

U.S. Small Business Administration (SBA)
Office of Women's Business Ownership (OWBO)
WOMEN'S BUSINESS CENTER (WBC) - INITIAL PHASE GRANT

Funding Opportunity Announcement (FOA) No. OWBO-2020-01

Base Budget Period: April 1, 2020 – September 29, 2020

Opening Date: January 27, 2020

Closing Date: February 27, 2020

The purpose of this FOA is to provide funding for one private, non-profit organization that will provide entrepreneurial development services to women, with an emphasis on socially and economically disadvantaged entrepreneurs, within the City of Los Angeles, California, by starting a new community-based WBC.

Eligible applicants must be private, non-profit organizations with 501(c)- tax exempt status from the U.S. Treasury/Internal Revenue Service and must provide services to the City of Los Angeles, California. Note: Public non-profit organizations and for-profit businesses are not eligible for these awards. Public non-profits are organizations, such as churches, schools, and hospitals that generally provide charitable services directly to the public, that are funded in large part by public donations and have many outside, unaffiliated directors. An organization that is operating or has operated an SBA-funded WBC within the past five years, if selected, will be awarded as a Renewal Phase Project. Likewise, an organization that previously operated an SBA-funded WBC that is no longer operating, if eligible to apply and selected, will also be awarded as a Renewal Phase Project since this application will be treated as an effort to re-establish the WBC.

Recognizing the important role that Minority Serving Institutions (MSIs) (e.g., Historically Black Colleges and Universities [HBCUs], Hispanic-Serving Institutions [HSIs] from the Hispanic Association of Colleges and Universities [HACU], and Asian American Native American Pacific Islander Institutions [AANAPISIs]) play in meeting the needs of socially and economically disadvantaged markets, this program announcement seeks to encourage MSIs to provide entrepreneurial development services to socially and economically disadvantaged entrepreneurs. MSIs and their auxiliary entities are encouraged to apply.

Likewise, other organizations meeting the WBC program eligibility criteria and serving socially and economically disadvantaged entrepreneurs, are also encouraged to apply.

Proposals responding to this FOA must be posted to www.grants.gov by no later than 11:59:59 p.m. Eastern Daylight Time, on February 27, 2020. No other methods of submission are permitted. Proposals submitted after the stipulated deadline will be rejected without evaluation.

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OFFICE OF WOMEN’S BUSINESS OWNERSHIP

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Section I- Funding Opportunity Description

1.1 Program Overview

- 1.1.1.** Federal Agency Name: U.S. Small Business Administration (SBA)
- 1.1.2.** Funding Opportunity Title: Women’s Business Center – Initial Phase Grant
- 1.1.3.** Announcement Type: Initial
- 1.1.4.** Funding Opportunity Number: OWBO-2020-01
- 1.1.5.** CDFA Number: 59.043
- 1.1.6.** Closing Date for Submissions: February 27, 2020 at 11:59:59 PM Eastern Standard Time
- 1.1.7.** Authority: Small Business Act §§2(h), 29 (15 U.S.C. §§ 631(h)), and 656, as amended; 13 CFR Part 131
- 1.1.8.** Duration of Authority: Permanent
- 1.1.9.** Funding Instrument: Cooperative Agreement
- 1.1.10.** Funding: Fiscal Year 2020
Project Period is April 1 – September 29, 2020
- 1.1.11.** Award Amount/Funding Range: Up to \$75,000 in funding is available for this FOA. The SBA expects to provide funding for one Initial Phase award. This funding will cover one new WBC in the location identified on the cover page. Non-Federal entities are required to match awarded funds on a 1:2 ratio for the base project period and first option year of the grant and a 1:1 ratio for the subsequent three years.
- 1.1.12.** Project Duration: The award will include a base project period of six (6) months, with 4 option periods of 12 months each. Exercise of options is at the SBA’s discretion and is subject to continuing program authority, availability of funds, and satisfactory performance by the non-Federal entity.
- 1.1.13.** Project Starting Date: April 1, 2020
- 1.1.14.** Proposal Evaluation: Proposals will be reviewed for sufficiency as detailed in Section 5.0. The SBA may ask applicants for clarification of the technical and cost aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.
- 1.1.15.** Agency Programmatic Point of Contact: U.S. Small Business Administration
Office of Women’s Business Ownership
Tel: (202) 205-6673 | E-mail: owbo@sba.gov

1.2 Introduction

The WBC Program was established by the Women's Business Ownership Act of 1988 (Public Law No. 100-533) as the Women's Business Demonstration Pilot, providing grants to private non-profit organizations to aid and encourage the development and growth of small women-owned businesses through long-term training and counseling. The program was expanded and made permanent in 2007, when the WBC Sustainability Grant Program, established in 1999, was replaced with the WBC Renewal Grant Program.

1.3 Background

Since its inception in 1953, the SBA has served to aid, counsel, assist and protect the interests of small businesses. While the SBA is best known for its financial support of small businesses through its many lending programs, the agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity and management improvement.

The mission of the WBC Program is to act as the catalyst for providing in-depth, substantive, outcome-oriented business services to women entrepreneurs, both nascent and established businesses, a representative number of which are socially and economically disadvantaged. This mission is accomplished through the award of financial assistance to private, 501(c)- certified non-profit organizations to enable them to affect substantial economic impact in their communities, as measured by successful business start-ups, job creation and retention, and increased company revenues.

1.4 Purpose

The purpose of this FOA is to provide funding for one private, non-profit organization that will provide entrepreneurial development services to women, with an emphasis on socially and economically disadvantaged entrepreneurs, within the City of Los Angeles, California, by starting a new community-based WBC.

Eligible applicants must be private, non-profit organizations with 501(c) tax-exempt status from the U.S. Treasury/Internal Revenue Service and must provide services to the City of Los Angeles, California. Note: Public non-profit organizations and for-profit businesses are not eligible for these awards. Public non-profits are organizations, such as churches, schools, and hospitals that generally provide charitable services directly to the public, are funded in large part by public donations and have many outside, unaffiliated directors.

An organization that is operating or has operated an SBA-funded WBC within the past five years, if selected, will be awarded as a Renewal Phase Project. Likewise, an organization that previously operated an SBA-funded WBC that is no longer operating, if eligible to apply and selected, will also be awarded as a Renewal Phase Project since this application will be treated as an effort to re-establish the WBC.

Recognizing the important role that Minority Serving Institutions (MSIs) (e.g., Historically Black Colleges and Universities [HBCUs], Hispanic-Serving Institutions [HSIs] from the Hispanic Association of Colleges and Universities [HACU], and Asian American Native American Pacific Islander Institutions [AANAPISIs]) play in meeting the needs of socially and economically disadvantaged markets, this program announcement seeks to encourage MSIs to provide entrepreneurial development services to socially and economically disadvantaged entrepreneurs. MSIs and their auxiliary entities are encouraged to apply. Likewise, other organizations serving socially and economically disadvantaged entrepreneurs, that meet the WBC program eligibility requirements, are also encouraged to apply.

1.5 Leveraging of Resources

The Applicant selected for an award under this FOA is required to maximize efforts leveraging the SBA funding by working in conjunction with the SBA's District Offices and other Federal, state, local and tribal government small business development programs and activities; the SBA resource partners (such as SCORE, Small Business Development Centers, Women Business Centers, and Veterans Business Outreach Centers); 7(j) Technical Assistance providers; Small Business Investment Companies; Certified Development Companies; SBA lenders; universities, colleges, and other institutions of higher education; and private organizations (such as chambers of commerce and trade and industry groups and associations).

1.6 SBA Involvement and Oversight

The WBC Program is managed by the Assistant Administrator of the Office of Women's Business Ownership (AA/OWBO) under the direction of the Associate Administrator for Entrepreneurial Development (AA/OED). A designated Program Manager (PM) located within OWBO at SBA Headquarters will be responsible for the overall monitoring and oversight of the non-Federal entity's WBC project, including compliance with the terms and conditions of the cooperative agreement. A designated Grants Officer within OWBO will be responsible for issuing the Notice of Award (NOA), making modifications to the award, and processing payments.

An SBA employee assigned to a District Office located within the non-Federal entity's service area will be tasked with serving as the District Office Technical Representative (DOTR) and will act as the local representative for SBA.

1.7 Changes or Cancellation

The SBA reserves the right to amend or cancel this FOA, in whole or in part, at the agency's discretion. Should the SBA make material changes to this FOA, the agency will extend the closing date as necessary to afford Applicants sufficient opportunity to address such changes.

Section II – Award Information

2.1 Estimated Funding

Up to \$75,000 in funding is available for this FOA. The SBA expects to provide funding for one Initial Phase award. This funding will cover for one WBC in the location identified on the cover page.

2.2 Expected Number of Awards

The SBA expects to make one award under this FOA.

2.3 Period of Performance/Budget Periods

The award will be made for up to a 5-year period of performance, consisting of a base period of six (6) months from the date of award and four (4) option periods of twelve (12) months each. The exercise of option periods will be solely at the SBA's discretion and is subject to continuing program authority, the availability of funds, and a non-Federal entity's continued satisfactory performance and compliance with all the terms and conditions of the award. Each base and option period will constitute a separate and distinct 12-month Budget and Performance Period.

2.4 Funding Information

- Funds provided under the WBC Program must be used solely for the purposes stipulated in this FOA and the NOA and may not be commingled with funds from other sources, and non-Federal entities are required to maintain separate accounting over Federal funds to ensure funds are used for authorized purposes only. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in 2 CFR 200, Subpart E.
- The SBA will not reimburse Applicants for their proposal preparation costs. Applicants may request pre-award costs, which require prior approval from SBA. Pre-award costs are necessary for efficient and timely performance of the scope of work of the project and meet the tests of allowability, allocability, and reasonableness.
- No Federal funds provided through an Award under this FOA or matching contributions dedicated to such an Award may be used for the purpose of making a sub-grant. While subcontracting is permitted, successful Applicants may not spend more than 49% of Award funds on subcontracts. Additionally, under no circumstances may successful Applicants contract out the administration or day-to-day management of this project to any other party.
- Indirect Costs - If the Applicant has never had an approved Indirect Cost Rate Agreement (ICRA) and its budget includes indirect costs, it may utilize a de minimus rate of 10% of Modified Total Direct Costs (MTDC) to include Federal and non-Federal costs, until the non-Federal entity can provide a copy of a current ICRA either through the SBA or from another cognizant Federal agency. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subcontract regardless of the period of performance of the subcontracts under the award. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission,

scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of \$25,000. (2 CFR 200.68)

2.5 Funding Instrument

The funding instrument used will be a Cooperative Agreement.

2.6 Non-Federal Matching Requirement

The applicant is required to provide non-Federal matching funds. Non-Federal match may consist of cash, in-kind, and/or program income and must be used for approved budgeted items only.

Annual match

The applicant is required to match awarded funds on a 1:2 ratio (\$1 of non-Federal funds for every \$2 of Federal funds) for the base period and first option year and 1:1 in the three subsequent years.

Non-Federal Match

Cash

- Donations from Federal entities may not be claimed as match.
- Matching contributions must come from non-Federal sources such as state and local public funds; private individuals, corporations, and foundations; and program income (income from program services).
- Funds you receive as payment for services provided under an agreement with an outside, non-Federal entity may be used as match regardless of whether the non-Federal entity received those funds from a Federal source.
- When permissible under the terms of the Community Development Block Grant (CDBG) Program, CDBG funds may also be used as match. The matching contribution must be pledged for WBC activities.
- Note: Community Service Block Grant (CSBG) funds may not be used as match.
- At least one half of the non-Federal match must be in the form of cash.

In-Kind

- No more than one-half of the non-Federal match may be in the form of in-kind contributions, including but not limited to office equipment and office space.

Failure to Obtain Match

The SBA may withhold payment at any time if the required level of non-Federal match has not been obtained. Payment will be withheld unless the applicant has adequately certified that the required amount of non-Federal match equal to or greater than the Federal funds expended (of which at least half is in the form of cash) has been fully obtained and expended for project activities during each reporting period.

Note: Initial Phase WBCs in the base period and first option year of its project must provide non-Federal match equal to or greater than 50% of the Federal funds expended, of which at least half is in the form of cash.

2.7 Non-Federal Matching Certification

The applicant must certify that the non-Federal matching share has been obtained and expended on the WBC Project and must maintain records of all cash, in-kind donations, and program income and how it was spent. The DOTR or other financial examiner will review records during site visits and the mid-year and annual programmatic and financial reviews.

Section III – Eligibility Information

3.1 General

An organization may submit only one proposal in response to this FOA. Any additional applications from the same organization will automatically be rejected without being evaluated.

3.2 Eligible Applicants

In order to be eligible for this FOA, applicants must be a private non-profit organization certified under § 501(c)- of the Internal Revenue Code of 1986 and have experience providing technical services to women, with a special emphasis on socially and economically disadvantaged entrepreneurs.

Applicants must document as part of the narrative proposal that they:

- Will provide services to women and other entrepreneurs who are both socially and economically disadvantaged within the City of Los Angeles, California.
- Continue to be organized and incorporated in the United States and remain in good standing in the state or territory of incorporation. A copy of the certificate of good standing or applicable document must be attached to the applicant's technical proposal.
- Are a private not-for-profit or non-profit corporation with an active 501(c) Federal tax-exempt status certification from the United States Department of Treasury/Internal Revenue Service. A copy of the 501(c) designation letter must be attached to the applicant's technical proposal.
- Will provide technical assistance to small business concerns owned and controlled by women.
- Have an established organizational infrastructure with an internal financial management system that currently meets the requirements of 2 CFR 200.302.
- Are responsible for hiring, supervising, and employing staff enough to ensure that the WBC is open to the public a minimum of 40 hours a week including evening and weekend hours and to fully provide the services required under this FOA, the NOA, and the applicant's proposal. Staff must include a full-time (40 hours per week) program director whose time is dedicated 100% to managing the day-to-day operations of the WBC as well as overseeing its staff, volunteers, and all financial aspects.

3.3 Ineligible Applicants

The following organizations will automatically be considered ineligible and their applications will be rejected without being evaluated:

- Has a Federal delinquent debt subject to offset;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act within the past three years;
- Any organization that has had a WBC grant or cooperative agreement involuntarily terminated or not renewed within the past year;
- Any organization that has filed for bankruptcy within the past five years;
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project;
- Any organization that does not propose to hire and employ a full-time (40 hours per week) program director whose time is dedicated 100% to managing the day-to-day operations of the WBC and staff; and/or
- Any organization that was convicted, or had an officer or agent acting on its behalf convicted, of a felony criminal violation under any Federal law within the preceding 24 months.

Section IV - Application and Submission Information

4.1 Application Instructions

Applications must consist of the following elements: (i) project abstract; (ii) technical proposal; (iii) budget narrative; (iv) certifications, forms and assurances; and (v) attachments and exhibits.

4.1.1 Project Abstract

The applicant must submit an abstract of no more than two pages summarizing the proposed project including, but not limited to the scope of the project and proposed outcomes. The Abstract must include the applicant's name, telephone number, web address, e-mail address for the applicant's designated point of contact, and project title, as well as a description of the area to be served, number of participants to be served, and funding level requested. The Abstract is limited to two double-spaced, single one-sided 8.5x11-inch pages with 12-point text and 1-inch margins. When submitting in [grants.gov](https://www.grants.gov), this document must be uploaded as an attachment to the application package and specifically labeled "Abstract."

4.1.2 Technical Proposal

The Technical Proposal must demonstrate the applicant's capability to implement the grant project in accordance with the provisions of this announcement. It provides a comprehensive framework and description of all aspects of the proposed project. It must be succinct, self-explanatory, and well organized so that reviewers can understand the proposed project.

The Technical Proposal pages must be numbered, and the narrative portion of the application shall be limited to twenty (20) pages. Attachments such as position descriptions, résumés, budgets, organization charts, and milestone charts are not counted toward the 20-page maximum. Besides attachments, the agency will not

consider any materials beyond the specified page limit in the application review process.

The following instructions provide all the information needed to complete the Technical Proposal. Carefully read and consider each section and include all required information. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section 4. Use the same section headers identified below for each section of the Technical Proposal.

1. Statement of Need

Describe in both quantitative and qualitative terms the need for assistance, including the nature and scope of the problem and the consequences of not addressing the need. Incorporate demographic and local economic data whenever possible. Be sure to describe:

- The geographic region where the WBC will provide services, the specific needs of women and socially and economically disadvantaged entrepreneurs, and the characteristics of the local economy;
- The services the WBC proposes to deliver and how they will assist women, socially and economically disadvantaged women, and other socially and economically disadvantaged entrepreneurs to start, grow or expand their ventures; and
- How the proposed project complements and does not duplicate other public and private projects or services in the market area.

Applicants should specify whether the focus will be on rural, urban, or tribal areas. Please note that emphasis is given to projects that engage socially and economically disadvantaged entrepreneurs and also engaging communities served by MSIs and other organizations operating in designated Opportunity Zones. Opportunity Zones were created by the 2017 Tax Cuts and Jobs Act to provide investment in economically distressed areas by creating tax incentives for individuals and companies that invest in these designated zones, for more information on Opportunity Zones visit:

<https://www.irs.gov/newsroom/opportunity-zones-frequently-asked-questions>

Rating Criteria: **Up to 20 points** will be awarded based on the extent to which the application:

- Presents a discussion which is clear, logical, and an accurate interpretation of market and demographic data (**5 points**);
- Includes data sources and citations that provide information that enables the identification and verification of data (**3 points**);
- Demonstrates a comprehensive understanding of the training and technical assistance needs of women and socially and economically disadvantaged entrepreneurs within the geographic target area and the consequences of not addressing this need, based on the quantitative and qualitative information provided; (**7 points**) and
- Clearly describes how the proposed WBC will meet this need (**5 points**).

2. Project Design

Describe the methods that the proposed WBC Project will use to address the needs of women entrepreneurs in the targeted geographic area. Detail a plan of action that describes how the project will accomplish the proposed work and state the reason for taking the proposed approach over alternate approaches. Cite factors that might impact the project, identify any potential barriers, and describe how the project will overcome those barriers. Be sure to:

- Describe the full nature (virtual, in-person, cohort), scope, and frequency of the project's training and technical assistance activities and provide a convincing explanation that these training activities are appropriate and will lead to the creation of businesses and access to capital;
- Describe how the WBC will collaborate with the SBA and its Resources Partners;
- Describe the WBC outreach, recruitment, and enrollment strategy for engaging the target population(s), including clear identification of how the SBA and other partner organizations will support this effort; and
- Provide a detailed explanation of the process or system for reviewing, approving, and collecting data from program participants to inform and evaluate program performance and impact.

OWBO is interested in supporting innovative approaches to providing services to all entrepreneurs. Applicants are encouraged to consider forming collaborations and consortia that will expand the breadth and reach of program services. These approaches can be especially useful in reaching socially and economically disadvantaged entrepreneurs.

Importantly, selected organizations will be expected to develop a plan to encourage business development in Opportunity Zones. Guidance will be provided after award.

Rating Criteria: **Up to 30 points** will be awarded based on the extent to which the application:

- Clearly proposes a plausible model infused with evidence-based, evidence-informed, and/or promising practices and provides a clear approach to support its choice of model/components (**10 points**);
- Will directly engage women entrepreneurs and other socially and disadvantaged entrepreneurs within the specified geographic target area to support the creation, growth, and expansion of businesses (**10 points**);
- Strongly justifies its approach, including addressing any factors that might accelerate or decelerate implementation (**5 points**); and
Considers barriers that may impact the project's success (**5 points**).

3. Project Objectives, Metrics and Milestones

The Project Workplan is composed of a performance narrative and performance workplan template. Together they communicate how the Project will be implemented and how progress will be measured.

Performance Narrative

The performance narrative should clearly describe your project goals and how project activities will generate results for OWBO's three performance measures—unique clients served, new business starts, and capital infusion (# of transactions). WBCs are encouraged to be data driven, which may require them to collect more data than what OWBO requires for performance reporting. WBCs should not feel bound to limit their data collection.

Performance Workplan Template

The Performance Workplan Template will present the measures, targets, and milestones for the base and options periods. The template must include the following:

- Milestones, which are key markers of grant progress and are typically expressed in the form of an action or event marking a significant change or stage in development;
- Measures are quantifiable indicators used to determine if a project or program is achieving its desired objectives; and
- Targets, defined as the anticipated number of clients you will serve, business starts will be realized, and capital infusion transactions achieved.

Using the metrics tab provide performance metric targets for the entire base period of six (6) months as well as each of the four 12-month option years of the project's term. Using the milestones tab describe those tasks, actions, or products for each project year that are essential to the project's success and provide a timeline (including start and end dates) for completion.

The Workplan should reflect, and be consistent with, the Project Design and Budget Narrative and must cover all years of the project period, including the initial base and four option periods. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be attainable within a single budget year.

Importantly, first year activities should include a planning phase which details the steps needed to successfully launch the project, such as hiring key staff (i.e., Director); securing locations to house the center; finalizing partnership agreements; and ensuring readiness for transmitting data to SBA.

Rating Criteria: **Up to 20 points** will be awarded based on the extent to which the application:

- Reflects clear and realistic timelines for the completion of work and demonstrates how the project will operate through the funding period (**5 points**);
- Reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs (**5 points**); and
- Clearly describes and justifies a sound plan for meeting the preliminary steps during the planning phase to ensure that the following key benchmarks are reached: hiring key staff, securing locations for WBC operations, meeting

with potential partners, and ensuring readiness for transferring or entering data to EDMIS (**10 points**).

4. Organizational, Administrative, and Fiscal Capacity

Please provide information on the organization's current mission, structure, staffing, and relevant experience. Describe how these factors contribute to the ability of the organization to implement the program requirements and meet program expectations. Include information about any partnerships or collaborations that will have a significant role in implementing the Project. Describe the fiscal and administrative controls in place to properly manage Federal funds. Include the organization's capability to meet and sustain the Project's matching funds requirement.

Provide a detailed staffing plan that describes how staff will contribute to the accomplishment of the Project's goals. Please detail qualifications and experience of all project staff. Such qualifications and experience must demonstrate the staff's ability to manage a strategic partnership, including fiscal and administrative management, outreach, and promotion. Include copies of the WBC Project Director's résumé or the position description if unavailable and all position descriptions as attachments. An organizational chart that displays the proposed Project's staffing plan must be included. The WBC must have an advisory board. Include a list of WBC advisory board members and each member's phone number, e-mail address, and include the role(s) and responsibility(ies) of each member. If there is no advisory board, include your plan to obtain your WBC's advisory board. See definition below for the WBC Advisory Board. State by whom and during what hours the facility or facilities will be staffed. Also, provide a list of planned closures (e.g., holidays).

Applicants should provide a comprehensive description of the existing or planned systems and processes that the host organization will use to provide timely and accurate financial and participant-level performance reporting, including the process for tracking participant-level data on characteristics, services, activities, and outcomes of women entrepreneurs served through the project to report to the SBA during the life of the grant. In addition, detail how these systems will be used to regularly assess progress towards the identified performance goals and how rigorous performance reporting will be considered in staffing and budgeting plans.

Rating Criteria: **Up to 15 points** will be awarded based on the extent to which the application:

- Effectively communicates how the applicant organization's current mission, structure, staffing, and relevant experience will support the implementation and effective operation of a WBC (**1 point**);
- Describes the fiscal and administrative controls in place to properly manage Federal funds and capacity to meet and sustain the project's matching funds requirement (**5 points**);

- Provides a detailed staffing plan that describes how staff will contribute to the accomplishment of the project’s goals, providing the qualifications and experience of all project staff; provides an advisory and details when the center is open and closed (**3 points**);
- Provides a comprehensive description of the existing or planned systems and processes that the host organization will use to provide financial and program data to the SBA (**3 points**); and
- Demonstrates the technological capacity to support the WBC’s website and connect to the SBA website at www.sba.gov; to provide client support and training via email; and to provide or facilitate virtual training opportunities (**3 points**).

5. Past Performance – Programmatic Capability

Applicants should provide a full description of their organization’s prior experience in the provision of services to women and socially and economically disadvantaged entrepreneurs, specifically those that are socially or economically disadvantaged. This experience should be supported with documentation and data including length of time services were provided; number of entrepreneurs served; outcomes achieved; and past engagement with SBA and/or SBA Resource Partners.

Rating Criteria: **Up to 10 points** will be awarded based on the extent to which the application:

- Details the applicant’s experience providing technical assistance to women and/or socially and economically disadvantaged entrepreneurs, both nascent and established (**5 points**); and
- Describes past achievements operating an economic development program or another program comparable to the proposed project and the extent to which the past performance of the comparable program prepares the organization to undertake the proposed project (**5 points**).

6. Bonus Points (15 points)

The SBA is especially interested in projects that meet the needs of socially and economically disadvantaged communities. To receive the maximum bonus points applicants must clearly specify that socially and economically disadvantaged communities and their populations will be the focus of the Project. Bonus points will be awarded to projects that serve: rural areas; tribal communities; are and/or will partner with MSIs and/or other organizations serving socially and economically disadvantaged entrepreneurs; currently operate in an Opportunity Zone; and/or partner with an Opportunity Fund. This information must be described in the Statement of Need and Project Design sections of the application.

4.1.3 Budget Narrative (Cost/Budget Proposal)

Budget information for the initial six (6) month base period must be provided through the submission of the following:

- SF-424, Application for Federal Assistance;
- SF-424A, Budget Information – Non-Construction Programs;

Note: Budget estimates of Federal funds needed for the balance of the project period (i.e., the four additional 12-month option years) must be indicated on the SF-424A, Section E.

- Annual Budget Summary Worksheets (B10-B16) (**must submit in its original Microsoft Excel file format**--However, an applicant may substitute their own worksheets in place of the Annual Budget Summary provided it includes all the same cost elements/line items covered by the B10-B16);
- Certification of Cash Match and Program Income and Sources of Match Worksheet; and
- **Your own budget narrative providing a brief (no more than 5 pages), detailed explanation of the components of each cost element listed in the SF-424A and B10–B16 (example can be found on www.sba.gov/wbc).**

Rating Criteria: **Up to 5 points** will be awarded based on the extent to which the application:

- Includes a budget narrative that provides a detailed description of costs associated with each line item on the SF-424A as well as a description of leveraged resources provided (as applicable) to support grant activities (3 points); and
- Includes a completed SF-424a and budget narrative with numbers that align and total correctly (2 points).

Note: The SF-424 and 424A are located at Grants.gov. The Annual Budget Summary Worksheets (B10-B16) and the Certification of Cash Match & Program Income & Sources of Match Worksheet are located at www.sba.gov/wbc.

Use the following guidance for preparing the budget narrative:

- **Personnel:** List all staff positions by title (both proposed and current, if applicable). Give the annual salary of each position, the percentage of each position’s time devoted to the Project, the amount of each position’s salary funded by the grant, and the total personnel cost for the period of performance (base and four option periods).
- **Fringe Benefits:** For salaried employees, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
- **Travel:** Specify the estimated number of in-state and out-of-state trips for project staff, along with each trip’s purpose, mileage, per diem, and the associated staff who traveled.
- **Equipment:** Identify each item of equipment you expect to purchase which has an estimated acquisition cost of \$5,000 or more per unit (or if your capitalization level is less than \$5,000, use your capitalization level) and a useful lifetime of more than one year (see 2 CFR 200.33 for the definition of Equipment). List the quantity and unit cost per item. Please note that items with a unit cost of less than \$5,000 are classified

as Supplies, not Equipment. Additionally, we do not generally permit the purchase of equipment during the last funded year of a grant.

- **Supplies:** Identify categories of supplies (e.g. office supplies) in the detailed budget and list the quantity and unit cost per item. Supplies include all tangible personal property that does not qualify as Equipment (see 2 CFR 200.94 for the definition of Supplies).
- **Contractual:** Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. For each proposed contract and subaward, specify the purpose and estimated cost.
- **Construction:** Construction costs are not allowed, so this line must be left as zero.
- **Other:** List any item not covered elsewhere here (such as stipends or incentives). Provide clear and specific detail, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable.
- **Indirect Costs:** If you include indirect costs in the budget, you must provide one of the following:
 - A current version of your organization's Negotiated Indirect Cost Rate Agreement (NICRA), including an explanation of how the indirect costs are calculated. This explanation should include which portion of each line item, along with the associated costs, are included in your cost allocation base. OR
 - Your intention to claim indirect costs using the 10 percent de minimis rate, confirming that your organization meets the requirements as described in 2 CFR 200.414(f). Clearly state that your organization has never received a Negotiated Indirect Cost Rate Agreement (NICRA) and your organization is not one described in Appendix VII of 2 CFR 200, paragraph (D)(1)(b).

4.1.4 Certifications, Forms, and Assurances

- Under the provisions of the Paperwork Reduction Act of 1995, the Regulatory Secretariat Division the Office of Management and Budget (OMB) implemented a new process in the System for Award Management (SAM), for pre-award registration requirements for federal Grant Recipients. These revisions will enable non-Federal entities to submit common federal government-wide certifications and representations for Federal financial assistance at the time of registration in SAM.
- Non-federal entities are required to complete funding system assessment and submit a letter from the applicant's Auditor, Certified Public Accountant, Treasurer, Comptroller, Chief Financial Officer, or similarly qualified individual certifying that your organization's financial management system currently meets the requirements of 2 CFR 200.302.
- Applicants are responsible for ensuring they are compliant with all the certifications and assurances required to submit a federal grant application. Information on the requirements can be found at [SAM.gov](https://sam.gov).

4.1.5 Attachments and Exhibits

Along with the items discussed in the Technical Proposal, Budget Information, and Evaluation Criteria sections, applicants must submit copies of the following with its proposal (as applicable):

- Résumé and position description for the WBC Director and position descriptions for all other full- and part-time staff (including unfilled positions), copies of contracts and consulting agreements (include three quotes for all subcontracts between \$3,501 – \$150K), letters of support, pledges of additional funding or in-kind resources, leases, conflict of interest policy consistent with 2 CFR 2701.112. Successful applicants must maintain current signed conflicts of interest policy for all current employees, contractors, which include consultants and instructors providing services to the WBC;
- An organizational chart that depicts the relationship between the WBC and the host organization, as well as the WBC's operating structure; and
- A copy of the applicant's Cost Policy Statement.

4.2 Submission Instructions

Required forms are provided in the [grants.gov](https://www.grants.gov) application package for this FOA. All other required supporting worksheets are located at www.sba.gov/wbc. All proposals, including all attachments, must be submitted electronically via the government-wide financial assistance portal <https://www.grants.gov/web/grants/home.html>. **NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.** Specific instructions for obtaining, completing, and submitting an application via grants.gov, including animated tutorials, may be found at <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

A. How to Register to Apply through [Grants.gov](https://www.grants.gov)

Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have a Data Universal Numbering System (DUNS) Number, active SAM registration, and [Grants.gov](https://www.grants.gov) account to apply. **Applicants must register as organizations, not as individuals.**

Creating a [Grants.gov](https://www.grants.gov) account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in enough time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found at <https://www.grants.gov/web/grants/applicants/organization-registration.html>.

1. Obtain a DUNS Number: All entities applying for funding, including renewal funding, must have a DUNS Number from Dun & Bradstreet (D&B). Applicants must enter the DUNS Number in the data entry field labeled "Organizational DUNS" on the SF-424 form. For more detailed instructions for obtaining a DUNS Number, refer to <https://www.grants.gov/web/grants/applicants/organization->

[registration/step-1-obtain-duns-number.html](https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html).

2. Register with the SAM: All organizations applying online through [Grants.gov](https://www.grants.gov) must register with the SAM. Failure to register with the SAM will prevent your organization from applying through [Grants.gov](https://www.grants.gov). SAM registration must be renewed annually. For more detailed instructions on how to register with SAM, please refer to <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.
3. Create a [Grants.gov](https://www.grants.gov) Account: The next step is to register an account with [Grants.gov](https://www.grants.gov). Follow the on-screen instructions or refer to the detailed instructions at <https://www.grants.gov/web/grants/applicants/registration.html>.
4. Add an Organization Applicant Profile to a [Grants.gov](https://www.grants.gov) Account: A profile in [Grants.gov](https://www.grants.gov) corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations and have a profile for each, you may log in to one [Grants.gov](https://www.grants.gov) account to access all your grant applications. To add an organizational profile to your [Grants.gov](https://www.grants.gov) account, enter the DUNS Number for the organization in the DUNS field. For more detailed instructions about creating a profile on [Grants.gov](https://www.grants.gov), refer to <https://www.grants.gov/web/grants/applicants/registration/add-profile.html>.
5. EBiz POC Authorized Profile Roles: After you register with [Grants.gov](https://www.grants.gov) and create an Organization Applicant Profile, your request for [Grants.gov](https://www.grants.gov) roles and access are sent to the EBiz POC. The EBiz POC will then log in to [Grants.gov](https://www.grants.gov) and authorize the appropriate roles, which may include the Authorized Organizational Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on [Grants.gov](https://www.grants.gov), refer to <https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html>.
6. Track Role Status: To track your role request, refer to <https://www.grants.gov/web/grants/applicants/registration/track-role-status.html>

B. How to Submit an Application via [Grants.gov](https://www.grants.gov)

[Grants.gov](https://www.grants.gov) applicants can apply online using Workspace. Workspace is a shared online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA you can create individual instances of a workspace.

Below is an overview of applying on [Grants.gov](https://www.grants.gov). For access to complete instructions on how to apply for opportunities, refer to

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

1. **Create a Workspace:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.
2. **Complete a Workspace:** Add participants to the workspace to work on the application together and check for errors before submission. The Workspace

progress bar will display your progress through the application process. You may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

- a. **Adobe Reader:** If you prefer not to complete the forms online, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on [Grants.gov](https://www.grants.gov) to download the appropriate version of the software at <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

- b. **Mandatory Fields in Forms:** In many forms you will note fields marked with an asterisk and a different background color. These fields are mandatory and must be completed to successfully submit your application.
 - c. **Complete SF-424 Fields First:** The online forms are designed to autofill commonly required fields across forms, including the applicant's name, address, and DUNS number. Once you complete the SF-424, these fields will autofill in the other forms.
3. **Submit a Workspace:** An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. [Grants.gov](https://www.grants.gov) recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to address any potential technical issues that may disrupt application submission.
 4. **Track a Workspace Submission:** After successfully submitting a Workspace application, a [Grants.gov](https://www.grants.gov) tracking number (GRANTXXXXXXXX) is automatically assigned. This number will be listed on the confirmation page that appears after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted Workspace.

For additional training resources, including video tutorials, refer to <https://www.grants.gov/web/grants/applicants/applicant-training.html>.

Applicant Support: [Grants.gov](https://www.grants.gov) provides applicants with 24/7 support via the toll-free number 1-800-518-4726 and via email at support@grants.gov. For questions related to this specific grant opportunity, contact the number listed in the grant's application package. If you are experiencing difficulties with your submission, it is best to call the [Grants.gov](https://www.grants.gov) Support Center and get a ticket number. The Support Center ticket number will assist the SBA with understanding and tracking your issue.

C. Timely Receipt Requirements and Proof of Timely Submission

Online Submission. All applications must be received by the close date and time stated in the FOA. Proof of timely submission is automatically recorded by

[Grants.gov](#). The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from [Grants.gov](#) with the successful transmission of their application.

When the SBA successfully retrieves the application from [Grants.gov](#), [Grants.gov](#) will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that [Grants.gov](#) records when receiving your application. Applications received by [Grants.gov](#) after the established due date for the program will be considered late and will not be considered for funding by the SBA.

Applicants with slow internet access, such as dial-up connections, should be aware that transmission may be slow, and it take some time before [Grants.gov](#) receives your application. Again, [Grants.gov](#) will provide either an error message or an acknowledgement of receipt and a tracking number via email sent to the applicant with the AOR role who submitted the application. The [Grants.gov](#) Support Center reports that some applicants end the transmission too quickly because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

4.3 Required Proposal Submission Dates

Each applicant is required to submit their proposal electronically via <https://www.grants.gov/> by no later than 11:59:59 p.m. (Eastern Standard Time) on February 27, 2020. Because of the pre-conditions for submitting applications via [Grants.gov](#) and the potential for encountering technical difficulties, applicants are strongly encouraged to log on to [Grants.gov](#) and review the submission instructions early. **DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS.** Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

The SBA will consider the date and time stamp generated by [Grants.gov](#) as the official submission time. Any proposal that is not received by [Grants.gov](#) before the closing date of this FOA will be rejected without evaluation, unless the applicant can clearly demonstrate through documentation obtained from [Grants.gov](#) that they attempted to submit their proposal in a timely manner but were unable to do so solely due to [Grants.gov](#) system issues. Additionally, the SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

Applicants should save proof of any electronic submission made at [Grants.gov](#). If problems occur while using [Grants.gov](#), the applicant is advised to print any error message received and contact the [Grants.gov](#) Support Center for immediate assistance. Applicants may obtain advice and assistance with the [Grants.gov](#) submission process by visiting <http://www.grants.gov/web/grants/support.html> or by calling 1-800-518-4726.

Section V - Application Review Information

5.1 Review and Selection Process

Applications that are not rejected by grants.gov or SBA's screening process will be evaluated by teams of reviewers and scored based on how well they meet the criteria outlined above. These reviewers may be SBA employees or employees of other Federal agencies. **The maximum score any application can receive is 115 points.** Prior to evaluating applications received in response to this FOA, SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Therefore, applicants are encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing the Women's Business Center Program's services to as broad a segment of the required area as possible as stated in this FOA, the SBA will take the geographical dispersion of applicants' project service areas into account when making award decisions. An application that exceeds the minimum acceptable score and which scores higher than other acceptable proposals may nevertheless be passed over for funding if that application proposes to serve the same or substantially the same area or market as an existing non-Federal entity's WBC project or another higher rated application that was selected for award.

At SBA's discretion, it may select qualified applicants not funded under this FOA for awards in the future using subsequent fiscal year resources, subject to continuing program authority, and the availability of funds.

5.2 Evaluation Criteria

The SBA has established procedures for assessing the technical merit of applications to provide for an objective review and to assist applicants in understanding the standards against which applications will be evaluated. The evaluation criteria are based on the information required in the application as described in Section IV of this FOA. Reviewers will award points based on the evaluation criteria described below:

Criterion	Points (Maximum)
Statement of Need	20
Project Design	30
Project Workplan: Objectives, Metrics and Milestones	20
Organizational, Administrative, and Fiscal Capacity	15
Past Performance – Programmatic Capability	10
Budget and Budget Justification	5
Total	100
Bonus Points	+15

5.3 Risk Assessment

As required by 2 C.F.R. § 200.205(b), applicants receiving acceptable scores will be further evaluated by OWBO senior staff to assess the possible risks they may pose. In assessing the possible risks posed by an applicant, OWBO will consider the applicant's:

- Financial stability;
- Management systems quality and its ability to meet the management standards prescribed in 2 C.F.R. § 200.302; and
- History of performance in managing other Federal awards, including: timeliness of providing required reports; compliance with the terms and conditions of the award; ability to meet matching funds requirements; and the extent to which the applicant has failed to fully expend funds provided under prior awards

Section VI - Award Administration Information

6.1 Award Notification

All applicants will receive written notification of their application status. There will be no debriefing process for unsuccessful applicants.

6.2 Administrative and National Policy Requirements

The selected applicant will be required to comply with the requirements set forth in the Small Business Act, §§2(h) and 29 (15 U.S.C. §§ 631(h) and 656), as amended; 2 CFR Chapter I, Chapter II, Part 200, et al., 13 C.F.R. Part 131; and the terms and conditions set forth in their NOA. In addition, the SBA, from time to time, may advise non-Federal entities of awards made under this FOA of new legal requirements and/or policy initiatives with which they must agree to comply.

6.3 Reporting

The non-federal entities are required to submit the reports identified below. The SBA may withhold payment if reports are not received or are deemed inadequate. Failure to report in a timely manner will also be weighed against future applications for grant funding from the same organization and the exercise of any option periods. The reports provided by grant recipients may be made public. In addition, the SBA reserves the right to increase the frequency of reporting as deemed necessary, as well as require grant recipients to post these reports (apart from financial reports) on their websites.

6.3.1 Financial Reports

Grant recipients will be required to submit financial reports quarterly during the base project period, and semi-annually in year two through five, within 30 days of the conclusion of each reporting period. Financial reports will be submitted to the SBA using the SF-425, Federal Financial Report (FFR) and supporting documents identified by the OWBO. *Note: In years two through five, WBC projects deemed "high risk" must continue to submit quarterly financial reports.*

6.3.2 Health and Human Services (HHS) Payment Management System (PMS) Reports

Grant recipients will be required to submit quarterly financial reports to HHS using the electronic SF-425 via the HHS Payment Management System within 30 days of the completion of each quarter.

6.3.3 Performance Reports

The non-Federal entities will be required to submit semi-annual narrative performance reports to the SBA using the report identified by OWBO within 30 days after the completion of each six-month period. *Note: WBC projects deemed “high risk” must submit quarterly performance reports.*

6.3.4 Entrepreneurial Development’s Management Information System (EDMIS)

The non-Federal entities will be required to either manually enter performance data or upload data files quarterly to EDMIS, the Office of Entrepreneurial Development’s centralized data collection system, within 30 days of the completion of each quarter. EDMIS training is provided by the SBA. The WBC program’s three performance measures are: Unique Number of Clients Served, New Business Starts, and Capital Infusion (number of transactions).

6.3.5 Economic Impact Data

Grant recipients will be required to submit annual economic impact data to the SBA via the EDMIS Impact Data Entry Screen annually within 30 days of the end of the 4th quarter.

6.3.6 Report Submission

Grant recipients will be required to submit reports as instructed by the NOA.

6.4 Recordkeeping Requirements

6.4.1 Activity Records

Grant recipients will be required to maintain complete and accurate records and supporting documentation. Client counseling, training, and other activities must be fully documented on the SBA Form 641 and the SBA Form 888. In addition to the performance and program reports already mentioned in the Reporting section, the grant recipient must maintain the following records:

1. Counseling Activity Reports

The grant recipient will be required to document all counseling and training activities on the SBA Form 641 Counseling Information Form (or an equivalent form). Data gathered by this form must meet the minimum requirements as stipulated by OED’s EDMIS database. Signed copies of these forms must be retained by the grant recipient either electronically or in hard copy and be made available for the SBA’s review upon request. For training activities the 641 data element, denoting a training, must be used.

2. Training Activity Reports

The grant recipient will be required to utilize the SBA Form 888 Management Training Report (or an equivalent form) to report small business management training activities (see Definitions section for more details regarding what qualifies as training). The grant recipient may use a computerized version of this form. Electronic or hard copies of these forms must be retained by the grant recipient and be made available for the SBA's review upon request.

3. WBC Client Evaluation Forms

Evaluations of WBC services or client satisfaction surveys must be collected from clients who receive continuous counseling or attend a WBC training event. Copies of these evaluations must be retained by the grant recipient and be made available for the SBA's review upon request.

6.4.2 Protection of Client Contact Information

A WBC may not disclose the name, address, or telephone number of any individual or small business concern to which it aids without the written consent of that individual or concern, except as authorized by the SBA.

Section VII - Agency Contacts

7.1 Office of Women's Business Ownership Point of Contact

Questions concerning general information contained in this FOA should be directed to OWBO at 202-205-6673 or OWBO@sba.gov.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this FOA should be directed to OWBO at 202-205-6673 or OWBO@sba.gov.

7.3 Grants.gov Technical Support

For technical assistance with filing an electronic application in response to this FOA, contact the Grants.gov Service Center at 1-800-518-4726 or Support@Grants.gov.

Section VIII - Other Information

8.1 Definitions

The following definitions apply to awards made under this FOA.

8.1.1 Applicant

An eligible organization that applies for funding under this FOA.

8.1.2 Budget Period

The period of performance in which expenditures and obligations are incurred by a WBC, consistent with 2 CFR § 200.77.

8.1.3 Client

An entrepreneur or existing small business seeking services provided by the WBC.

8.1.4 Clients Served

Number of unique clients counseled and/or trained. Count of unique SBA client ids with a reported counseling session or training in the time period indicated.

8.1.5 Closure

A period when the WBC plans to cease operations, such as a national holiday, annual local event, or other extended period.

8.1.6 Contact Hours

The amount of time spent directly interacting with a business or individual client.

8.1.7 Contributions/Donations

Funds received by the non-Federal entity with no conditions and that may be used as match or overmatch for the WBC Project in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

8.1.8 Cooperative Agreement

Also known as a notice of award. A legal instrument of financial assistance between the SBA and a recipient organization that is consistent with 31 U.S.C. § 6302–6305 and provides for substantial involvement between the SBA and the recipient organization in carrying out the proposed activities.

8.1.9 Cost Policy Statement

A document describing all accounting policies of an applicant organization and narrating in detail its proposed cost allocation plan. This plan must stipulate the procedures used to identify, measure, and allocate all costs to each benefitting activity.

8.1.10 Counseling

Services provided to an individual and/or small business owner that are substantive in nature and require assistance from a Resource Partner or SBA District Office personnel in the formation, management, financing, and/or operation of a small business enterprise and are specific to the needs of the business or individual. Counseling services require a signed SBA Form 641 or equivalent form that supports the SBA's management information database.

8.1.11 Counseling Record

A record that provides individual client contact information, demographics about the client/business, and data on the counseling provided.

8.1.12 Distance Learning

The process of connecting learners with remote and virtual resources. Such learning uses communication technologies to stimulate continuous and lifelong learning. The technologies used may include video, audio, computer, satellite, audio-graphic and print.

8.1.13 Electronic Commerce (eCommerce)

Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

8.1.14 Goals

WBC goals are those established in collaboration with the OWBO.

8.1.15 Capital Infusion (Number of Transactions)

Aggregate total of transactions processed of SBA loans, non-SBA loans, and other forms of investments. Includes all forms of capital debt, investments from all sources (i.e., lines of credit, consumer debt produces used specifically for the business, angel investors, owner's capital contributions, etc.).

8.1.16 Grants Management Officer (GMO)

The SBA official with delegated authority to obligate Federal funds by signing the Notice of Award.

8.1.17 In-Kind Contribution (third party)

As described in 2 CFR § 200.96, the value of non-cash contributions (i.e., property or services) that benefit a federally assisted project or program and are contributed by non-Federal third parties, without charge, to a non-Federal entity under a Federal award.

8.1.18 New Business Starts

Clients that were able to start (indicated they are in business) as a result of services received.

8.1.19 Non-Federal Entity

Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient.

8.1.20 Notice of Award

See Cooperative Agreement.

8.1.21 Option Year

Additional 12-month budget period awarded after the first budget period (base period) as determined by the period of performance identified in the cooperative agreement.

8.1.22 Option Year Work Plan and Budget

The written submission by an existing WBC applying for an additional year of grant funding. This submission is required to ensure the recipient organization's continued alignment with the WBC Program and to update its description of projected WBC activities for the upcoming option year budget period.

8.1.23 Personnel

Formerly known as key and non-key personnel. These are all full- and part-time personnel employed by the non-Federal entity who serve in a position/role that is deemed necessary to the successful operation of the WBC.

8.1.24 Preparation Time (hours)

The amount of time spent preparing and researching information for a business or individual client.

8.1.25 Program Director

A full-time employee (40 hours per week, as required by statute) whose time is dedicated 100% to managing the day-to-day operation of the WBC. The Program Director's responsibilities include but are not limited to:

- Ensuring that the WBC Project and services are delivered in accordance with the FOA, Notice of Award, regulations, and statute.
- Ensuring that the WBC is compliant with the FOA, notice of award, regulations, statute, and OMB circulars.
- Ensuring that all communications from the OWBO are provided to the appropriate parties of the WBC.

8.1.26 Program Income

Gross income earned by the non-Federal entity, as described in 2 CFR § 200.80.

8.1.27 Project Funds

All funds authorized under the cooperative agreement including non-Federal cash, third-party in-kind contributions, and program income, as well as the Federal funds and non-Federal match authorized or reported as carryover funds.

8.1.28 Project Period

The period specified in the notice of award that identifies the start and end date of the recipient organization's project.

8.1.29 SBA Resource Partners

Organizations that provide services through SBA funding or through another recognized relationship with the SBA. Resource partners include, but are not limited to, Small Business Development Centers (SBDCs), SCORE, Veterans' Business Outreach Centers (VBOCs), Women's Business Centers (WBCs), U.S. Export Assistance Centers (USEACs), SBA Microloan Program intermediaries, non-lender technical assistance providers, and SBA co-sponsorship and memorandum-of-understanding partners.

8.1.30 Socially and Economically Disadvantaged Women

See 13 CFR § 124.103.

8.1.31 Technical Assistance

Counseling or training services provided to an individual and/or business in accordance with the terms of this FOA and a non-Federal entity's Notice of Award.

8.1.32 Training

A qualified activity or event presented or cosponsored by a WBC that delivers a structured program of knowledge, information, or experience on an entrepreneurial or business-related subject.

8.1.33 Travel Hours

The amount of time spent traveling to and from a location (separate from assigned post-of-duty) to meet with businesses or individual clients. If meeting with more than one client, travel time is counted only once.

8.1.34 Women's Business Centers (WBCs)

Women's Business Centers represent a national network of educational centers throughout the United States and its territories that assist women in starting and growing small businesses.

8.1.35 WBC Advisory Board

A group established to confer with and provide recommendations to the Women's Business Center Program Director on matters pertaining to the operation of the WBC. The Advisory Board will also act as a catalyst to raise funds for the Women's Business Center.

8.1.36 Woman-Owned Business

A small business concern that is not less than 51% owned by one or more women and the management and daily business operations of which are controlled by one or more women.

8.2 Additional Resources and Partnerships

Co-Sponsorship Agreements

If one or more organizations and the SBA are involved with a WBC as co-sponsors of an activity, a co-sponsorship agreement must be executed by the SBA, the WBC, and all other co-sponsors in accordance with the SBA's Co-sponsorship SOP 90 75 2 or revised equivalent.

8.3 Templates and Charts

8.3.1 Milestones and Metrics Template

Applicants must complete the "Milestones and Metrics Template" located at www.sba.gov/wbc and provide information as requested by the worksheet for the #-month base period and each of the four option years. Save the chart in its original format and include it with your submission.

SECTION D: FINANCIAL STABILITY

1. Is there any legal matter or an ongoing financial concern that may impact the organization's ability to manage and administer the grant? Yes No If yes, please explain briefly.

SECTION E: FINANCIAL STATEMENTS

1. Did an independent certified public accountant (CPA) ever examine the financial statements? Yes No

2. If an independent CPA review was performed, please attach a copy of their latest report and any management letters issued. Enclosed N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

SECTION F: ADDITIONAL INFORMATION

Use this space for any additional information (indicate section and item numbers if a continuation)

8.3.3 Checklist of Required Submissions

Checklist of Required Submissions for the OWBO- 2020-02 -Initial Grant	
OPEN DATE: January 27, 2020 CLOSE DATE: February 27, 2020	
<input type="checkbox"/>	The technical proposal shall be limited to 20 pages and include responses for each section identified. For each section, the narrative should address all of the questions included in that section. If the Host has multiple centers, make sure each narrative is unique to that center. You must number your responses in the order of the template. Do Not type directly into the template.
<input type="checkbox"/>	Organization Chart (Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project)
<input type="checkbox"/>	Resume and position description for the WBC Director
<input type="checkbox"/>	Position Description for ALL personnel (key & non-key) listed on the budget
<input type="checkbox"/>	List of Board of Directors and Advisory Board Members (include title, phone number, mailing address and e-mail address)
<input type="checkbox"/>	Financial Management Self-Assessment- Complete the Financial Management Self-Assessment
<input type="checkbox"/>	Financial Management Certification – Include a signed certification that the financial system to be used for the WBC’s project meets the requirements of 2 CFR Part 200.302 and 200.333. (Note: The signed certification statement or letter may be from the applicant’s auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.)
Supporting Documentation	
<input type="checkbox"/>	List of all Federal awards received w/in last 5 years - include: 1) grantor agency name; 2) CFDA number; 3) the year of the award; 4) the amount of the award; & 5) status of award (i.e., if award is ongoing or closed).
<input type="checkbox"/>	Approved Indirect Cost Rate (if applicable)
Cost Proposal	
<input type="checkbox"/>	If subject to the Single Audit Act, include the most recent Independent Auditor’s Report. If not include most recent unaudited financial statements or financial review.
Must complete an SF-424 Package for this SF 424 Packages and Budget Details	
Option Year Budget	
<input type="checkbox"/>	SF-424 (Form located at Grants.gov)
<input type="checkbox"/>	SF-424A (Form located at Grants.gov)
<input type="checkbox"/>	Annual Budget Summary Worksheets (Detailed Expenditure Worksheet)
<input type="checkbox"/>	Certification of Cash Match and Program Income Also, complete page 2 of the worksheet and list sources for all cash match and the activity which will generate program income. The amounts shown here should match the amount of cash and program income (if any) shown in your budget. Note: In-kind should not be included on this worksheet.