VBOC PROGRAM SPECIFIC CONDITIONS
Grant Year 2023-2024

Project and Budget Periods

- The period of performance for this Award will consist of twelve months - 5/1/2023 to 4/30/2024.

- The Budget Period will consist of twelve months from 5/1/2023 to 4/30/2024.

Award Recipient Responsibilities

- Promote SBA programs, products, and services to clients. Including sharing contact information for clients who have indicated in writing they are interested in learning about other SBA programs and types of assistance.

- Provide full access to all activities supported with project funds to the public without regard to their participation in any paid membership or subscription plan.

- VBOC Director required to spend one hundred percent (100%) of their time working on the VBOC Program.

- Enter client info and counseling, training and outreach activity into the Neoserra Performance Management System within 30 days of the end of each month.

- Collaborate with the SBA on conferences and special programs for eligible veterans in Your service area and include SBA District Office and resource partner teams in outreach activities.

- Openly display SBA brochures and SBA partnership posters in a prominent area at the VBOC location.

- Use the B2B Management System (Salesforce) to schedule/close B2B & Reboot classes and track attendee data.

- Provide VBOC brochures and collateral to SBA District Offices, resource partners, veteran service organizations, military installations and local Department of Veterans Affairs and Department of Labor offices.

- Establish and maintain a VBOC specific website detailing the programs and services available, calendar of events and VBOC staff contact info.

- VBOC staff must participate in one hundred percent (100%) of the B2B classes within Your designated coverage area.

- Support Reboot training events, in partnership with the SBA District Offices and resource partners within your coverage area.

- Establish and maintain effective internal control over the federal award that provides reasonable assurance that You are managing the Federal award in compliance with the federal statutes, regulations, and the terms and conditions of federal award. See 2 C.F.R. § 200.303.

- Maintain sufficient financial stability to merit being entrusted with the federal funds provided under this award.

Sub-granting/Subcontracting

- This Award may not be sub-granted, either in whole or in part, to one or more third parties. You may not act as a pass-through or fiscal agent channeling award funds to other parties.

- You may contract with other parties for the performance of project support functions or services. However, You may not contract out more than twenty (20) percent of this project to other parties (as measured by Project Funds). You also may not contract out the overall administration or day-to-day management of this project to any other party.

Reimbursement Requests & Quarterly Reporting Requirements

- You must submit reimbursement requests and performance reports to the GOTR and upload in GrantSolutions as often as monthly or, at a minimum, on a quarterly basis. The required reporting forms may be obtained at https://www.sba.gov/page/ovbd-grant-documents.

- Reports must be submitted to the GOTR in electronic format via email and uploaded in GrantSolutions. Reports must be received by the GOTR no later than 30 days after the conclusion of the applicable reporting period. The final Quarterly report must be received by the GOTR no later than 120 days after the conclusion of the budget year. If You fail to submit timely or adequate reports, SBA may withhold funding until this deficiency is corrected.

The quarterly reporting periods for this Award are as follows:

- May – July: 1st Quarter
- August – October: 2nd Quarter
- November – January: 3rd Quarter
- February – April: 4th Quarter

Performance Reports

You must submit Your Performance Progress Reports using the template provided (Performance Progress Report narrative) to include the following information:

- All project accomplishments for the reporting period, including a comparison between actual accomplishments and those predicted in the project milestones/timeline presented in Your

Technical Proposal. Where You failed to achieve the predicted accomplishments, you must explain the reason(s) for that shortfall and describe how You will bring project performance back into alignment with the milestones/timeline.

- Lessons learned, best practices, challenges and success stories

- Required Program/Project specific metrics or deliverables:
    - Counseling Sessions
    - Training Events & Attendees
    - Outreach Events & Attendees
    - Referrals
    - Boots to Business & Reboot Classes
    - Boots to Business & Reboot Attendees
    - Boots to Business & Reboot Modules taught
    - New Business Starts