gov
	Cost Sharing Proposal SBA Form 1224	√	√	www.grants.gov
	Assurances Non-Construction Programs SF-424B	√	√	www.grants.gov

## 4.2 Proposal Information

### 4.2.1 Technical Proposal (Part I) (Not to exceed 30 pages, excluding attachments and exhibits)

The technical proposal must have numbered pages. Supporting documentation (i.e. demographics, statistical data, needs assessments, studies, etc.) is mandatory for the technical proposal and must be readily identified by a reviewer of the proposal. Proposals will be rejected if supporting documentation is not provided. The applicant must describe the specific approach and technical capability to accomplish each objective identified in the statement of work. The supporting documentation may be attached to the technical proposal.

The proposal should reflect the results of market research conducted to determine the need for the program's services, a description of work outputs and products (such as performance indicators, performance standards, and acceptable quality levels of service), and if there are technological or other changes in services required by the program. The applicant must provide

- a project overview (one-page or less) that acts as an executive summary of the vision, mission and overall goal of the project;

- a description of its specific approach and technical capability to provide each category of service required by this program announcement;
- a definitive narrative demonstrating the applicant's overall understanding of the program and how it relates to the Agency's mission; and
- a concise discussion of the applicant's experience providing small business concerns with training and counseling;
- a comprehensive evaluation methodology to measure the outcomes of the project goals and objectives that meet the following criteria;
  - must have clear and easily measurable evaluation and reporting templates which must be included in the proposal, each quarterly report, and the annual report;
  - these methodologies and measures must be consistently applied to accommodate future comparisons to the original goals and objectives;
- a plan to measure program effectiveness on a quarterly basis within the grant period, and, if applicable, from year to year.
- a timeline with milestones for the 12-month life of the grant period; and the three option years;
- 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 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 Veterans Assistance and Services Program. For information on coding contact your software service provider or view the requirements documents at [www.sba.gov/private/edmis2/private](http://www.sba.gov/private/edmis2/private)
- a detailed discussion of their approach to overall management and integration of all activities required by The Veterans Assistance and Service Program. This discussion will address the management objectives and techniques that demonstrate how the work requirements will be met and must include an organizational chart.

**4.2.2. Key Personnel.** The applicant must provide a staffing plan identifying, by name, the key management and technical personnel who will work under the Veterans Assistance and Services program. 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,
- The applicant must also provide a list of contractors and consultants, identified separately, along with copies of contractual/consultant agreements that employ project funds.

### **4.3 Budget Information (Part II)**

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Budget information will be provided through the attachments outlined in the table in 4.5.

#### **4.4 Certifications and Assurances (Part III)**

Provide assurances as indicated in 4.5.

#### **.5 Required Proposal Submission Dates**

Each SBDC applicant is required to submit its proposal via [www.sba.gov](http://www.sba.gov)  
no later than 9:00 PM EDT, October 29, 2009

#### **5.0 Section V - Application Review Information**

##### **5.1 Evaluation Criteria**

*Applications will be scored as follows:*

#### **Organizational Capability and Project Need: (20 Points)**

- a. Knowledge of Veteran's needs as pertains to small businesses located in the SBDC's service area. Applicants must provide evidence (statistics, demographics, research, case studies, and other supporting documentation) of the targeted veteran's business community.
- b. Does the applicant provide other supporting information related to veteran education and training? Can the applicant demonstrate objective factual and economic or market justifications for the proposed project? Does the applicant provide demographics demonstrating a local need for veteran's education and training? Does the applicant provide reliable:
  - statistics on owned by veterans and military personnel who are nascent entrepreneurs or owners of small business concerns.?
  - other specifically related criteria in support of targeting the veteran's business community?
- c. Does the Program Narrative specify and detail the ability of the applicant to act as a facilitator for small business concerns, lenders and the SBA to facilitate financing arrangements
- d. Does the proposal respond to the unique needs of the targeted market? Provide specific examples.

**Project Services and Delivery: (40 Points)**

- a. Does the Program Narrative 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.
- b. Does the applicant provide reliable:
  - Evidence of their ability to design, develop, implement and monitor a marketing plan that promotes awareness and educational services of the SBDC available for veterans and military personnel who are nascent entrepreneurs or owners of small business concerns.
  - Evidence of their ability to design, develop, implement and monitor a plan for the use of technology to provide on-line counseling and distance learning to for veterans and military personnel who are nascent entrepreneurs or owners of small business concerns.
  - Evidence of their ability to design, implement and monitor a program that coordinates with organizations that assist veterans, including the virtual integration of service providers and offerings for a one-stop-point of-contract for veterans and military personnel who are nascent entrepreneurs or owners of small business concerns.
- c. Innovation and creativity in providing assistance to small business is encouraged. Does the project make innovative and imaginative use of resources while filling a vital gap in support of small businesses?
- d. Best Practices. Does the design lend itself to identification and implementation of best practices? Could it serve as a model, or be summarized and posted on a website as a delivery mechanism for others' use?
- e. Can the applicant provide measurable, reportable effectiveness in its delivery assistance? Are the project design and methodology viable? Does the design lend itself to easily traceable, accurate reporting of project outcomes? Are templates or models included? Can progress be easily identified/adjusted with these templates?
- f. Does the project proposed demonstrate sufficient capacity to address the needs of the targeted community? Can the assistance be made readily available? Is the project part of a larger strategy, e.g., working with local or state development organizations?

**Operational Controls: (25 Points)**

- a. Does the proposal provide an evaluation design and method for measuring the outcomes of the project's objectives and complying with all required financial and performance reporting?
- b. Is there a process for on-going monitoring?
- c. Does the proposal provide a timeline with project tasks for the grant period? Can the template provided track the program's progress and effectiveness from quarter to quarter against the original goals throughout the year?
- d. Are templates included which easily and graphically compare data collection to original goals?
- e. Do the proposed costs match the projected efforts? Is the budget information complete, detailed and accurate? Is the Detailed Expenditures Worksheet portion of the budget information complete?
- f. Are additional funds or in-kind contributions being contributed to this project by the host or other partners? Please identify.

**Project Management: (15 Points)**

- a. Does the proposal state how and by whom staff will be chosen? Does the proposed staff selection process ensure that new hires are qualified and sufficiently experienced to implement and administer this project? Does the proposal identify the key management, staff, and contractors/consultants? Does the Personnel List include all full-time and part-time SBDC network employees who are devoting their time to this project? Are staff, volunteers and contractors/consultants sufficiently equipped to further the goals of the project?
- b. Do resumes and position descriptions for the project director and key staff demonstrate the division of labor and experience necessary for the attainment of the grant's goals? Are consultants' resumes, position descriptions, and a sample contract included?
- c. Is there an organizational chart for all proposed full time and part-time project 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.

## **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.sba.gov](http://www.sba.gov)

Submission via other media will not be accepted. SBA officials will form a Technical Evaluation Committee to review 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. Where all other factors are equal, order of submission will be used as a final determining factor when selecting proposals 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 herein. 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 a Veterans Assistance and Services award (including clients counseled and trained, on-line counseling and distance learning systems developed) must be discrete and separate from data reported under the regular SBDC grant program.

#### **6.2.1 Performance Reports**

Recipients must submit quarterly performance reports and an annual performance report to the 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.

#### **6.2.2 Veterans Assistance and Services Program Quarterly Performance Reports (QPR).** Recipients must submit QPRs within 30 days of the completion of each quarter. Each QPR must include

- a. 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);
- b. a comparison of project tasks to actual accomplishments and identification of the reasons for non achievement and a plan of action to address them, where applicable; and
- c. copies of résumés and subcontracts relating to the current budget period, if not previously submitted.
- d. data must be collected and submitted to SBA through EDMIS on a quarterly basis with coding appropriate to the Veterans Assistance and Services Program. For information on coding contact your software service provider or view the requirements documents at [www.sba.gov/private/edmis2/private](http://www.sba.gov/private/edmis2/private)

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### 6.2.3 *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 best practices. An APR must also include

- a. a summary of the veterans assistance provided by the Recipient under the project;
- b. the number of small business concerns assisted under the project; and
- c. any additional information deemed necessary by the Administrator, in consultation with the Association of Small Business Development Centers.

### 6.3 *Financial Reports*

Recipients must submit quarterly, hard copy 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. 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.

### 6.4 *Payments.*

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

- a. Standard Form 270 - Request for Advance or Reimbursement
- b. Detailed Expenditures Worksheet (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*

Questions concerning general information contained in this Announcement must be directed to the Veterans Assistance and Services Program GOTR at (202) 205-6766.

### 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 OSBDC's current 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

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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 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 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 awarded a grant under this Program Announcement.

**8.4.5 SBDC Lead Center.** The SBDC recipient organization that is approved for funding enters into a Cooperative Agreement with SBA. The recipient organization receives the federal funds and is responsible for establishing an SBDC network for a defined area.

**8.4.6 Small Business** means a business entity:

- a. that is independently owned and operated, is not dominant in its field of operation, and is organized for profit with a place of business located in the United States and that operates primarily within the United States; and
- b. 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