

U.S. Small Business Administration
Office of Small Business Development Centers

CYBER CERTIFICATION PROGRAM

CY 2026

FUNDING OPPORTUNITY NO.
SB-OEDSB-26-003

The purpose of this Funding Opportunity is to invite proposals for funding to deliver technical assistance to entrepreneurial development resource partners. Only an application from the states of Delaware, Michigan, and Ohio that have experience in managing a robust state-wide or nationwide cyber training program will be considered for funding via this announcement.

Opening Date: August 10, 2026

Closing Date: September 9, 2026

Proposals responding to this program must be posted to Grant.gov by 11:59 PM Eastern Daylight Time (EDT), on the closing date. 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 SMALL BUSINESS DEVELOPMENT CENTERS

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1.0 Section I – Funding Opportunity Description

1.1. Program Overview

1.1.1.	Federal Agency Name	U.S. Small Business Administration (SBA)
1.1.2.	Funding Opportunity Title	Cyber Certification Program
1.1.3.	Funding Opportunity Type	Cooperative Agreement
1.1.4.	Funding Opportunity Number:	Funding Opportunity No. SB-OEDSB-26-003
1.1.5.	CDFA Number	59.037
1.1.6.	Closing Date for Submissions:	September 9, 2026, 11:59 PM Eastern Daylight Time (EDT)
1.1.7.	Authority:	P.L. 116-260
1.1.8.	Duration of Authority:	One 24-month budget period
1.1.9.	Funding Instrument:	Cooperative Agreement
1.1.10.	Period of Funding:	Funding is for a twenty-four-month period
1.1.11.	Award Amount/Funding Range:	A total amount of approximately \$500,000 in funding is available for this program. SBA expects to make one award of not more than \$500,000. There is no matching fund requirement.
1.1.12	Matching Requirement	There is no matching requirement for this award.
1.1.13	Program Income	Program Income is allowed to be generated under this award
1.1.14.	Project Duration:	Applicants may submit a proposal for a 24-month award
1.1.15.	Project Starting Date:	10/01/2026
1.1.16.	Proposal Evaluation:	Proposals will be reviewed for sufficiency as detailed in Section 5.0. 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.

1.1.17. Agency Programmatic Point of Contact:

Small Business Administration (SBA), Office of Small Business Development Centers Email: Traci.Giddens@sba.gov

1.2 Introduction

The U.S. Small Business Administration (SBA) is offering up to \$500,000 in a single grant award for an impactful and inclusive approach to support a collaborative national innovative Cyber Certification Program to advance cyber resources for SBA Resource Partners from idea to implementation. SBA Resource Partners include Small Business Development Centers (SBDC), Women's Business Centers (WBC), SCORE, Veterans Business Outreach Centers (VBOC), and other SBA Resource Partners that provide business advising and technical assistance services to entrepreneurs. The program's ultimate objective is to increase the number of small businesses that are cyber security aware and take action to protect their businesses.

The 2026 Cyber Certification Program will promote strategic cyber ecosystem partnerships to build and/or expand community and organizational capacity for the successful development, launch, and management and/or continuation of a sustainable Cyber Certification Program for SBA Resource Partners.

SBA is particularly interested in collaborative efforts (community, regional, statewide, industry sector, etc.) that may serve as best practices and models of cyber small business assistance. The Applicant is encouraged to design and develop innovative programs and services to address the purpose of this Project.

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 lending programs, the Agency also provides funding to organizations that deliver technical assistance providing counseling and training to small business concerns and nascent entrepreneurs to promote growth, expansion, innovation, increased productivity, and management improvement. The mission of SBA's Office of Small Business Development Centers (OSBDC), which has responsibility for administering the Cyber Certification Project, is to provide assistance to the small business community linking the resources of federal, state, and local governments with the resources of the educational community and the private sector. In partnership with SBA's OSBDC and District Offices, the SBDCs develop programs and provide business management and other services that enhance the economic development goals and objectives of their respective states and U.S. territories, their local funding partners, and SBA.

1.4 Purpose

SBA intends to solicit, evaluate, and fund one eligible application for a Cyber Certification Project award. The objective of the Cyber Certification Project is to prepare SBA Resource Partner employees

in cyber strategy, cyber planning assistance, and expand the number of qualified Cyber Certified SBA Resource Partners.

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.
- Small business development programs and activities of other federal, state, local, and tribal governments.
- SBA resource partners such as SCORE, other SBDCs, Women's Business Centers, Veterans Business Outreach Centers, SBA 7(j) Technical Assistance providers and other Government Contracting resources, Small Business Investment Companies (SBICs), Certified Development Companies (CDCs) and SBA lenders.
- Manufacturing Extension Partnerships (MEPs), APEX Accelerators, U.S. Patent and Trademark Office, and U.S. Department of Agriculture;
- Regional and local trade schools;
- Universities, colleges, and other institutions of higher education; and
- Private organizations such as chambers of commerce, trade, and industry groups and associations.

1.6 SBA Involvement and Oversight

The Cyber Certification Program is managed by the designated Grants Officer Technical Representative (GOTR, a.k.a. Program Manager), under the direction of the Associate Administrator for OSBDC and the Associate Administrator for the Office of Entrepreneurial Development. The Program Manager will be responsible for overall monitoring and oversight of the Cyber Certification Program Award Recipient, including compliance with the Terms and Conditions of the Cooperative Agreement. A designated Grants Officer within SBA will be responsible for issuing the Notice of Award, making modifications to the Award and processing payments.

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

2.1 Estimated Funding

SBA expects to issue up to a total of \$500,000 in a single award under this Funding Opportunity. .

2.2 Expected Number of Awards

SBA anticipates making ONE (1) award under this Funding Opportunity.

2.3 Period of Performance/Budget Periods

The period of performance is for two years.

2.4 Funding Information

Funds provided under the Cyber Certification Program must be used solely for the purposes stipulated in this Funding Opportunity and the Notice of Award and funds awarded may not be commingled with any other monies. All costs proposed in the Applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in 2 C.F.R. Part 200.

2.5 Funding Instrument

The funding instrument is a cooperative agreement.

2.6 Matching Requirement

There is no matching requirement for this award.

2.7 Program Income

Program Income is allowed to be generated under this award (see section III(B)(3) in the Cyber Certification Program Terms and Conditions for details).

3.0 Section III – Eligibility Information

3.1 General

A state entity or university may submit one proposal in response to this Funding Opportunity.

3.2 Eligible Applicants

- To be eligible for this Funding Opportunity an applicant must be a state entity or university in the state of Delaware, Michigan, or Ohio that has experience providing cyber security training. Provide documentation of specific, eligible history of service of providing Cyber Certification Program relevant to the proposed Project. See Section 8.1, Definitions.

4.0 Section IV – Application and Submission Information

4.1 Application Instructions

Applications must consist of the following elements:

- (a) a cover page
- (b) a table of contents

- (c) a technical proposal in **MS Word** format
- (d) budget information
- (e) certifications, forms, and assurances
- (f) attachments and exhibits.

All required forms will be provided within the announcement in Grants.gov.

4.1.1 *Cover Page*

The application for a Cyber Certification awardee must stipulate in their cover page they are proposing services to a nationwide audience of SBA Resource Partner employees and consultants who provide small business assistance. The cover page should include the following information:

- Statement that the application is in response to the Cyber Certification Project Funding Opportunity, stipulating the Funding Opportunity number,
- Applicant's name and address,
- Applicant's website address (if applicable), and
- Name, telephone number, and email address for the Applicant's designated point of contact;

4.1.2 *Technical Proposal (not to exceed 10 pages)*

Goals for the project plan ideally demonstrate the applicant's ability to:

- Increase the number and quality of cyber planning and Cyber Certified SBA Resource Partner business advisors for entrepreneurs and small businesses.
- Promote partnerships and relationships between stakeholder groups, including those with the Cybersecurity Maturity Model Certification (CMMC) expertise, to strengthen the SBA Resource Partner cyber ecosystem. However, expertise in CMMC is not a requirement of the awardee of this Funding Opportunity;
- The awardee will ensure cyber curriculum development, course delivery, assessment and certification, and overall program management of a Cyber Certification Program.

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 small businesses (See Section 5.2.1 for further guidance.).
- Detailed description of the proposed technical assistance delivery methods, means of implementation, and the anticipated Project outcomes and the manner in which they will be evaluated. (See Section 5.2.2 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 page limit. (See Section 5.2.3 for further guidance.)

- Identification of contractors and consultants and the manner in which they were selected (i.e., competitively or non-competitively). Include a brief description of the scope of each contract and its purpose towards meeting project goals and objectives.
- An organizational chart showing the project and its key personnel in relation to the Recipient organization.
- The Project plan must include a scope of work for two years. Goals for each year will be included as part of this Funding Opportunity. A timeline describing performance milestones for each quarter during a twenty-four month period. The Lead Center must identify the cumulative Network goals for this proposed Project. Core metrics must include Resource Partner staff who have been trained and the number of staff who have completed and attained Cyber Certification for this Project.
- OED/OSBDC will evaluate performance on the following:
 - Past performance and outcomes;
 - Program innovation, implementation, execution, and deployment of resources; and
 - Timeliness to implement the cyber program.

Model of Operation

Discuss how you will implement the following Model of Operation within the Technical Proposal:

The model includes the following four parts:

Part One: Curriculum Development

This part may include, but not be limited to, how the selected awardee will collaborate with existing resources in the cyber strategy ecosystem to cultivate a cyber community of support and resources to expand opportunities for SBA Resource Partners to achieve a Cyber Certification and train more small businesses.

- At a minimum, SBA expects Part One - Curriculum Development - to include: cybersecurity awareness and fundamentals, threat identification and mitigation, data security and data privacy, and cybersecurity best practices.

Part Two: Course Delivery

This section should advance the collaboration between cyber-focused partners to enhance small business success via Cyber Certification course delivery. This phase could include, but not be limited to:

- Recruitment of community-connected cyber training partners who can deliver cyber-centric courses.
- Co-design with cyber subject matter expert partners.
- Strengthen existing alliances among stakeholders to offer Cyber Certification to a broad audience of SBA resource Partners including SBDC business advisors, WBC business advisors, SCORE advisors, and other SBA Resource Partners.
- Develop continuing education resources, where applicable, to support course delivery during Part Two.

Part Three: Assessment and Certification

- Develop and administer knowledge-based assessments to ensure overall comprehension of the training.
- Recommend criteria to achieve SBA Cyber Certification.
- Create a new SBA Resource Partner focused Cyber Certification Program.
- Provide a Certificate of Completion and an SBA-issued Cyber Certification.

Part Four: Program Management

- The awardee will manage all aspects of the Program including curriculum development, logistics, participant registration, and cyber subject matter expert instructors.
- Enhance new Cyber community partnerships.
- Provide quarterly reports for two years from date of the award to include the following: number of participants starting the program, number of participants completing the program, number of participants applying for certification, number of participants obtaining certification to include the name of the participant, the participant's organization, and the date they received the Cyber Certification.

4.1.3 Budget Information

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

- 1) Standard Form SF-424, Application for Federal Assistance Included in Grants.gov package.
- 2) SF-424A, Budget Information (Non-Construction Programs) Included in Grants.gov package.
- 3) Cost Price Analysis and Budget Justifications workbook
 - a. Include a separate budget justification form with required cost detail for the Lead Center and each participating Network Service Center.
 - b. Personnel lists must include each person's name, position, salary, and percentage of time budgeted for the Cyber Certification project. When listing a person's position, clearly indicate if such people serve as international trade or other specialty advisors/trainers (e.g., Cyber Center Director, Cyber Advisor, Technology Consultant, General Business Consultant, etc.).
- 4) Copies of the Applicant's current, government-wide indirect cost rate agreement, and those for any participating Network Service Center, and an indirect costs worksheet showing the calculated budget amounts (if the Applicant's budget includes indirect costs).
 - Indirect Costs: Applicants may waive indirect costs and choose not to include indirect costs in their budget. Applicants may request reimbursement for indirect costs using their established Negotiated Indirect Cost Rate Agreement (NICRA, if applicable a copy of the NICRA is required to be provided) or the de minimis rate of 15% of Modified Total Direct Costs (MTDC) per 2 CFR § 200.414. o MTDC are calculated as defined in 2 CFR § 200.1 "Modified Total Direct Cost (MTDC)". For more information on indirect costs for recipients, refer to 2 CFR §§ 200.413 and 200.414.
 - Organizations that do not have a current negotiated (including provisional) rate, may elect the De Minimis rate (2 CFR 200.414). The Uniform Guidance offers the option of electing to charge a de Minimis rate of 15 percent of modified total direct costs (MTDC) which may be used indefinitely. As detailed in 2 CFR 200.403, costs must be charged consistently as either indirect or direct costs but may not be double charged or inconsistently charged as

both. If elected, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which it may do at any time.

4.1.4 *Certification Forms and Assurances*

Each Applicant must complete and submit the following if they are **NOT** already registered in SAM.gov:

- Most recent Single Audit (formerly A-133) report (or reference link to online version)

4.1.5 *Attachments and Exhibits*

Each Applicant may attach copies of the following to its Proposal (as applicable):

- Résumés, position descriptions, letters of support, and conflict of interest policy.
- Any other documentation the Applicant believes supports its Proposal.

4.2 *Submission Instructions*

In order to receive the award, the Applicant must successfully complete the application process via www.Grants.gov using amounts not greater than those provided in the announcement. SBA will only accept applications submitted via www.Grants.gov.

If you have questions regarding the submission of your grant application, please contact the help desk at Grants.gov for assistance.

The Applicant should save and print written proof of an electronic submission made at Grants.gov. If problems occur while using Grantss.gov, the Applicant is advised to (a) print any error message received; and (b) contact Grants.gov for immediate assistance.

4.3 *Required Proposal Submission Dates*

The Applicant is required to submit its proposal electronically via www.Grants.gov no later than 11:59 p.m. Eastern Daylight Time (EDT), 09/09/2026. 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 not received by Grants.gov before the closing of this Funding Opportunity will be rejected without evaluation, unless the Applicant can demonstrate that it attempted to submit its proposal but was unable to do so solely because of Grants.gov systems issues. SBA will not accept any unsolicited changes, additions, revisions, or deletions to applications made after the closing date.

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.

5.2 Evaluation Criteria

Documentation of need includes:

- Evidence to support the Applicant's selection of the targeted business community.

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

5.2.1 *Organizational Experience and Capacity*

Applicants must provide and will be evaluated on adequate evidence and documentation, including specific examples, of the following:

- Demonstrated experience in cyber awareness, planning and strategy to address cybersecurity threats, protections, resources/tools, and prevention strategies; services to small businesses facing cybersecurity vulnerabilities; and resolution of cybersecurity incidences.
- Organizational capability to achieve success with client education, awareness, satisfaction, and direct services. Provide concrete examples of past activities and accomplishments, such as meeting or exceeding negotiated goals and achieving planned milestones for successful implementation of cyber assistance to small businesses retention, cybersecurity support, or other assistance for business advisors to help clients to address cyber strategies and cyber awareness.
- Demonstrated capability, knowledge, and experience with delivering cyber specialized programs on a national scale to provide services to potentially more than 3,000 clients.
- Demonstration of relevant industry knowledge, experience and capability of the proposed instructors and key personnel in delivering overall cyber strategy education.

5.2.2 *Project Design*

Applicants will be evaluated on their understanding of the purpose of the Cyber Certification Program, the proposed approach for performing the project, the outcomes and objectives, and methodology for evaluating and assessing the effectiveness and impact of the project. Innovation and creativity in providing assistance to staff and consultants is strongly encouraged. The Applicant must describe in detail the proposed technical assistance delivery methods and products and their plan for implementation and evaluation. Specific topics an Applicant must address include the following:

- Description of curriculum based on Model of Operation criteria in this Funding Opportunity,

- Design and methodology for measuring the outcomes of the project's objectives and compliance with required financial and performance reporting,
- Process for on-going monitoring, mid-course correction if needed and continuous improvement,
- The Applicant's all-inclusive cost analysis not-to-exceed \$500,000 dollars for the entire Project including development, delivery, assessment, and ongoing support. A matching component is not required,
- Explanation of the delivery format to include the availability of a (24/7) certification platform,
- Data collection and measurement of outcomes based on information contained in the Applicant's proposal and their client Data Collection Instrument (DCI),
- Number of small business Cyber Certified business advisors the Project will assist,
- Projected milestones and timeline of program accomplishments and activities, and
- How the design will identify implementation of best practices, serve as a model for implementation, and be adaptable and available for informing future projects.

5.2.3 *Project Management*

The Applicant will be evaluated on the strength of their staffing and management plans for accomplishing the goals and objectives of the proposed Project. The Applicant must demonstrate they have adequate staff with sufficient experience to administer the Project with established lines of responsibility and authority for managing and overseeing the project. In particular, the Applicant must:

- Identify the key management, staff, and contractors/consultants, listing all full-time and part-time network employees devoting their time to this Project. Describe their expertise and their roles in conducting and overseeing the project, stipulate the amount of time they will devote to the project, and provide copies of résumés, position descriptions, and an organizational chart. Also identify the approach to logistics and instructor hiring.
- Describe its financial management structure and internal controls and identify all staff members who will be responsible for financial recordkeeping, reporting, the receipt and expenditure of award funds and addressing audit findings.
- Overall ability to access SBA Resource Partners and provide participants professional cyber certification and subsequent technical support.
- Project plan for ongoing support and maintenance, including reporting requirements for two years after the start date of the award, including, but not limited to:
 - Participant name, course dates, and certification type, and
 - Participant satisfaction survey of services offered, client/host interactions, applicability, and quality of training/services.

5.2.4 *Collaboration and Leveraging of Resources*

The Applicant will be evaluated on the breadth of their plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA's District Offices, other federal, state, local, and tribal government agencies, other SBA grant Recipients/resource partners (SCORE, Women's Business Centers {WBCs} Veteran Business Outreach Centers, Regional Innovation Clusters, STEP, Microlenders), Community Development Corporations, Small Business Investment Companies, trade associations and schools, business/industry groups, institutions of higher education, and/or private organizations. Specifically, the Applicant must provide a list of agreements with, or letters or emails of support from, the above-listed types of organizations pledging to work with the Applicant in order to advance specific program objectives.

5.2.5 *Operational Controls:*

Applicants will be evaluated on the following:

- Responses/corrective actions to any qualified audit opinions, going concern paragraphs, or Single Audit (formerly OMB A-133 audit) findings.
- SBA will be evaluating the efficiency and effectiveness of the proposed use of grant funds; SBA will show preference for proposals that maximize funds leading to greater outcomes. Pursuant to Executive Order 14332—Improving Oversight of Federal Grantmaking, dated August 7, 2025, all else being equal, SBA will provide preference to organizations with lower indirect costs.

5.3 Review and Selection Process

The Application will be evaluated for sufficiency by SBA. The Applicant receiving this announcement is encouraged to design a proposal that addresses each of the criteria listed above for a successful sufficiency review. From the application which (1.) Meets the minimum requirement to continue to deliver the Cyber Certification Project, and (2.) Presents a comprehensive application, the SBA will conduct a risk evaluation of the Applicant. The risk evaluation will be conducted in accordance with the requirements imposed by 2 C.F.R. § 200.205. At its discretion, SBA may decline to issue an Award to any potential Recipient if the Agency elects.

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 not 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 Section 21(a)(4)(C)(viii) of the Small Business Act (15 U.S.C. § 648(a)(4)(viii)); 13 C.F.R. Part 130.; 2 C.F.R. Part 200, Subpart F (as applicable); the Assurances for Non-Construction Projects (SF-424B); and the Terms and Conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise the

Recipient of Award 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, or otherwise in accordance with these instructions, will also be weighed against future applications for grant funding from the same organization. The reports provided by Recipients may be made public. In addition, SBA reserves the right to require Recipients to post these reports on their websites.

6.3.1 *Financial Reports*

Recipients must submit quarterly requests for reimbursement (SF-270), quarterly and final (as applicable) financial reports. (See 6.3.3.1 Reporting Requirements for additional reporting Requirements.)

6.3.2 *Performance Narrative Reports*

Performance Narrative Reports (PNR) are due from the Recipient. Each PNR component must be in PDF or MS Word format, unless noted below, and include the following:

- Performance Narrative Report Cover Page (See Section 6.3.3.1 - 2.d.)
- Attached narrative of project accomplishments to date including a discussion of any problems encountered and steps taken or proposed to correct those problems (**in MS WORD format**).
- An updated Planned Milestone Accomplishments Chart or alternative performance measurement tool that shows a comparison of project goals to actual accomplishments. If milestones are missed, then provide an explanation for the shortfall and describe a strategy to achieve the goals.

6.3.3 *Report Submission*

All reports must be submitted electronically, through GrantSolutions as a Grant Message. (refer to Core Award Reporting Schedule for naming conventions).

For each reporting cycle, Recipients must use the Performance Narrative Report detailed in 6.3.3.1 or its equivalent. Incomplete reporting submissions will not be accepted. A pattern of incomplete or delinquent submissions may result in delayed reimbursement or the denial of requests to continue the Cyber Certification Project and/or other grant programs.

6.3.3.1 Performance Narrative Guidelines

General

1. Deadlines are as follows:

- a) Quarterly: Report significant project activities in narrative format organized by the reporting categories in this NOFO. A list of the name, date, resource partner, and certificate type for each Cyber Certified individual is to be provided at least on a quarterly basis. Quarterly reports

supersede the Semi-Annual and Annual Performance Narrative Report requirements noted in the CORE Award Reporting Schedule table. They are due 30 days after each quarter.

- b) Final: The final report will include metric achievements as compared to assigned goals for the Cyber Certification Project. No narrative reporting is required., Due Date: No later than 120 days after the end of the award period.

NOTE: The Final Report at the end of the PoP should include the information listed below for the cover page and a matrix of the goals and achievements for the entire award.

2. Format:

- a) Performance Narrative Reports should provide a concise and informative summary of the project activities within the reporting period and must not exceed 20 pages.
- b) Each section should include a **brief** summary and management analysis of the Network-wide activities and achievements and highlight the best practices **only** from subrecipients (do not list all the activities conducted by subrecipients).
- c) One report can satisfy reporting requirements for all awards active during the reporting period.
- d) The quarterly report should include:
 - 1. A cover sheet that includes:
 - Project Name
 - Report Title (e.g., Q1 Performance Narrative Report)
 - Award Number and PCAN
 - Recipient Name and Address
 - Project Director Name and Contact Information (Phone Number and Email)
 - Date of Report
 - Reporting Period
 - 2. A summary table of the goals and actual achievements for this quarter and cumulatively with an executive summary that describes the successes and challenges contributing to the achievements.
 - 3. A comparison of the milestones submitted with the proposal and the actual results achieved. If expected results were not achieved, the recipient must include an explanation and describe its next steps to achieve the desired results.
 - 4. Project activities must be reported in the appropriate narrative section referenced in this NOFO.

7.0 Section VII - Agency Contacts

7.1 Cyber Certification Project Point of Contact

Questions concerning general information contained in this Funding Opportunity should be to the Office of Small Business Development Centers at Traci.Giddens@sba.gov. Indicate “Cyber Certification Project 2026” and the Funding Opportunity number in the subject line.

7.2 Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Funding Opportunity should be directed to Teresa.Clouser@sba.gov.

7.3 GrantSolutions.gov Technical Support

For technical support with filing an electronic application in response to this directed announcement, contact the GrantSolutions.gov help desk Monday through Friday 7 AM – 8 PM ET (closed Federal holidays) or call 1-866-577-0771 or help@GrantSolutions.gov.

8.0 Section VIII – Other Information

8.1 Advance Understandings

If any portion of this Funding Opportunity conflicts with Section 21 of the Small Business Act, Part 130 of the SBA’s regulations (13 C.F.R.), relevant OMB circulars or SBA’s policy notices, all of the above will control and take precedence.

8.2 Shared Information

The SBA will have an unlimited license and all rights to use data (excluding private client data), including those prepared or stored electronically, which are generated either partially or fully under this Cooperative Agreement, including materials that are copyrighted.