

U.S. Small Business Administration
Office of Business Development

Empower To Grow (E2G) Program

**7(j) Management and
Technical Assistance Services**

FY 2025

Funding Opportunity No.

GCBD-7j-2025-01

The purpose of this Funding Opportunity Announcement is to invite proposals for funding from established organizations interested in providing innovative hands-on manufacturing training and technical assistance to eligible small manufacturing business concerns, **especially those that are HUBZone firms**, under the U.S. Small Business Administration's Empower to Grow Program (formerly known as 7(j) Management and Technical Assistance Program).

Opening Date: April 14, 2025

Closing Date: May 27, 2025

Proposals responding to this Funding Opportunity Announcement must be posted to www.grants.gov by 11:59 p.m. Eastern Time, May 12, 2025. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated. **See 4.1 of this Funding Opportunity Announcement for information regarding SBA webinars to inform the public about the funding opportunity.**

U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF GOVERNMENT CONTRACTING AND BUSINESS DEVELOPMENT

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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 (SBA)
- 1.1.2 Funding Opportunity Title Empower to Grow (E2G) Program Manufacturing
- 1.1.3 Announcement Type Initial
- 1.1.4 Funding Opportunity Number: Funding Opportunity No. GCBD-7j-2025-01
- 1.1.5 CDFA Number 59.007
- 1.1.6 Closing Date for Submissions: May 12, 2025, 11:59 PM Eastern Time
- 1.1.7 Authority: The Small Business Act, § 7(j); 15 U.S.C.A. § 636(j); 13 CFR §§124.701-704
- 1.1.8 Duration of Authority: Permanent
- 1.1.9 Funding Instrument: Discretionary Grant
- 1.1.10 Funding: Funding is for Fiscal Year (FY) 2025
- 1.1.11 Award Amount/Funding Range: SBA estimates that a total of up to \$1,148,658 in funding will be available for this initiative in FY 2025. SBA expects to make up to three awards not to exceed the funding available in total. There is no matching fund requirement.
- 1.1.12 Project Duration: Award(s) will be made for a base project period of 12 months, with four option periods of 12 months each. Exercise of option(s) is at SBA’s discretion and is subject to continuing program authority, the availability of funds, and evidence of accomplishments toward performance goals and objectives by the recipient organization(s).
- 1.1.13 Project Starting Date: Within 30 calendar days of the date of award.
- 1.1.14 Proposal Evaluation: Applicants are required to demonstrate in their application that they meet the eligibility

requirements. Proposals will be reviewed against the criteria detailed in Section 5.0. SBA may ask applicants for clarification of the technical or cost aspects of their proposals. Clarifications are not to be construed as a commitment to fund the proposed effort.

1.1.15 Agency Program POC: Ms. Kiya Perrin, Small Business Administration
Office of Business Development & Certifications
Business Development Division
Email: OMTA@sba.gov

1.2 Introduction

The overarching mission of the Office of Government Contracting and Business Development (“GCBD”) is to assist small businesses to compete for federal prime contracts and to secure subcontracting opportunities from large businesses. Within GCBD, the Office of Business Development & Certifications’ (BD&C’s) specific mission is to execute activities authorized under Section 7(j) of the Small Business Act. Section 7(j) of the Small Business Act authorizes the U.S. Small Business Administration (“SBA”) to provide management and technical assistance to eligible individuals and businesses.

To be eligible for E2G services, a client must qualify as small according to [SBA's size standards](#) and be one or more of the following:

- Located in areas of high unemployment or low income
- Owned by low-income individuals
- Eligible for [SBA's 8\(a\) program](#)

The term “high proportion of unemployed” means the urban or rural county's unemployment rate is not less than 140 percent of the average unemployment rate for the United States or for the State in which such county is located, whichever is less, based on the most recent data available in the annual Local Area Unemployment Statistics report from the U.S. Department of Labor, Bureau of Labor Statistics. The term "low-income individual" means an individual whose family's taxable income for the preceding year did not exceed 150 percent of the poverty level amount established by the Bureau of the Census, U.S. Department of Commerce, for determining poverty status. SBA interprets the above eligibility requirements to include HUBZone, Economically Disadvantaged Women Owned Small Businesses (EDWOSB), and 8(a) program participants.

As a component of BD&C, the Business Development Division (“BDD”) implements the authority that section 7(j) of the Small Business Act (the “Act”) vests with SBA to award contracts, discretionary grants, or cooperative agreements to private organizations to pay all or part of the costs of services and projects that provide management and technical assistance to eligible concerns. Annually, the Empower to Grow (E2G) program reaches thousands of eligible businesses located throughout the United States and its territories.

A major goal of the E2G program is to strengthen the Agency's entrepreneurial education, counseling, and training resources to support the needs of existing businesses by successfully focusing on core program resources and ensuring these resources are aligned with the needs of high-growth small businesses. Consistent with that aim, BD&Cs' organizational strategic goal is to coordinate internal and external resources to maximize the availability and effectiveness of training services and products to meet business development needs.

1.3 Background

Since its inception in 1953, SBA has served to aid, counsel, assist and protect the interests of small businesses. While 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 to promote growth, expansion, innovation, increased productivity and management improvement.

For over four decades, these services have been secured from professional service providers, educational institutions, non-profit organizations and private corporations. Strategies employed have included business counseling in marketing, capture, financial and infrastructure management delivered through training seminars and webinars, executive education programs and other delivery methods, including directed, or "on-call," services. Legacy services have been consistent with the Section 7(j)(1) non-exclusive list of categories eligible for funding, including: accounting, production and engineering; manufacturing, international trade; feasibility studies/market analyses/advertising; government contracting assistance, specialized services, financial counseling, business plan assistance, construction management; management training, computer programming services, data processing services, service contracts, and seminars and workshops.

As a policy driven by funding limitations and the goal of maximizing Return on Investment (ROI), management and technical assistance funded under this authority has been targeted to E2G eligible concerns. Within the context of maximizing ROI and the need to leverage existing resources, BDD seeks assistance that is not duplicative of services already made available to the target group through other federal funding sources and initiatives.

1.4 Purpose

Eligible organizations (as defined in Section 3.2) may apply to SBA for awards under this Funding Opportunity to fund projects to provide management and technical assistance to firms eligible to receive assistance (as defined in Section 8.1.1). This Manufacturing in America E2G Grant Initiative aligns with the SBA's strategic priorities to empower small businesses, bring manufacturing jobs back to the United States, and addresses workforce shortages, operational inefficiencies, and limited access to contract opportunities. This Funding Opportunity seeks proposals that are unique and innovative in the substance of manufacturing related training and technical assistance to be provided to eligible participants, and/or the methodology by which the assistance is provided. Applicants may

not propose efforts which duplicate SBA's ongoing array of management and technical assistance services, in substance and/or method of delivery. Accordingly, SBA is seeking proposal of efforts that:

- Outline innovative workforce development approaches to address the current, unique challenges facing E2G eligible small manufacturing firms throughout the United States.
- Provide hands-on assistance to SBA's E2G eligible small manufacturing firms in key manufacturing industries, including timber, energy, aluminum, steel, digital (encompassing technology manufacturing and digital services), and automotive. Other manufacturing sectors may be eligible for support under this grant as well. Assistance should include hands-on training in a wide range of activities and topics including but not limited to the following areas: training in technical proficiency and essential skills including operating machinery, quality control, and safety. Essential skills include operating machinery, utilizing industrial software, and maintaining workplace safety.

1.5 Leveraging of Resources

Applicants selected for awards under this Funding Opportunity are required to maximize their efforts to leverage SBA funding by working in conjunction with SBA's District Offices and other federal, state, local and tribal governments, small business development programs and activities; SBA's Resource Partners such as Small Business Development Centers, Women's Business Centers, Veterans Business Outreach Centers, E2G Technical Assistance providers, Small Business Investment Companies, Certified Development Companies, and 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 E2G program is managed by the Director of the Business Development Division, under the direction of the Associate Administrator for Business Development & Certifications.

A designated Grants Officer Technical Representative (GOTR) within the Business Development Division at SBA Headquarters will be responsible for the overall monitoring, oversight, and compliance of an award recipient's implementation of the grant award. A designated Grants Officer within the Office of Grants Management or the Office of the Chief Financial Officer will serve as the approving official with responsibilities for issuing the Notice of Award, approving amendments to the award, and processing payments.

In its capacity overseeing and funding the grants, SBA has the authority to approve, monitor, and change methodologies for implementing technical assistance. SBA will collaborate with Grantees via the GOTR on how to execute the service delivery of management and technical assistance to firms eligible to receive E2G assistance to avoid duplication of existing services, as well as to leverage fully the other existent resources

and educational tools available through the E2G program, through SBA's Office of Entrepreneurial Development, and through SBA's resource partner networks.

1.7 Changes or Cancellation

SBA reserves the right to amend or cancel this Funding Opportunity, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Funding Opportunity, the Agency will extend the Closing Date as necessary to afford applicants sufficient opportunity to address such changes.

2.0 **Section II – Award Information**

The assigned North American Industry Classification System code (NAICS) is 541611.

2.1 Estimated Funding

SBA expects to award, at its discretion, up to \$1,148,658 under this Announcement to one (1) to three (3) grantees depending upon available funding and the quality of applications received.

2.2 Expected Number of Awards

SBA anticipates making up to three awards under this Announcement.

2.3 Period of Performance/Budget Periods

Awards will be made for a 12-month period of performance, consisting of a base period of 12 months from the date of award and four option periods of 12 months each. Exercise of option periods will be solely at SBA's discretion and is subject to continuing program authority, the availability of funds, and a record of satisfactory performance by the Recipient. Each base and option period will constitute a separate and distinct 12-month budget period.

2.4 Funding Information

Funds provided under the E2G Program must be used solely for the purposes stipulated in this Funding Opportunity and the Notice of Award and may not be commingled with any other monies. All costs proposed in an applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in the Uniform Guidance at 2 CFR §200. No more than 49 percent of award funds may be expended on contractor and/or consultant costs. SBA will not reimburse applicants for their proposal preparation costs, but applicants may request pre-award costs. Pre-award costs must directly relate to the conduct of the project and meet the tests of allowability, allocability, and reasonableness. Pre-award costs are costs incurred by the applicant, at the applicant's own risk, before the authorized start date of an award, and based upon agency approval. If approved, these pre-award costs must be represented as a separate line item in the project budget. Authorization of pre-award costs does not change the performance period of the award.

2.5 Funding Instrument

The funding instrument used will be a Grant.

2.6 Matching Requirement

None.

3.0 Section III – Eligibility Information

3.1 General

Only one proposal per applicant will be evaluated. Should an applicant submit more than one proposal, the proposal submitted closest to, without exceeding, the application deadline will be evaluated. Any additional applications from the same applicant will automatically be rejected without being evaluated.

3.2 Eligible Applicants

As delineated in Section 5.2, to be eligible for this funding opportunity, an applicant must:

- Be a for-profit or not-for-profit entity (including, but not limited to small businesses, other-than small businesses, trade and professional associations, and educational institutions).
- Have been in existence continually for at least the past three years.
- Have experience providing technical assistance, tools, or training, etc. relating to small manufacturing businesses on a regional or national basis; and
- Demonstrate that it has the capacity to provide manufacturing related training and technical assistance to small business concerns.

3.3 Ineligible Applicants

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

- Any applicant that owes an outstanding or unresolved financial obligation to the Federal Government.
- Any applicant that is currently suspended, debarred, or otherwise prohibited from receiving awards of contracts or grants from the Federal Government.
- Any applicant that has an outstanding or unresolved material deficiency reported under the requirements of the Single Audit Act or Audit Requirements under 2 CFR §200 within the past three years.
- Any applicant that has had a E2G technical assistance program grant or cooperative agreement involuntarily terminated or non-renewed by SBA for cause within the past three years.
- Any applicant that has filed for bankruptcy within the past five years.
- Any applicant that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project.
- Any applicant or any agent acting on behalf of the applicant convicted of a felony criminal violation, under any federal law within the past two years.

4.0 Section IV – Application and Submission Information

4.1 Application Instructions

Applications must consist of the following elements: (i) a cover letter; (ii) a technical proposal; (iii) budget information; (iv) certifications, forms, and assurances; and (v) attachments and exhibits.

The SBA will host two webinars to inform the public about the grants. The registration links for the webinars are as follows:

April 24

<https://events.gcc.teams.microsoft.com/event/44cc0d95-f275-4032-95ce-c7dd8936d7dd@3c89fd8a-7f68-4667-aa15-41ebf2208961>

April 30

<https://events.gcc.teams.microsoft.com/event/43fc46dc-791c-4726-ba42-5cd92ed5de77@3c89fd8a-7f68-4667-aa15-41ebf2208961>

4.1.1 Cover Letter

The first page of each application must be a cover letter which includes the following information:

- Statement that the application is in response to Funding Opportunity No. GCBD-7j-2025-01.
- Applicant's name and address.
- Applicant's website address (if applicable).
- Name, telephone number, fax number, and email address for the applicant's designated point of contact.
- Discussion of eligibility as defined within this Funding Opportunity.
- Dollar amount of the proposed grant award being requested.

4.1.2 Technical Proposal (not to exceed 15 pages)

The technical proposal serves as the narrative blueprint for the applicant's planned project and must include the following information:

- Detailed description of the applicant's past experience and present capacity to provide assistance to E2G eligible firms (see Section 5.2.1 for further guidance).
- Detailed description of the types of hands-on training assistance that will be provided. Detailed description should reflect the proposed hands-on technical assistance delivery methods to include consulting to E2G eligible small business

participants (see Section 5.2.3 for further guidance) in a wide range of activities and topics including, but not limited to, the areas below:

- Skilled Manufacturing Labor Shortages
 - Manufacturing Processes and Inefficiencies
 - Technical proficiency and Essential skills – Operating Machinery
 - Strategic and operational planning
 - Quality Control and Safety
 - Business development in Manufacturing
 - Contract management
 - Compliance
 - Proposal Pricing/Develop Cost/Labor Structures
 - Manufacturing cost and pricing
 - Supply chain issues and the impact of schedule delivery
 - Capabilities Statement and website development
 - Business Development Cycle
 - Limited Contract Readiness
 - Capture and proposal management strategies
 - Business growth through increased access to capital
 - Manufacturing-related software
 - Utilizing industrial software
- Detailed anticipated project goals, milestones, strategies and initiatives, outputs and deliverables, project outcomes, long-term outcomes, and methods for evaluation (see Section 5.2.3 for further guidance).
 - Identification of the project director and key management personnel and staff, including résumés (or position descriptions for unfilled positions). Résumés must include experience relevant to this project and may not be more than two pages in length. Copies of résumés must be included as attachments in accordance with Section 4.1.5 and do not count toward the 15-page limit (see Section 5.2.2 for further guidance).
 - Identification of contractors and consultants and the proposed manner of selection (i.e., competitively, or non-competitively). NOTE: No more than 49 percent of award funds may be expended on contractor and/or consultant costs. Copies of contracts and consulting agreements (either signed or samples, as applicable) must be included as attachments in accordance with Section 4.1.5 and do not count toward the 15-page limit (see Section 5.2.2 for further guidance).
 - An organizational chart.

4.1.3 Budget Information

Budget information must be provided through the completion or submission of the following:

- Standard Form (SF) 424 (Version 4), Application for Federal Assistance. Version

- 4 of Standard Form 424 must be used by all applicants.
- SF-424A, Budget Information (Non-Construction Programs).
- Budget Detail Worksheet (Attachments A-9 through A-12 to the SF-424A). An applicant may substitute its own forms or spreadsheets in place of the Budget Detail Worksheet, provided it includes all the same cost elements/line items covered by Attachments A-9 through A-12.
- Budget narrative providing a detailed explanation of the components of each cost element listed in the SF-424A.

4.1.4 Attachments and Exhibits

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

- Résumés, position descriptions, contracts, consulting agreements, letters of support, pledges of additional funding or in-kind resources, leases, conflict of interest policy, and cost policy statement.
- Copy of the applicant's Cost Policy Statement.
- Copy of the applicant's current, government-wide indirect cost rate agreement (if the applicant's budget includes indirect costs). If the applicant does not have such an agreement, it must propose an indirect cost rate in accordance with the procedures set forth in the applicable cost principles circular.
- Last three years of A-133 audit reports as required by 2 CFR §200. The applicant can submit Single Audit Act reports. If the applicant is not required by law to comply with the Single Audit Act, audited financial statements will suffice. Audited financial statements must be submitted within ninety (90) days of receipt of the Notice of Award under this Funding Opportunity.
- Any other documentation the applicant believes supports its proposal.

4.2 Submission Instructions

All proposals (narratives and forms) must be submitted electronically via the government-wide financial assistance portal www.Grants.gov. **NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED.** All required forms are provided in the Grants.gov application package for this funding opportunity. Specific instructions for obtaining, completing, and submitting an application via Grants.gov, including animated tutorials, may be found at <http://www.Grants.gov/web/grants/applicants.html>.

To submit an application via Grants.gov, an organization is first required to have a Unique Entity Identifier (UEI) number, be registered with the System for Award Management (SAM), and have a Grants.gov username and password. The process for meeting these three pre-submission requirements may take several days to complete. Additionally, applicants may have to download or upgrade their software to utilize Grants.gov. To avoid unexpected delays that could result in the rejection of an application, applicants should not wait until the closing date to begin the submission

process.

All institutions applying for federal grants are required to provide a UEI number. The Federal Government has adopted the use of UEI numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers. If your institution does not have a UEI number, please contact SAM.gov. If your organization is not registered, you can register online at <https://SAM.gov> or apply by phone (1-888-227-2423).

Information about the Grants.gov registration process can be found at [Support | GRANTS.GOV](#)

Applicants must register as organizations, not as individuals. Please note that organizations already registered with Grants.gov do not need to re-register. However, all registered organizations must keep their SAM registration up to date. As part of the Grants.gov registration process, an applicant must designate one or more Authorized Organizational Representatives (AORs). The AORs are the only individuals who may submit applications to Grants.gov on behalf of an organization. If an application is submitted by anyone other than a designated AOR, it will be rejected by Grants.gov and cannot be considered for funding.

Once an application is submitted, it undergoes a validation process through which it will be accepted or rejected by the Grants.gov system. The validation process may take between 24 to 48 hours to complete. Applicants should save and print proof of an electronic submission made to Grants.gov. Applicants can expect to receive multiple emails regarding the status of their submission. The first email will confirm receipt of the application. The second email will indicate that the application has been successfully validated by the system and assigned an SBA tracking number, or it has been rejected due to errors. An applicant will receive a third email once SBA has downloaded its application from Grants.gov for review in accordance with Section 5.3.

If Grants.gov notifies an applicant via email that its application contains an error, the applicant must correct the noted error(s) before the system will accept and validate the application. Applicants that choose to submit on, or close to, the closing date are advised they may not receive email notification of an error with their applications until after the submission deadline and thus will not have an opportunity to correct and resubmit their applications. **APPLICATIONS THAT ARE REJECTED BY GRANTS.GOV WILL NOT BE FORWARDED TO SBA AND CANNOT BE CONSIDERED FOR FUNDING.** It is the applicant's responsibility to verify that its submission was received and validated successfully to Grants.gov. To check on the status of your application and see the date and time it was received, log on to Grants.gov and click on the "Track My Application" link from the left-hand menu.

If you experience a technical difficulty with Grants.gov (i.e., system problems or glitches

with the operation of the Grants.gov website) that you believe threatens your ability to submit your application, please (i) print any error message received; and (ii) call the Grants.gov Contact Center at 1-800-518-4726 for immediate assistance. Ensure that you obtain a case number regarding your communications with Grants.gov. NOTE: Problems with an applicant's own computer system or equipment are **not** considered technical difficulties with Grants.gov. Similarly, an applicant's failure to: (i) obtain a Unique Entity Identifier or complete the SAM or Grants.gov registration process; (ii) ensure that an AOR submits the application; or (iii) take note of and act upon an email from Grants.gov rejecting its application due to errors, are **not** considered technical difficulties. A Grants.gov technical difficulty is an issue occurring in connection with the operations of Grants.gov itself, such as the temporary loss of service by Grants.gov due to an unexpected volume of traffic or failure of information technology systems, both of which are rare occurrences.

Applicants should use the following link to obtain assistance in navigating Grants.gov and access a list of useful resources: <https://www.grants.gov/web/grants/applicants.html>.

If you have a question that is not addressed under the "Applicant FAQs," try consulting the "Applicant User Guide" or contacting Grants.gov via email at support@Grants.gov or telephone at 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week.

4.3 Required Proposal Submission Dates

Each applicant is required to submit its proposal electronically via <https://www.grants.gov> no later than 11:59 p.m. Eastern Time on May 12, 2025.

Because of the pre-conditions for submitting applications via Grants.gov, and the potential for encountering technical difficulties in using that site, 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.

SBA will consider the date and time stamp on the validation generated by Grants.gov as the official submission time. A proposal that is not received by Grants.gov before the closing date of this Funding Opportunity will be rejected without being evaluated, unless the applicant can clearly demonstrate through documentation obtained from Grants.gov that it attempted to submit its proposal in a timely manner but was unable to do so solely because of Grants.gov systems issues. Additionally, SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date. Applicants may obtain advice and assistance with the Grants.gov submission process by visiting [Support | GRANTS.GOV](#) or by calling 1-800-518-4726.

5.0 Section V – Application Review Information

5.1 General

Applications will be rejected without being evaluated if they are submitted by ineligible organizations or are illegible or materially incomplete due to an applicant's failure to include all required forms or the required level of detail, or otherwise non-responsive to the requirements of this Notice of Funding Opportunity.

5.2 Evaluation Criteria

A timely, complete application received from eligible organizations will be evaluated in accordance with the criteria listed below.

5.2.1 Organizational Experience and Capacity (25 Points)

Applicants will be evaluated on their demonstrated ability to provide hands-on manufacturing related training and technical assistance to other E2G eligible firms. Applicants must provide adequate evidence and documentation, including specific examples, of their:

- Experience with, and capacity for, conducting management and technical assistance projects, including discussion of the number of years they have conducted such projects.
- Expertise with assisting E2G eligible firms, including the number of firms assisted over the prior 3 years and demonstrable evidence of outcomes of assistance provided (e.g., increase in sales, revenues, contracts, number of employees experienced by assisted firms, etc.).
- Knowledge of, and capability for providing, hands-on management and technical assistance, consulting, and training to small manufacturing businesses.
- Record of receiving other grants or contracts for conducting technical assistance projects, including the names of the awarding agencies, the grant or contract numbers, the most recent annual performance report, and the performance outcomes and results achieved.
- Financial viability; and
- Responses or corrective actions for any qualified audit opinions, or A-133 audit findings.

5.2.2 Project Management (20 Points)

Applicants will be evaluated on the strength of their staffing and management plans for accomplishing the goals and objectives of their proposed projects. Applicants must demonstrate they will devote adequate personnel resources with sufficient experience to deliver management and technical assistance, establish clear and direct lines of responsibility and authority for managing and overseeing the project, and ensure they possess sufficient access to facilities and other physical resources to accomplish the stated objectives. In particular, the applicant must:

- Identify all key management, staff, contractors, and consultants with a description of their expertise and roles in conducting and overseeing the project; stipulate the

amount of time each key employee will devote to the project; and provide copies of résumés and position descriptions for each key employee.

- Identify all facilities and other physical resources that will be utilized to implement the proposed project and indicate the hours of operations (including any night and weekend availability).
- Provide copies of all contracts and consulting agreements and identify the employees or officials of the applicant organization who will be responsible for overseeing and administering those agreements.

- Describe its financial management structure and internal controls and identify all staff members who will be responsible for financial recordkeeping, reporting, expenditure of award funds and addressing audit findings.
- Provide a copy of its conflict-of-interest policy, addressing, at a minimum, procedures for ensuring its employees, consultants, and contractors do not assist E2G eligible firms in which they, their principals, or their immediate family members have a financial interest or fiduciary duty and for ensuring its employees, consultants, and contractors do not use their role in the project as a means of marketing their outside services to project clients.

5.2.3 Project Design (35 Points)

Applicants will be evaluated on their proposed approach for providing hands-on manufacturing training and technical assistance; their proposed methodology for evaluating and assessing the effectiveness and impact of their technical support; and the expected measurable outcomes and objectives proposed. Innovation and creativity in providing training assistance to E2G eligible firms is strongly desired. Applicants must describe in detail the proposed technical assistance delivery methods and products, implementation of stated methods and products, and measurable evaluation criteria for the respective methods and products. The application must address:

- Delivery methods which include hands-on training approach, means of implementation, anticipated project outcomes, and the criteria under which the methods will be evaluated.
- The innovative approaches to address the current, unique challenges facing small manufacturing firms today.
- Evidence of successful prior program implementation.
- Scope of the geographic SBA Regional area and demographic area it intends to serve.
- Number of E2G eligible manufacturing firms the applicant has targeted to serve.
- Data elements the applicant will collect from E2G eligible manufacturing firms, including but not limited to:
 - How the firm and its employees benefited from training.
 - The number of bids and proposals submitted prior to training activities and after training activities.
 - Federal contracts awarded prior to training activities and after training activities.
 - Subcontracts awarded through large prime contractors prior to training activities and after training activities.
 - Number of new bonds/increases in bonding capacity prior to training activities and after training activities.

- New teaming arrangements (including MPAs, JVs) prior to training activities and after training activities.
- New manufacturing jobs created, or manufacturing jobs retained for participants.
- New surety bonds for participants prior to training activities and after training activities.
- New cleared facilities for participants (Security Clearance) prior to training activities and after training activities.
- Traditional and non-traditional financing obtained prior to training activities and after training activities.
- Contract revenue prior to training activities and after training activities.
- The method for collecting the outlined data elements.
- Projected milestones and timelines of program accomplishments and activities.
- Detailed description of how the applicant will survey the program participants upon completion of their training to solicit feedback on the quality of the training provided and how the applicant plans to collect and track measurable outcomes associated with the data elements provided.
- Detailed description of how data will be used.

5.2.4 Collaboration and Leveraging of Resources (10 Points)

Applicants will be evaluated on their approach to leverage collaboration with entities such as SBA's District Offices, other federal, state, local and tribal government agencies, other SBA grant recipients, resource partners, trade associations, business and industry groups, institutions of higher education, and private organizations to expand the breadth of the training program and outreach.

5.2.5 Ability to Reach Special Target Markets (10 Points)

Applicants will be evaluated on their ability and positioning to extend project services to firms eligible to receive assistance under the E2G Program (see Section 8.1.1 that discusses these firms). Applicants must demonstrate their:

- Experience in working with E2G eligible firms and relationships with organizations representing the interests of such individuals.
- Proximity to or ability to reach E2G eligible firms within their regional project service area.
- Experience in working with small manufacturing firms and its workforce.
- Marketing Plan (outreach strategies, budget, etc.)

5.3 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 100 points. Prior to

evaluating applications received in response to this Announcement, SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Applicants are therefore encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing E2G Program services to as broad a segment of the E2G community as possible, SBA will take the geographical dispersion of applicants' regional project service areas into account when making award decisions. An application that exceeds the minimum acceptable score and which scores more highly 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 E2G Program recipient or another more highly rated application that was selected for award.

6.0 **Section VI - Award Administration Information**

6.1 Award Notification

All applicants selected for awards will receive written notification. Applicants not selected for awards will be notified. There will be no debriefing process for unsuccessful applicants.

6.2 Administrative and National Policy Requirements

All successful applicants will be required to comply with the requirements set forth in 15 U.S.C.A. §636(j); 13 CFR Part 124; and 2 CFR §200 Part 2701; the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise recipients of awards made under this Funding Opportunity of new legal requirements and/or policy initiatives with which they must agree to comply.

6.3 Reporting

All recipients are required to submit the reports identified below. 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 from the same organization and may negatively impact decisions regarding exercising option periods. 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.

6.3.1 Financial Reports

Recipients will be required to submit quarterly financial reports to SBA using SF-425, Federal Financial Report (FFR) within 30 days of the completion of each of the first three quarters and an annual report completed within 120 days of the end of the fourth quarter of each Performance Period.

6.3.2 Performance Reports

Recipients will be required to submit quarterly performance reports that include data on the elements outlined in 5.2.3, progress towards stated measurable outcomes, milestones, and outputs. Recipients should also include feedback from participants on the quality of each training provided. Recipients may submit the performance reports using SF-PPR (Performance Progress Report) or another form of their own design that includes all the information covered by the PPR, within 30 days of the completion of each of the first three quarters and an annual report completed within 120 days of the end of the fourth quarter of each Performance Period.

6.3.3 Report Submission

Reports are required to be submitted to Grant Solutions at www.grantsolutions.gov and may also be requested to be submitted electronically via e-mail to the GOTR.

7.0. **Section VII - Agency Contacts**

7.1 E2G Program Point of Contact

Questions concerning general information contained in this Funding Opportunity should be directed to the Program Director, Kiya Perrin, at e2g@sba.gov.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Funding Opportunity should be directed to SBA's Office of Grants Management at officeofgrantsmanagement@sba.gov or the Program Director, Kiya Perrin, at e2g@sba.gov.

7.3 Grants.gov Technical Support

For technical support with filing an electronic application in response to this Funding Opportunity, contact the Grants.gov help desk at 1-800-518-4726 or support@Grants.gov.

8.0. **Section VIII - Other Information**

8.1. Definitions

The following definitions apply to awards made under this Funding Opportunity (see 13 CFR §124.3 and 13 CFR §124.701-704 for additional definitions relating to the Management and Technical Assistance Program):

8.1.1 E2G Eligible Firms: Please refer to 1.2 Introduction.

- 8.1.2 Applicant – An eligible organization that applies for funding under this Funding Opportunity.
- 8.1.3 Budget Period – The 12-month period during which expenditure obligations will be incurred by the recipient of an award under this Funding Opportunity. For the purposes of this Funding Opportunity, the initial budget period will be twelve months from the date of the grant award. Each option year, if exercised, will constitute a separate budget period.
- 8.1.4 Cost Policy Statement – A document describing all accounting policies of an applicant organization and a detailed narrative of its proposed cost allocation plan. This plan must stipulate the procedures used to identify, measure, and allocate all costs to each benefitting activity.
- 8.1.5 Counseling – Technical assistance provided to individuals and/or businesses that are delivered via hands-on training:
- a) Are substantive in nature and concern the formation, management, financing, and/or operations of a small business enterprise.
 - b) Are specific to the needs of businesses or individuals; and
 - c) Require a signed SBA Form 641 or equivalent form that supports SBA’s management information database.
- 8.1.6 Grant – A legal instrument reflecting a relationship between the United States Government and a State, a local government, or other recipient when (1) the principal purpose of the relationship is to transfer a thing of value to the State or local government or other recipient to carry out a public purpose of support or stimulation authorized by a law of the United States instead of acquiring (by purchase, lease, or barter) property or services for the direct benefit or use of the United States Government; and (2) substantial involvement is not expected between the executive agency and the State, local government, or other recipient when carrying out the activity contemplated in the agreement.
- 8.1.7 Notice of Award – The legal document, signed by both SBA and a recipient, that memorializes the award of funding under a Grant and contains the specific terms and conditions that apply to the award.
- 8.1.8 Outcome – The outcome is what the awardee wants to achieve. The outputs are the activities or the actions or items that contribute to achieving an outcome. Outputs are nearly always quantitative. Outcomes are the difference the awardee has made as a result of the outputs.
- 8.1.9 Performance Period – The period in which an awardee can incur new obligations to carry out the work authorized under the grant and during which the awardee measures progress toward stated outcomes.

- 8.1.10 Project Period – The total period of performance for an award made under this Funding Opportunity, including the base and all option-year Budget Periods.
- 8.1.11 Recipient – An organization that has had its application accepted and has been awarded funding under this Funding Opportunity Announcement.
- 8.1.12 Technical Assistance – Counseling or training services provided to an individual and/or business in accordance with the terms of this Funding Opportunity Announcement and a recipient’s Notice of Award.
- 8.1.13 Training – a workshop, seminar or similar activity or event which delivers a structured program of knowledge, information, or experience on a business-related subject. The training must last for a minimum of one hour and include two or more individuals and/or businesses in attendance.
- 8.2 Risk Assessment and Specific Conditions: Consistent with 2 CFR §200.206, before awarding grants under this competition, SBA conducts a review of the risks posed by applicants. Under 2 CFR §200.208, the Administrator may impose specific conditions and, in appropriate circumstances, high-risk conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 2 CFR part 200, subpart D; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.
- 8.3 Instructions for Completing the SF-424 (Application for Federal Assistance)
 - Item 1 Enter: "Application"
 - Item 2 Enter: "New"
 - Item 3 Completed by Grants.gov upon submission.
 - Item 4 Leave Blank
 - Item 5a Leave Blank
 - Item 5b Leave Blank
 - Item 6-7 Refer to instructions at end of form.
 - Item 8-9 Refer to instructions at end of form.
 - Item 10 Enter: “U.S. Small Business Administration”
 - Item 11 Enter: CDFA Number 59.007 and Management and Technical Assistance Program
 - Item 12 Enter: Funding Opportunity No. GCBD-7j-2025-01

- Item 13 Leave Blank
- Item 14 Applicants must specifically identify each city, county, and state that will be affected by its project.
- Item 15 Self-Explanatory
- Item 16 Refer to instruction at end of form.
- Item 17 Leave Blank
- Item 18 Self-Explanatory
- Item 19 Check Box C. The Management and Technical Assistance Program is not covered by E.O. 12372.
- Item 20 Refer to instructions at end of form.
- Item 21 Self-Explanatory

8.4 Instructions for Completing the SF-424A (Budget Information for Non-Construction Programs)

The budget is the applicant’s estimate of the total cost of performing the project for which funding is being requested under this Announcement during the applicable Budget Period. The budget is to be based upon the total amount of funds that will be devoted to the project, including federal funds, contributions from non-federal sources, and program income (as applicable). All proposed costs reflected in the budget must be relevant to the conduct of the project and must be reasonable, allowable, and allocable under the Uniform Guidance at 2 CFR §200 and Agency policies.

All costs must be justified and itemized by unit cost in the Budget Narrative/Budget Detail Worksheet. All forms contained in the financial application package must be completed accurately and in full.

Enter the following information in the appropriate sections:

Section A - Budget Summary

Column A: Enter “Management and Technical Assistance Program”

Column B: Enter “59.007”

Section B – Budget Categories

Complete lines 6a – 6k, entering amounts by budget category, labeling columns 1- 5 as follows:

1 – Federal

2 – Non-Federal Cash

3 – Non-Federal In-Kind

4 – Program Income

5 – Totals

All amounts entered in this section must be expressed in terms of whole dollars. The itemization must reflect the total requirements for project funding from both federal and non-federal sources.

Section C – Non-Federal Resources

Refer to instructions on form.

Section D – Forecasted Cash Needs

Refer to instructions on form.

Section E – Budget Estimates

Refer to instructions on form.

Section F – Other Budget Information

Direct Charges: Transfer the total direct charges from Section B, line 6i.

Indirect Charges: Transfer the total direct charges from Section B, line 6j.

Personnel: List the name, title, salary for each employee who will be paid with project funds and the estimated amount of time each will devote to this project. NOTE: Fees, expenses, and the estimated amount of time to be devoted to the project for outside consultants/contractors belongs in the contractual line item, not here.

Fringe Benefits: Leave blank if fringe benefits applicable to direct salaries and wages are treated as part of indirect costs in the Indirect Cost Rate Agreement (ICRA). If your organization's fringe benefit package is not included in your ICRA, list each component included as a fringe benefit.

Indirect Charges: Enter the indirect cost rate, date, and federal agency that issued your ICRA. If your organization does not have an approved ICRA, you must negotiate an ICRA with SBA in accordance with the applicable OMB Cost Principles.

Justification of Costs: All proposed costs require justification and narrative explanation.

Miscellaneous or Contingency Costs: Leave blank. No miscellaneous or contingency costs are allowed.

Proposal Costs: Leave blank. SBA will not pay any costs incurred in the preparation and submission of a proposal.