U.S. Small Business Administration

Office of Women's Business Ownership (OWBO)

WOMEN'S BUSINESS CENTER (WBC)

(RENEWAL GRANT)

FY 2017

FUNDING OPPORTUNITY ANNOUNCEMENT NO. OWBO-2017-02

Base Year Budget Period: September 30, 2017 – September 29, 2018

The purpose of this Funding Opportunity Announcement is to provide WBCs that are currently in SBA's WBC Program that will have successfully completed an 5-year Initial WBC Project by September 29, 2017or those centers that will have successfully completed a 3-year Renewal WBC Project by September 29, 2017 the opportunity to apply for a new 3-year Renewal WBC Grant.

Opening Date: June 9, 2017

Closing Date: July 11, 2017

Proposals responding to this Funding Opportunity Announcement must be posted to www.grants.gov by 11:59:59 p.m. Eastern Daylight Time, July 11, 2017. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF WOMEN'S BUSINESS OWNERSHIP – Women's Business Center (Renewal Grant)

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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	Women's Business Center Program Renewal Grant
1.1.3	Announcement Type	Initial
1.1.4	Funding Opportunity Number	Funding Opportunity Announcement No. OWBO-2017-02
1.1.5	CDFA Number	59.043
1.1.6	Closing Date for Submissions	July 11, 2017, 11:59:59 PM Eastern Daylight Time
1.1.7	Authority	Small Business Act, §§2(h) and 29 (15 U.S.C. §§ 631(h) and 656), as amended
1.1.8	Duration of Authority	Permanent
1.1.9	Funding Instrument	Cooperative Agreement
1.1.10	Funding	Funding is for Fiscal Year 2017/(Project Year 9/30/17 – 9/29/18)
1.1.11	Award Amount/Funding Range	Federal award amounts for this grant will be based on your Letter of Intent approved by SBA for an amount not to exceed 150,000.00, subject to the availability of funding, for those non-Federal entities currently in the program that will have successfully completed a 5-year Initial WBC Project by September 29, 2017 or those non-Federal entities that will have successfully completed a 3-year Renewal WBC Project by September 29, 2017. The non-Federal entity is required to match awarded funds on a 1:1 ratio.
1.1.12	Project Duration	Awards will be made for a base project period of 12 months, with 2 option periods of 12 months each. Exercise of options is at the SBA's discretion and is subject to continuing program authority, the availability of funds and satisfactory performance by the non-Federal entity.
1.1.13	Project Starting Date	September 30, 2017
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	Office of Women's Business Ownership U.S. Small Business Administration Tel: (202) 205-6673 | Email: owbo@sba.gov

1.2 Introduction

The Women's Business Center (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 Small Business Administration (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

Eligible organizations (as defined in Section 3.2) may apply to the SBA for an award of financial assistance under this Funding Opportunity Announcement to fund an existing community-based women's business center. A WBC provides technical assistance to women entrepreneurs, both nascent and established. A representative number of clients served by a WBC must be socially and economically disadvantaged. A non-Federal entity receiving a WBC grant must provide assistance to women entrepreneurs in the areas of finance, management, marketing, and other areas as defined in this Funding Opportunity Announcement.

1.5 Leveraging of Resources

The Applicants selected for award under this Funding Opportunity Announcement are required to maximize efforts to leverage 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, Veterans Business Outreach Centers, 7(j) Technical Assistance providers, Small Business Investment Companies, Certified Development Companies, and the 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 (OWBO) under the direction of the Associate Administrator for Entrepreneurial Development.

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 primary agency contact and liaison for that award. The DOTR's functions will include conducting site visits, financial and programmatic reviews, coordination of the SBA resource partner efforts, and reporting any issues that may arise to OWBO.

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 of the cooperative agreement.

A designated Grants Officer within OWBO will be responsible for issuing the Notice of Award, making modifications to the award, and processing payments.

1.7 Changes or Cancellation

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

2.0 Section II – Award Information

2.1 Estimated Funding

The awards made under this Funding Opportunity Announcement will not exceed your Letter of Intent approved by SBA for an amount not to exceed 150,000.00, subject to the availability of funding.

2.2 Expected Number of Awards

The SBA expects to make 36 awards under this Funding Opportunity Announcement.

2.3 Period of Performance/Budget Periods

Awards will be made for a 3-year period of performance, consisting of a base period of twelve (12) months from the date of award and two (2) option periods of twelve (12) months each. 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 Period.

2.4 Funding Information

A. Funds provided under the WBC Program must be used solely for the purposes stipulated in this Funding Opportunity Announcement 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 2 CFR Part 200, Subpart E.

B. The 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.

C. No Federal funds provided through an Award under this Funding Opportunity Announcement, 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.

D. 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 MTDC (to include Federal and non-Federal) until the non-Federal entity can provide a copy of a current indirect cost rate agreement (ICRA) either through the SBA, or from another cognizant Federal agency. **This new rule does not apply to organizations that have an expired ICRA.**

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 Part 200.68)

2.5 Funding Instrument

The funding instrument used will be a Cooperative Agreement.

2.6 Non-Federal Matching Requirement

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

A. Annual match

The non-Federal entity is required to match awarded funds on a 1:1 ratio ($1 of non-Federal funds for every $1 of Federal funds) for each year of the three (3) year project.

B. Non-Federal Match

1. 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 the WBC activities. At least one half of the non-Federal match must be in the form of cash.

Note: Community Development Service Grant (CDSG) funds may not be used as match.

2. In-Kind Match

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

C. 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 non-Federal entity 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 (with the exception of the first quarter).

2.7 Non-Federal Match Certification

The non-Federal entity 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, 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.

3.0 Section III – Eligibility Information

3.1 General

An organization may submit only one proposal in response to this Funding Opportunity Announcement. 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 funding opportunity, Applicants must –

A. Be a private nonprofit organization certified under § 501(c)- of the Internal Revenue Code of 1986;

B. Currently be in the SBA's WBC Program;

C. Successfully complete a 5-year Initial WBC Project by September 29, 2017, or a 3-year Renewal WBC Project by September 29, 2017;

D. Continue to meet the program criteria as provided in the Eligibility section of this Funding Opportunity Announcement.

Applicants must document as part of the narrative proposal that it –

A. Is the same organization that received the prior WBC Initial or Renewal grant;

B. Continues to be organized and incorporated in the United States, and remains in good standing in the state or territory of incorporation (a copy of this document must be attached to the Applicant's technical proposal);

C. Is 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 this document must be attached to the Applicant's technical proposal);

D. Continues to provide technical assistance to small business concerns owned and controlled by women;

E. Has an established organizational infrastructure with an internal financial management system that currently meets the requirements of 2 CFR Part 200.302.

F. Is responsible for hiring, supervising, and employing staff sufficient to ensure that the women's business center is open to the public a minimum of 40 hours a week (to include evening and weekend hours) and to fully provide the services required under this funding opportunity announcement, the notice of award, 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 operation of the WBC project, its staff and volunteers as well as overseeing all financial aspects of the project.

3.3 Ineligible Applicants

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

A. Any organization that owes an outstanding and unresolved financial obligation to the Federal government;

B. Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal government;

C. Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act within the past three years;

D. Any organization that has had a WBC grant or cooperative agreement involuntarily terminated or non-renewed within the past year;

E. Any organization that has filed for bankruptcy within the past five years;

F. Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project;

G. 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 operation of the WBC and staff; and/or

H. 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.

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.

4.1.1 *Cover Letter*

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

- Statement that the application is in response to Funding Opportunity Announcement No. OWBO-2017-02;
- Applicant's name and address;
- Applicant's website address;
- Name, telephone number, fax number, and email address of the Applicant's designated point of contact; and
- Dollar amount of assistance being requested.

4.1.2 *Technical Proposal*

The technical proposal pages must be numbered, contain a table of contents, and the narrative portion of the application shall be limited to twenty five (25) pages. Attachments such as position descriptions, résumé, budgets, organization charts and milestone charts are not counted toward the 25 page maximum.

The Technical Proposal serves as a 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 technical assistance to women entrepreneurs, both nascent and established. A representative number of clients served by a WBC must be socially and economically disadvantaged;
- Detailed description of the proposed technical assistance delivery methods, their means of implementation, and the anticipated project outcomes and the manner in which they will be evaluated (see Section 5.2 for further guidance);
- Identification of the WBC project director and all other full- and part-time staff, including résumé and position description for the WBC project director and position descriptions for all other full- and part-time staff (to include position descriptions for unfilled positions). The WBC project director's résumés must include her/his experience and **all position descriptions must detail services relevant to this project**. Copy of WBC project director's résumé and all position descriptions must be included as attachments in accordance with Section 4.1.5;
- Identification of contractors and/or consultants and the manner in which they were selected (i.e., competitively or non-competitively). Note: No more than forty-nine percent (49%) 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;
- An organizational chart for the WBC, which includes all proposed full- and part-time program staff, titles, and the percentage of time each will devote to the WBC project.
- Timeline and performance milestones for the first 12-month project year as well as each of the two (2) 12-month option years of the project's 3-year term.

4.1.3 *Budget Information*

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

Note: A SF-424, 424A, 424B, Annual Budget Summary Worksheets (B10-B16), Certification of Cash Match & Program Income Worksheet, Sources of Match, and your own Budget Narrative must be submitted for the Base Period. Budget estimates of Federal funds needed for the balance of the project period must be indicated on the SF-424A. (See Section 8.4.B. below).

- Standard Form SF-424, Application for Federal Assistance;
- SF-424A, Budget Information – Non-Construction Programs;
- SF-424B, Assurances – Non-Construction Programs;
- Annual Budget Summary Worksheets (B10-B16). An Applicant may substitute its 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 Worksheet and Sources of Match; and
- Budget narrative providing a brief, detailed explanation of the components of each cost element listed in the SF-424A and B10-B16;

4.1.4 *Certifications, Forms, and Assurances*

Each Applicant must complete and submit the following forms:

- SBA Form 1224, Grant/Cooperative Agreement Cost Sharing Proposal
- SF-424B, Assurances for Non-Construction Programs
- SF-LLL, Disclosure of Lobbying Activities
- Letter from the Applicant's Auditor, CPA, Treasurer, Comptroller, CFO or similarly qualified individual certifying that the non-Federal entity's financial management system currently meets the requirements of 2 CFR Part 200.302

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 project director and position descriptions for all other full- and part-time staff (including unfilled positions), copies of contracts & consulting agreements (include 3 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 signed by all current employees, contractors (which include consultants), and instructors providing services to the WBC project.
- 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 **has never had** an indirect cost rate agreement and its budget includes indirect costs, it may utilize a de minimus rate of 10% of MTDC (to include Federal and non-Federal) until the non-Federal entity can provide a copy of a current indirect cost rate

agreement (ICRA) either through the SBA, or from another cognizant Federal agency. **This new rule does not apply to organizations that have an expired ICRA**.

- List of all Federal awards the Applicant has received within the last five (5) years to include: 1) the grantor agency name; 2) Code of Federal Domestic Assistance number; 3) the year of the award; 4) the amount of the award; and 5) status of award (i.e., whether the award is ongoing or closed).
- Any other documentation the Applicant believes supports its proposal.

4.2 Submission Instructions

All proposals (narratives and forms) must be submitted electronically via grants.gov, the government-wide financial assistance portal, located at: http://www.grants.gov/web/grants/home.html. **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

In order to submit an application via grants.gov, an organization is first required to have a DUNS 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 in order to utilize grants.gov. Applicants should not wait until the closing date to begin the submission process in order to avoid unexpected delays that could result in the rejection of an application.

Information about the grants.gov registration process can be found at http://www.grants.gov/web/grants/applicants/organization-registration.html. 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). 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 24 to 48 hours to complete. Applicants should save and print written proof of an electronic submission made at 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 either 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 the SBA has downloaded its application from grants.gov for review in accordance with Section 5.3 below.

If grants.gov notifies an Applicant via email that its application contains an error(s), 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 THE SBA AND CANNOT BE**

CONSIDERED FOR FUNDING. It is the Applicant's responsibility to verify that its submission was received and validated successfully at 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 menu.

If you experience a technical difficulty with grants.gov (i.e., system problems or glitches with the operation of the grants.gov website itself) 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 DUNS number 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: http://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 www.grants.gov no later than 11:59:59 p.m. Eastern Daylight Time on July 11, 2017. 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.

The 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 Announcement 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, the SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

Applicants should save and print written proof of an electronic submission made at grants.gov. If problems occur while using grants.gov, the Applicant is advised to (i) print any error message received; and (ii) contact grants.gov 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.

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 they are illegible or materially incomplete due to an Applicant's failure to include all required forms and/or provide the required level of detail. **All elements of this section must be addressed.**

5.2 Evaluation Criteria

All timely, materially complete applications received from eligible organizations will be evaluated in accordance with the criteria listed below.

5.2.1 *Mission Alignment and Experience* ***(up to 10 Points)***

To maximize the effectiveness of the WBC project, its program goals and objectives must align with the mission of its local host and the mission of the national WBC Program. The proposal shall include the WBC's mission statement and the host's mission statement and describe how the mission of the WBC aligns to its host organization and to the national WBC program. **(5)**

Describe relevant past experience. The Applicant must demonstrate expertise in long-term and short-term training and counseling programs, and, most specifically, experience in providing targeted business development services to women. **(5)**

5.2.2 *Organizational Experience and Capacity* ***(up to 15 Points)***

A. Applicants must demonstrate an adequate staffing plan to accomplish the goals and objectives as set forth in its proposal.

Include an organizational chart for the WBC, which includes all proposed full- and part-time program staff, titles, and the percentage of time each will devote to the WBC project. **(1)**

Include résumé and position description for the WBC project director and position descriptions for all other full- and part-time staff. The personnel reflected must agree with the Budget Detail Worksheets B-10A and B10B, provided at:
https://www.sba.gov/wbc.

The grant requires a full-time (40 hours per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC project (this position cannot be shared between two or more employees).

B. The proposed program director's résumé will be evaluated for appropriate level of business experience and supplemental experience in the areas of non-profit leadership and management, experience in leading other government program initiatives, etc. **(5)**

C. Include a list of board members of the host organization and each member's phone number and e-mail address, and include skills and experience that each member brings to the board. **(1)**

D. 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. See definition below for WBC Advisory Board. **(5)**

E. State by whom and during what hours the facility or facilities will be staffed. In addition, provide a list of planned closures. (e.g., holidays, etc.) **(1)**

F. The WBC is required to have a readily accessible location in the service area with facilities and administrative infrastructure sufficient to operate the WBC project. **(1)**

G. The WBC must be open to clients 40 hours per week. The WBC's work week must include weekend and weeknight hours, and a plan for online counseling to serve clients during non-traditional hours. If the WBC operates at more than one location under the same Cooperative Agreement, the 40 hour requirement may be divided between two facilities. However, no more than two locations may share the 40 hours. **(1)**

5.2.3 *Market Assessment for Services Provided* ***(up to 15 Points)***

A. Provide a narrative description of the target market to be served—geographic size and area type (urban, rural, suburban), population numbers and demographics. Use data to support your assertion. **(5)**

1. Describe plans to reach a representative number of women who are socially and economically disadvantaged. **Include the percentage of women served.**

2. Describe the need for the WBC in the geographic area.

B. Describe the specific needs and benefits of the SBA funding for this WBC project and provide how renewing this grant will leverage the work completed under previous award. **(5)**

C. Describe how the WBC project complements and does not duplicate other public and private projects or services in the market area. **(5)**

If the SBA determines there is overlap and/or duplication of service area, the SBA reserves the right to decline such an application, regardless of how highly it scores on other evaluation criteria. The SBA also has the discretion to accept such an application after negotiating with the Applicant to amend its proposed scope of services to eliminate any overlap between the Applicant and the existing WBC.

5.2.4 *Project Objectives and Milestones* ***(up to 20)***

Services and Activities to be Offered to Small Businesses Owned or Controlled by Women or Women Entrepreneurs and Other Clients (Section A is up to 5 points, Section B is up to 5 points, and Section C is up to 10 points.)

A. Provide a narrative, 3-year plan with clear goals, measurable objectives, and time-phased activities that are results-oriented to increase business expansions and new business start-ups among prospective clients.

In establishing goals, you must submit concurrence from the DOTR that you have worked with the local District Office to determine local market needs for the upcoming project year. These goals should be set forth in the proposal and may be adjusted by OWBO. New goals will be set in FY 2018.

1. The plan must include a projected number of clients to be counseled and trained in each grant year. Performance goals will be negotiated with the assistance of the local District Office and OWBO annually based on funding levels, market needs and capacity of host.

2. The plan must include long- and short-term training, counseling and technical assistance, and must provide for serving nascent entrepreneurs as well as start-up and established businesses.

3. Provide a completed projected milestones chart located at www.sba.gov (see Section 8.5, Templates and Charts, for a sample.) and a timeline for each of the project years, showing goals, objectives and planned activities. List the types of training and counseling to be offered during the budget period.

B. Areas of assistance shall include, but not be limited to:

1. Financial Assistance

- how to prepare a loan package and secure business credit from all lending sources (non-Federal entity should detail plans to provide loan packaging services with an emphasis on the SBA loans);
- how to prepare and present financial statements;
- how to manage cash flow, and understand and comply with tax laws, accounting principles and welfare regulations (where appropriate);
- how to manage the financial operations of a business;

2. Management Assistance

- how to effectively startup and/or manage a business;
- how to engage in strategic business planning;
- how to manage employees, operations and inventory;
- how to evaluate technology;
- legal advisory information; and
- individual or group mentoring by successful business people.

3. Marketing Assistance

- how to increase a business' capacity to prepare and execute marketing plans;
- how to develop pricing, packaging, and distribution strategies;
- how to identify and pursue local and export contract opportunities; and
- how to use effective public relations, networking and advertising techniques as well as use of the Internet for marketing purposes.

4. Export Assistance

   In cooperation with the SBA's Office of International Trade, the Department of Commerce and other relevant Federal agencies –

   a. The WBC should promote export assistance programs to their clients and the WBC should serve as a resource to refer small businesses to appropriate resources for trade finance, trade promotion, trade adjustment, and trade remedy assistance.

   b. The WBC should collaborate in trade data collection as identified through the Entrepreneurial Development Management Information System or as identified in their annual work plans.

   c. The WBC should work with the SBA's U.S. Export Assistance Centers (USEAC) personnel to conduct Export Trade Assistance Partnership (E-TAP) programs to help increase small business participation in international trade.

   d. The WBC may provide small business owners with access to a wide variety of export-related information by establishing on-line computer linkages between WBCs, USEAC, the Department of Commerce and their respective informational international trade databases. www.export.gov

   e. The WBC should identify in their annual work plans all WBC counselors and staff members who are certified in providing export assistance as identified in Section 1204 of the Small Business Jobs Act of 2010.

5. Additional Specialized Assistance

   For example, assistance may include: home-based businesses, legal matters, accounting, rural business, agribusiness, construction, childcare, elder care, manufacturing, procurement, web development, business expansion and franchising, or international trade, business programs helpful to veterans, people seeking to get off welfare, people with disabilities, and other subcategories of women in business.

   In addition, **up to 5 bonus points** may be added to an applicant's project objectives and milestone score if they can demonstrate a track record of serving Native American populations or women veterans.

C. Experience Providing Services to Existing Businesses

The WBC Program is designed to help women entrepreneurs not only start new businesses, but also grow existing businesses. Research indicates that while women-owned businesses account for 36% of all U.S. enterprises, they employ only 7% of the country's workforce and contribute fewer than 4% of business revenues. This presents a tremendous opportunity for WBCs to help women business owners overcome this revenue and employment gap, while spurring local economic development.

Describe the experience providing services to women entrepreneurs who are seeking to expand or grow businesses already under operation. Services should aim to increase women entrepreneurs' access to capital, access to domestic or international markets, productivity, job growth, and/or revenues. Include a plan to reach this specific target.

5.2.5 *Plans for Marketing and Collaboration with the SBA and Other Community and Small Business Organizations* ***(up to 10 Points)***

- Demonstrate involvement with SCORE, Small Business Development Centers (SBDCs), SBA Microloan Program lenders, non-lender technical assistance providers, and other SBA resource partners such as mainstream financial institutions, state and/or local governments, chambers of commerce, loan funds, community colleges, and women's organizations, through co-sponsorship agreements and memoranda of understanding.

- Explain how the organization interacts and coordinates with the SBA and its resource partners and explain how the collaboration will continue to contribute to the success of the WBC.

- To the extent practicable, provide commitment letters and/or cooperative agreements that state how the organization and its WBC unit will cooperate to leverage resources, including outreach to local media.

- The WBC must maintain a working relationship with the district director and the DOTR in the nearest SBA District Office, and provide support for their outreach efforts to women. Document the organization's plans to:

    1. use the SBA as a resource partner and maintain communication with the DOTR;

    2. participate with the SBA in conferences and special programs for women;

    3. include the SBA in outreach activities and events;

    4. promote the SBA programs to the WBC clients;

    5. display the SBA brochures and the SBA signage (provided by the SBA) in a prominent area at the women's business center location(s).

- The WBC must have e-mail capability to counsel and respond to client technical assistance questions and have access to the Internet for staff and clients.

    1. The WBC must create and support its own website and link to the SBA website at www.sba.gov.

    2. The SBA hosts an on-line training network, the Small Business Training Network (SBTN) that the WBC may utilize for training purposes at https://www.sba.gov/tools/sba-learning-center. The WBC may also contribute training materials, which it has developed, to the site.

5.2.6 *Sources and Leverage of other Funds* ***(up to 5 Points)***

Non-Federal entities that are able to leverage other funding sources to support WBC-eligible activities are best positioned for long-term sustainability and growth. Diversification of funding sources provides a

broad, solid funding foundation for the program; and signifies a growing strong reputation in the "business services" community, for providing in-depth, value-added services to customers.

The application shall describe the approach the applicant will take to achieve matching sources of funds and include how the applicant will diversify the match funding.

Include the source, amount and duration of funds provided by each non-Federal entity to the WBC and the purpose for which the funds have been provided. Use the "Certification of Cash Match & Program Income Worksheet" located at https://www.sba.gov/offices/headquarters/wbo/resources/12967 for all sources of cash match. Indicate which contributions are expected and which have been committed to be a part of the WBC project match funds. **Reminder: With the exception of permissible CDBG funds, federal funds may not be used as match.**

The non-Federal entity must maintain an updated list of funding sources and amounts for each source of funds received (including grants, contracts and contributions). In addition, for each source of funds, documentation of the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose for use on the WBC project, and any requirements, stipulations or deliverables must be maintained and made available during any financial examination process.

5.2.7 *Financial Management Capability and Confirmation of Match* ***(up to 15)***

The non-Federal entity must be able to account separately for award funds to ensure a clear audit trail and to identify the sources and uses of funds (including cash match, in-kind contributions, and program income).

A. The application must include a copy of its most recent Single Audit (formerly referred to as A-133 audit). If the Applicant is not subject to the requirements of the Single Audit Act, it must instead submit a copy of its most recent audited financial statement. UNAUDITED FINANCIAL STATEMENTS ARE NOT ACCEPTABLE. Note: If Applicant's prior year project was identified by OWBO as low-risk, the Applicant may submit its most recent unaudited financial statement.

   Non-Federal entities that are not subject to the Single Audit Act may renegotiate their existing approved indirect cost rate to include the cost of its audits or audited financial statements. If the non-Federal entity has never received an approved ICRA, it may utilize the 10% de minimus indirect rate to cover such costs. Note: Non-Federal entities may not charge the cost of its audit and/or audited financial statements under the direct cost categories on its budget.

B. The application must include a letter from the Applicant's Auditor, CPA, Treasurer, Comptroller, CFO or similarly qualified individual certifying that the non-Federal entity's financial management system currently meets the requirements of 2 CFR Part 200.302;

   This written statement must be provided in the grant proposal before the Federal funds will be disbursed.

C. Describe the non-Federal entity's plan to ensure accuracy of its financial recordkeeping and describe its current practices regarding the receipt and expenditure of program funds. Explain how the non-Federal entity will comply with the requirements that financial records

must be accessible to the project director, and that both the project director and chief financial officer must approve the WBC project expenditures and co-sign financial reports and requests for reimbursement.

D. Provide a detailed development plan demonstrating how the cash and in-kind match will be raised over the term of the grant. Include letters of support from potential sources of matching funds.

E. If the WBC project will generate program income, the non-Federal entity's plan must identify the method and provide tuition rates, if any, for proposed services. All program income must be accounted for within the WBC's official financial statements.

5.2.8 *Program Evaluation and Economic Impact* ***(up to 5 Points)***

Demonstrate the experience the non-Federal entity has in evaluating programs, including measuring program outcomes. Describe the evaluation process and method the WBC will use for measuring: the outputs and outcomes included in the milestone chart, its program mission objectives, and its compliance with all required financial, performance, customer-satisfaction, and follow-up reporting.

5.2.9 *Technological Capabilities* ***(up to 5 Points)***

The SBA seeks partners who invest resources into their online marketing and service capability. Therefore, Applicants must maintain a website, or a clearly defined subsection of an existing website, for the purpose of publicizing and conducting project activities. The project website must make reasonable accommodations for access by persons with disabilities and must feature the SBA logo and acknowledgement of support clause in a prominent location in accordance with the notice of award terms and conditions. In addition, project websites are subject to the prior approval requirements of the notice of award terms and conditions. The WBC website must link to the SBA website (www.sba.gov) and must comply with acknowledgment and graphic requirements as detailed in notice of award terms and conditions.

Applicants must address the following:

1. Provide your website address and any instructions, passwords, etc. necessary to preview these products and/or services to the SBA upon request.

2. Describe how you will provide internet for staff and clients, and will provide training on use of the internet, including electronic commerce and the importance of website design and development.

3. In addition to face-to-face training and counseling, describe how you will provide online training and counseling via your website and/or e-mail.

5.3 Review and Selection Process

Applications that are not rejected by grants.gov or the SBA's screening process will be evaluated by teams of reviewers and scored on the basis of 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 105 points.** Prior to evaluating applications received in response to this Funding

Opportunity Announcement, the 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 Women's Business Center Program services to as broad a segment of the required area as possible as stated in this Funding Opportunity Announcement, 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 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 non-Federal entity's WBC project or another more highly rated application that was selected for award.

5.4 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;
- 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;
- Results, reports, and findings from any of its available audits or programmatic reviews and its responses to them; and
- Ability to effectively implement statutory, regulatory, or other requirements.

Although an applicant may receive a score placing it in the competitive range, SBA may still decline to issue it an award under this announcement based on its assessed risk.

6.0 Section VI - Award Administration Information

6.1 Award Notification

All Applicants selected for awards will receive written notification. There will be no debriefing process for ineligible Applicants.

6.2 Administrative and National Policy Requirements

All successful Applicants 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 143; the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, the SBA may, from time to time, advise non-Federal entities of awards made under this Funding Opportunity Announcement 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 non-Federal entities may be made public. In addition, the SBA reserves the right to increase the frequency of reporting as deemed necessary as well as require non-Federal entities to post these reports (with the exception of financial reports), on their web sites.

6.3.1 *Financial Reports*

The non-Federal entities will be required to submit semi-annual financial reports to the SBA using the SF-425, Federal Financial Report (FFR) and supporting documents identified by OWBO, within 30 days after the completion of each six month period. Note: WBC projects deemed "high risk" must submit quarterly financial reports.

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

The non-Federal entities will be required to submit quarterly financial reports to HHS using the electronic SF-425 via the HHS Payment Management System within 30 days after the completion of each quarter.

6.3.3 *Performance Reports*

The non-Federal entities will be required to submit semi-annual 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 Reports (EDMIS Reports)*

The non-Federal entities will be required to either manually enter performance data or upload data files quarterly to the EDMIS system, the Office of Entrepreneurial Development's (OED) centralized data collection system, within 30 days after the completion of each quarter. EDMIS training is provided by the SBA.

6.3.5 *Economic Impact Data*

The non-Federal entities will be required to submit annual economic impact data to the SBA via the EDMIS Impact Data Entry Screen, within 30 days after the end of the 4th quarter only.

6.3.6 *Report Submission*

The non-Federal entities will be required to submit reports as instructed by the Notice of Award.

6.4 Recordkeeping Requirements

A. Activity Records

The non-Federal entities 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 non-Federal entity must maintain the following records:

1. Counseling Activity Reports

The non-Federal entity will be required to collect all counseling activities on the SBA Form 641 Counseling Information Form (or an equivalent form). Data gathered by this form must meet

the minimum requirement as stipulated by OED's EDMIS database. Signed copies of these forms must be retained by the non-Federal entity either electronically or in hard copy and be made available for the SBA review upon request.

2. Training Activity Reports

   The non-Federal entity 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 training). The non-Federal entity may use a computerized version of this form. Electronic or hard copies of these forms must be retained by the non-Federal entity and be made available for the SBA review upon request.

3. WBC Client Evaluation Forms

   Evaluations of the 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 non-Federal entity and be made available for the SBA review upon request.

4. 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 provides assistance without the written consent of that individual or concern, except as authorized by the SBA.

7.0. Section VII - Agency Contacts

7.1 Office of Women's Business Ownership Point of Contact

Questions concerning general information contained in this Funding Opportunity Announcement should be directed to the Office of Women's Business Ownership at 202-205-6673 or OWBO@sba.gov.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Funding Opportunity Announcement should be directed to the Office of Women's Business Ownership at 202-205-6673 or OWBO@sba.gov.

7.3 Grants.gov Technical Support

For technical support with filing an electronic application in response to this Funding Opportunity Announcement, 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 Announcement.

8.1.1 ***Applicant*** – An eligible organization that applies for funding under this Funding Opportunity Announcement.

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

8.1.5 ***Contact Hours*** – The amount of time spent directly interacting with a business or individual client.

8.1.6 ***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.

8.1.7 ***Cooperative Agreement*** – Also known as notice of award, is 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 SBA and the recipient organization in carrying out the proposed activities.

8.1.8 ***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.

8.1.9 ***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.

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

8.1.11 ***Distance Learning*** – The process of connecting learners with remote and multiple resources. Such learning uses communication technologies to stimulate continuous and lifelong learning. The technologies used include video, audio, computer, satellite, audio-graphic and print technologies.

8.1.12 ***Electronic Commerce (eCommerce)*** – Electronic commerce refers to all aspects of business and market processes enabled by the Internet and other digital technologies.

8.1.13 ***Goals and Initiatives*** – WBC goals are those established in collaboration with OWBO and the SBA District Office.

8.1.14 ***Grants Management Officer (GMO)*** – The SBA official with delegated authority to obligate Federal funds by signing the Notice of Award.

8.1.15 ***In-kind Contribution (third party)*** – Cost incurred as described in 2 CFR 200.96.

8.1.16 ***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.

8.1.17 ***Notice of Award*** – See Cooperative Agreement.

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

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.

8.1.18 ***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.

8.1.19 ***Preparation Time (hours)*** – The amount of time spent preparing and researching information for a business or individual client.

8.1.20 ***Program Director*** – A full-time (40 hours per week) employee (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 WBC Project and services are delivered in accordance with the funding opportunity announcement, Notice of Award, regulations, and statute.
- Ensuring that the WBC is compliant with the funding opportunity announcement, Notice of Award, regulations, statute, and OMB circulars.
- Ensuring that all communications from the Office of Women's Business Ownership are provided to the appropriate parties of the WBC.

8.1.21 ***Program Income*** – Gross income earned by the non-Federal entity, as described in 2 CFR 200.80.

8.1.22 ***Project Funds*** – All funds authorized under the cooperative agreement including, Federal funds and 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.

8.1.23 ***Project Period*** – The period of time specified in the notice of award, which identifies the start and end date of the recipient organization's 5-year or 3-year project.

8.1.24 ***SBA Resource Partner*** – Organizations that provide services through SBA funding or through another recognized relationship with the SBA. Resource partners include, but are not limited to, SBDCs, SCORE, veterans business outreach centers (VBOCs), women's business centers, U.S. export assistance centers (USEACs), SBA Microloan Program intermediaries and non-lender technical assistance providers, and SBA co-sponsorship and memorandum-of-understanding partners.

8.1.25 ***Socially and Economically Disadvantaged Women*** – Women who have been subjected to gender, racial or ethnic prejudice or cultural bias within American society because of their identities

as members of groups and without regard to their individual qualities. Also includes women whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business.

8.1.26 ***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 non-Federal entity's Notice of Award.

8.1.27 ***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.

8.1.28 ***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.

8.1.29 ***Women's Business Center*** - 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.

8.1.30 ***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.

8.1.31 ***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

A. ***Business Matchmaking***

WBCs are encouraged to participate in the SBA Business Matchmaking events. Business Matchmaking provides a means for small businesses to be matched with procurement representatives from government agencies and major corporations with actual contract opportunities. Business Matchmaking is offered at no cost to its participants—buyers or sellers. The events combine education and counseling by pairing expert small business advisors and topical experts with networking and matchmaking through face-to-face events. There is also an online network at http://www.businessmatchmaking.com/online.shtml

B. ***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 Frequently Asked Questions

Question: Is a small business development center (SBDC) eligible to apply for an award under this Funding Opportunity Announcement?

Answer: No. An SBDC is not a legal entity; it is a project funded under a Federal grant program. However, the ***non-Federal entity*** of the SBDC Federal grant is eligible to apply for a WBC grant if it is a private, non-profit organization and meets the WBC eligibility requirements. In addition, host organizations that house service centers as part of an SBDC network may also be eligible for a WBC grant if all eligibility requirements are met.

Question: Are colleges and universities eligible to apply?

Answer: Yes. A college or university may apply if it is a private, non-profit organization and meets all eligible requirements.

Question: May SBDCs provide cash or in-kind match to the WBC project?

Answer: No. SBDCs are funded with Federal monies, which are matched from non-Federal sources. Because the non-Federal entity may not use Federal funds as match to fund the WBC project, SBDC Federal funds may not be used as match. SBDC matching funds, as well as program income derived from an SBA SBDC grant, also may not be used as match. However, the SBDC's recipient organization may donate non-Federal funds and in-kind donations to the WBC project as match.

Question: May Community Development Block Grant (CDBG) funds be used as match?

Answer: Yes. If CDBG Program requirements are met and the funds are used for the WBC grant project.

Question: What are the key aspects of a successful women's business center?

Answer: Success could be defined by the following, but not limited to: 1) having adequate funds; 2) a good financial management system; 3) a strong advisory board with proven fundraising capability; 4) a committed staff with strong entrepreneurial experience; 5) a program that meets the unique needs of the service area's business women; 6) a strong marketing plan; and 7) close ties with the local SBA District Office, its resource partners and the local business community.

Question: Should the Standard Form 424, Application for Federal Assistance (face page), indicate the total amount to be funded for the 3-year period?

Answer: No. The estimated funding (block 18) must indicate the proposed amount for the Base Period budget period only. Budget estimates of Federal funds needed for the balance of the project period must be indicated on the SF-424A, Section E (see Section 8.4.B. below).

8.4 Instructions for Completing the SF-424 (Application for Federal Assistance) Package

A. Instructions for completing the Standard Form 424, Application for Federal Assistance.
(Note: The Base Period (first 12-month period) SF-424 is located at grants.gov and is a part of the mandatory application package.)

Item 1	Application
Item 2	New

Item 3	System Generated
Items 4 – 7	Leave Blank
Items 8 – 12	Self-Explanatory (**MUST** provide COUNTY/PARISH information.)
Item 13	Leave Blank
Item 14	REQUIRED. Must list all areas affected by your project.
Item 15	Women's Business Center (Renewal Grant)
Item 16	Self-Explanatory
Item 17	09/30/2017 – 09/29/2018
Item 18a.	Enter the Applicant's Letter of Intent amount approved by SBA
Item 18b.-f.	Self-explanatory Note: Enter the amount(s) that comprise the non-Federal match. Note: Use "e." "Other" for In-Kind contributions
Item 19	Check "c." – Program is **not** covered by E.O. 12372
Items 20-21	Self -Explanatory

B. **Instructions for completing the Standard Form 424A (Budget Information – Non-Construction Programs) located at grants.gov.** *(Note: The Base Period (first 12-month period) SF-424A is located at grants.gov and is a part of the mandatory application package.)*

These documents may be more easily understood by supplementation with the Annual Budget Summary Worksheets (B10–B16).

The budget is the Applicant's estimate of the total cost of performing the project for which funding is being requested under this Funding Opportunity 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 applicable OMB Cost Principles and Agency policies.

All costs should be justified and itemized by unit cost on the Annual Budget Summary Worksheets (B10-B16) or reasonable facsimile. All forms contained in the financial application package must be completed accurately and in full.

Section A - Budget Summary

Block 1.

(a)	Enter description "Federal Amount"
(b)	59.043
(c)	Leave Blank
(d)	Leave Blank
(e)	Enter the Applicant's Letter of Intent amount approved by SBA
(f)	Leave Blank

Block 2.

(a)	Enter description "Non-Federal Cash"
(b)	Leave Blank
(c)	Leave Blank
(d)	Leave Blank
(e)	Leave Blank
(f)	Enter the total amount of Non-Federal Cash

Block 3.

(a)	Enter description "In-Kind" (if none, leave blank)
(b)	Leave Blank
(c)	Leave Blank
(d)	Leave Blank
(e)	Leave Blank
(f)	Enter the total amount of In-kind (if none, leave blank)

Block 4.

(a)	Enter description "Program Income" (if none, leave blank)
(b)	Leave Blank
(c)	Leave Blank
(d)	Leave Blank
(e)	Leave Blank
(f)	Enter the total amount of Program Income (if none, leave blank)

Section B - Budget Categories
Complete Column 6a – 6k, Columns (1) – (4) entering amounts by budget category as follows.
(1) Federal (2) Non-Federal Cash (3) In-Kind (4) Program Income

The itemization must reflect the total requirements for funding from 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 of Federal Funds Needed for Balance of the Project

Applicants must indicate the estimated amount required for each of the two Option periods. Note: Exercise of options is at the SBA's discretion and is subject to continuing program authority, the availability of funds and satisfactory performance by the non-Federal entity.

Block 16
Column (a) Grant Program – Enter "59.043, Federal Amount"

Column (b) First – Enter estimated Federal funds amount required for the 1st Option Year

Column (c) Second – Enter estimated Federal funds amount for the 2nd Option Year

Block 17
Column (a) Grant Program – Enter "59.043, Non-Federal Cash Match" **Note:** Non-Federal cash amount (comprised of non-Federal cash and Program Income if any) must be equal to at least half of the Federal amount.

Column (b) First – Enter estimated cash match amount to be applied to the 1st Option Year

Column (c) Second – Enter estimated cash match amount to be applied to the 2nd Option Year

Block 18
Column (a) Grant Program – Enter "59.043, Non-Federal In-Kind Match"

Column (b) First – Enter estimated In-kind amount (if any) to be applied to the 1st Option Year

Column (c) Second – Enter estimated In-kind amount (if any) to be applied to the 2nd Option Year

Block 19
Column (a) Grant Program – Enter "59.043, Non-Federal Program Income Match"

Column (b) First – Enter estimated Program Income amount (if any) to be applied to the 1st Option Year

Column (c) Second – Enter estimated Program Income amount (if any) to be applied to the 2nd Option Year

Section F - Other Budget Information

Direct Charges: Refer to instructions on form or leave blank.

Indirect Charges: Refer to instructions on form or leave blank.

C. Standard Form 424B (Assurances) – Self-Explanatory

D. Additional Budget Information

Personnel

1. List the name, title, salary for each employee and the estimated amount of time each will be assigned to this project. The Applicant must have a full-time, (40 hours per week) employee (required by statute) whose time is dedicated 100% to managing the day-to-day operation of the WBC. This position may not be shared between two or more employees.
2. Résumé of the WBC project director must be included in the application.
3. Position descriptions for all full- and part-time staff assigned to this effort must be included in the application.
4. Note that fees, expenses, and estimated amount of time for outside consultants should be included in the contractual line item.

E. Fringe Benefits

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

F. Indirect Charges

Enter the indirect cost rate, date, and Federal agency that issued your approved ICRA. If the Applicant does not have such an agreement and its budget includes indirect costs, it may utilize a de minimus rate of 10% of MTDC (to include Federal and non-Federal) until the non-Federal entity can provide a copy of a current indirect cost rate agreement (ICRA) either through the SBA, or from another cognizant Federal agency. **This new rule does not apply to organizations that have an expired ICRA.**

G. Justification of Costs

All proposed costs require justification and narrative explanation.

H. Miscellaneous, Contingency or "Etc." Costs

NO miscellaneous or contingency costs are allowed. Do not use this description for any budgeted items.

I. Non-Federal entities may not charge cost of its audit and/or audited financial statements under the direct cost categories on its budget.

J. Proposal Costs

The SBA will not pay any costs incurred in the preparation and submission of a proposal.

8.5 Templates and Charts

8.5.1 Projected Milestones Chart (Chart located at www.sba.gov/wbc)

Applicants must complete the "Projected Milestones Chart" located at www.sba.gov/wbc and provide information as requested by the worksheet for each year of its 3-year project. Save the chart in its original format and include it with your submission.

WBC Projected Milestones Chart

Instructions: Select application type and enter identification information. Next, enter projected milestones into the chart by year as required by application type. Actual WBC performance is measured by training records (SBA Form 888) and counseling records (SBA Form 641) that are submitted quarterly through the SBA's Entrepreneurial Development Management Information System (EDMIS). Training and counseling forms, client definitions and other resources pertaining to EDMIS can be found at www.sba.gov/edmis.

Application Type: Initial ◉ Renewal ○ Option Year ○

Location ID:

WBC Name:

City: **State:**

	Year 1		Year 2		Year 3		Year 4		Year 5	
Outputs	Number of Clients	Number of Hours	Number of Clients	Number of Hours	Number of Clients	Number of Hours	Number of Clients	Number of Hours	Number of Clients	Number of Hours
Training										
Counseling*										
Outcomes (from counseling records)**	Total		Total		Total		Total		Total	
New Business Starts										
Jobs Created										
Amount of Capital Infusion										
Total Outcomes (from all activities)***	Total		Total		Total		Total		Total	
New Business Starts										
Jobs Created										
Amount of Capital Infusion										

*Counseling clients are counted once per project year.
** EDMIS collection of outcome data is limited to counseling clients.
***Many WBCs collect outcome data from training clients as well as counseling clients. Use this section to project outcomes from all activities.

8.5.2 Checklist of Required Submissions for this Funding Opportunity Announcement

Technical Proposal	Cost Proposal
Address and submit each of the following as instructed and outlined in the Funding Opportunity Announcement. Program Information Narrative ___ Table of Contents ___ Mission Alignment and Experience ___ Organization and Structure Include the following: - Organization Chart (include names, positions titles, and percentage of time each will devote to the project for all proposed full- and part-time employees working on the WBC project) - Résumé (for WBC project director) - Position Description (for ALL personnel) - List of Board of Directors (include phone number and e-mail address, and include skills and experience that each member brings to the board) - List of WBC Advisory Board Members & each member's phone #, e-mail, and incl. the role(s) & responsibility(ies) of each member. - WBC Hours & Planned Closures ___ Market Assessment for Services Provided ___ Project Objectives & Milestones ___ Plans for Marketing and Collaboration with the SBA & Other Community & Small Business Organizations ___ Include commitment letters and/or cooperative agreements. ___ Sources and Leverages of Funds ___ Financial Management Capability & Certification of Match ___ Include a certification that the financial system to be used for the non-Federal entity's WBC project meets 2 CFR Part 200.302 and 200.333. (Note: Letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.) ___ Program Evaluation and Economic Impact ___ Technology Capability **Supporting Documents** ___ 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). ___ Concurrence from District Director regarding local market needs ___ Copy of All Subcontracts and Agreements (may not exceed 49% of total budget). Must also include 3 quotes for all subcontracts between 3,501 - 150K. ___ Conflict of Interest policy signed by all current employees, contractors, and instructors ___ Projected Milestones Chart ___ Articles of Incorporation ___ Non-Profit Verification (501(c) Certification from IRS) ___ SF-LLL (Lobbying) ___ SBA Form 1224 (Cost Sharing Proposal) ___ Approved Indirect Cost Rate or Cost Allocation (if applicable) ___ Most recent audit (or audited financial statement) Note: If Applicant's prior year project was identified by OWBO as low-risk, the Applicant may submit its most recent unaudited financial statement.	**Must complete the SF-424 Packages for the Base Year** SF 424 Packages and Budget Details **For the Base Year – Submit the following:** **___ SF-424** **___ SF-424A** **___ SF-424B** **___ Annual Budget Summary (B10 – B16)** **___ Certification of Cash Match and Program Income Worksheet. Also, must complete page 2 of the worksheet to include a list of sources for cash match and detail the activity which will generate program income (if any). Note: In-kind should not be included on this worksheet.** **For Estimated Funding Requirements for Option Year 1 and Option Year 2 – Complete the following:** **___Section E of the Base Year SF-424A is completed as instructed in the Funding Opportunity Announcement.** **MAKE SURE OF THE FOLLOWING** **1. The SF-424 reflects the correct Federal amount and non-Federal match of which 50% is in the form of cash. Note: Cash match is all non-Federal cash and program income;** **2. The SF-424A, block 6. a. – k., breaks out the Federal share (in column 1); the non-Federal cash (in column 2); in-kind (in column 3) & program income (in column 4); and** **3. The budget does not include non-expendable equipment. Non-expendable equipment is unallowable under the grant. Only expendable equipment, (valued below $5,000 per piece) is allowable and must be shown under the "Supplies" cost category.**