U.S. Small Business Administration (SBA)

Office of Women's Business Ownership (OWBO)

WOMEN'S BUSINESS CENTER (WBC) - INITIAL PHASE GRANTS

FOR THE TERRITORY OF THE VIRGIN ISLANDS

Notice of Funding Opportunity (NOFO) Number SB-OEDWB-24-005

Base Budget Period:

September 30, 2024 – September 29, 2025

Opening Date: June 7, 2024 - Closing Date: July 15, 2024

The purpose of this NOFO is to provide funding for one (1) private, non-profit organization that will provide entrepreneurial development services to women, with an emphasis on socially and economically disadvantaged entrepreneurs in locations that are outside of the geographical areas of existing WBCs for the Territory of the Virgin Islands. Eligible applicants must be private, non-profit organizations with 501(c) tax exempt status from the U.S. Treasury's Internal Revenue Service and must provide services to the Territory of the Virgin Islands. There will be one award.

An organization that is operating, or has operated an SBA funded WBC, within the past five (5) years, if selected, will be awarded as an Initial Phase Project. Likewise, an organization that previously operated an SBA-funded WBC (but that is no longer operating), if eligible to apply and selected, will also be awarded as an Initial Phase Project since this application will be treated as an effort to re-establish the WBC.

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

MSIs, HBCUs, HSIs, HACU, AANAPISIs and their auxiliary entities are encouraged to apply.

Additionally, religious organizations are encouraged to apply. Such organizations are not required to alter their religious character to participate in a government program, nor to cease engaging in explicitly religious activities outside the program, nor effectively to relinquish their Federal statutory protections for religious hiring decisions. Likewise, other organizations meeting the WBC program eligibility criteria, as well as other organizations serving socially and economically disadvantaged entrepreneurs, are also encouraged to apply.

Proposals responding to this NOFO must be posted to www.Grants.gov by no later than 11:59:59 p.m. Eastern Daylight Time, on July 15, 2024. No other methods of submission are permitted. Proposals submitted after the stipulated deadline will be rejected without evaluation.

SBA will host a pre-application information session on Wednesday, June 26, 2024, at 2:00 p.m. EDT. All interested Applicants are encouraged to attend. The link to the information session is below:

https://www.zoomgov.com/j/1609844604?pwd=VHpTZTI0bUUyVWZuSzR0OE9USDhNdz09

Passcode: 491494

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Section I – Funding Opportunity Description

1.1 Program Overview

1.1.1	Federal Agency Name:	U.S. Small Business Administration (SBA)
1.1.2	Funding Opportunity Title:	Women's Business Center Initial
1.1.3	Announcement Type:	Initial
1.1.4	Funding Opportunity Number:	SB-OEDWB-24-005
1.1.5	CDFA Number:	59.043
1.1.6	Closing Date for Submissions:	July 15, 2024 11:59:59 PM Eastern Time
1.1.7	Authority:	Small Business Act §§2(h), 29 (15 U.S.C. §§ 631(h)), and 656(m), as amended; 13 CFR Part 131
1.1.8	Duration of Authority:	Permanent
1.1.9	Funding Instrument:	Cooperative Agreement
1.1.10	Funding:	Funding is from Fiscal Year (FY) 2024
1.1.11	Award Amount/Funding Range:	A total amount of $150,000 in FY 2023 funding is available for this program. SBA expects to make one (1) award with a maximum amount of up to $150,000. Only qualified recipients will be funded. There is a matching fund requirement.
1.1.12	Project Duration:	The length of the project is a total of 60 months with five 12-month budget periods. Awards will be made for a base project period of 12 months, plus four continuation periods of 12 months each, if eligible. The continuation of the award will be solely SBA's discretion and is subject to the continuing program authority, the availability of funds and satisfactory performance by the Non-federal entity. Non-Federal entities are required to match awarded funds on a 1:2 ratio for the base project period and first option year of the grant and a 1:1 ratio for the subsequent three (3) years.
1.1.13.	Project Starting Date:	September 30, 2024
1.1.14	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.
1.1.15	Agency Programmatic Point of Contact:	U.S. Small Business Administration, Office of Women's Business Ownership Email: owbo@sba.gov

1.2 Introduction

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

1.3 Background

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

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

Specifically, by statute WBC's must:

- Provide prospective entrepreneurs and existing small businesses with training, counseling, and specialized services. The services provided must relate to the formation, financing, management, and operation of small business enterprises.

- Provide training and counseling services that enhance a small business concern's ability to access capital, such as business plan development, financial statement preparation/analysis, and cash flow preparation/analysis.

1.4 Purpose

The purpose of this NOFO is to provide three private, non-profit organizations that will provide entrepreneurial development services to women, with an emphasis on socially and economically disadvantaged entrepreneurs, within the Territory of the Virgin Islands. Eligible applicants must be non-profit organizations with 501(c) tax-exempt status from the U.S. Treasury/Internal Revenue Service and must provide services to the Territory of the Virgin Islands.

An organization that is operating or has operated an SBA-funded WBC within the past five (5) years, if selected, will be awarded as an *Initial Phase Project*. Likewise, an organization that previously operated an SBA-funded WBC that is no longer operating, if eligible to apply and selected, will also be awarded as an Initial Phase Project since this application will be treated as an effort to re-establish the WBC.

Recognizing the important role that Minority Serving Institutions (MSIs) (e.g., Historically Black Colleges and Universities [HBCUs], Hispanic-Serving Institutions [HSIs] from the Hispanic Association of Colleges and Universities [HACU], and Asian American Native American Pacific Islander Institutions

[AANAPISIs]) play in meeting the needs of socially and economically disadvantaged markets, this program announcement seeks to encourage MSIs to provide entrepreneurial development services to socially and economically disadvantaged entrepreneurs. ***MSIs, HBCUs, HSIs, HACU, AANAPISIs and their auxiliary entities are encouraged to apply***.

Likewise, other organizations serving socially and economically disadvantaged entrepreneurs, who meet the WBC program eligibility requirements, are also encouraged to apply. Additionally, religious organizations are encouraged to apply. Generally, such organizations are not required to alter their religious character to participate in a government program, nor to cease engaging in explicitly religious activities outside the program, nor effectively to relinquish their federal statutory protections for religious hiring decisions.

1.5 Leveraging of Resources

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

1.6 SBA Involvement and Oversight

The WBC Program is managed by the Assistant Administrator (AA) of the Office of Women's Business Ownership (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 and conditions of the Notice of Award (NOA). OWBO will conduct periodic assessments of the project to verify progress.

A designated Grants Management Officer (GMO) within OWBO will be responsible for issuing the NOA, making modifications to the award, and processing payments.

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

1.7 Changes or Cancellation

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

1.8 SBA Priorities

OWBO leads Federal Government efforts to promote entrepreneurship among women, especially those in underserved and economically disadvantaged communities. Competitive proposals will outline how the project will increase the capacity of women entrepreneurs to access capital, create new enterprises, increase business survivability, create jobs, access global markets, and do business with the federal government.

Section II – Award Information

2.1 Estimated Funding

Up to $150,000 in funding is available for this NOFO. The SBA expects to provide funding for one (1) Initial Phase award (one for each location- the Territory of the Virgin Islands), not to exceed $150,000.

2.2 Expected Number of Awards

The SBA expects to make one (1) award under this NOFO.

2.3 Period of Performance/Budget Periods

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

2.4 Funding Information

Funds provided under the WBC Program must be used solely for the purposes stipulated in this NOFO and the NOA. Funds provided under the WBC Program may not be commingled with funds from other sources. Non-Federal entities are required to maintain separate accounting over Federal funds to ensure funds are used for authorized purposes only. All costs proposed in an applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in 2 CFR 200, Subpart E.

The SBA will not reimburse applicants for their proposal preparation costs. Applicants may request Pre-Award costs, which require prior approval from SBA. Pre-Award costs are necessary for efficient and timely performance of the scope of work of the project and meet the tests of allowability, allocability, and reasonableness.

No Federal funds provided through an Award under this NOFO, 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 forty-nine percent (49%) of Award funds on subcontracts. **Additionally, under no circumstances may successful Applicants contract out the administration or day-to-day management of this project to any other party.**

Indirect Costs - If the WBC Applicant has never had an approved Indirect Cost Rate Agreement (ICRA), and the WBC Applicant's budget includes indirect costs, it may utilize a de-minimis rate of ten percent (10%) of Modified Total Direct Costs (MTDC) to include Federal and non-Federal costs, until the non-Federal entity can provide a copy of a current ICRA either through the SBA or from another cognizant Federal agency. MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000.00 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 $25,000.00. (2 CFR 200.68).

2.5 Funding Instrument

The funding instrument used will be a Cooperative Agreement.

2.6 Non-Federal Matching Requirement

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

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

Annual match

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

Non-Federal Match

Cash

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

In-Kind

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

Any recipient that has an approved negotiated indirect cost rate described in 2 CFR 200.306(c) may count unrecovered indirect costs toward any required cost sharing or matching under this award.

Failure to Obtain Match

The SBA may withhold payment at any time if the required level of non-Federal match has not been obtained. Payment will be withheld unless the applicant has adequately certified that the required amount of non-Federal match equal to or greater than the Federal funds expended (of which at least half is in the form of cash) has been fully obtained and expended for project activities during each reporting period.
Note: Initial Phase WBCs in the base period and first option year of its project must provide non-Federal match equal to or greater than 50% of the Federal funds expended, of which at least half is in the form of cash.

2.7 Non-Federal Matching Certification

The applicant must certify that the non-Federal matching share has been obtained and expended on the WBC Project and must maintain records of all cash, in-kind donations, and program income and how it was spent.

The OWBO Program Manager and the OED financial examiner will review programmatic and financial records when conducting desk reviews, on-site visits, program reviews and/or financial exams.

Section III – Eligibility Information

3.1 General

An organization may submit only one (1) proposal in response to this NOFO. 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 NOFO, applicants must be a private non-profit organization certified under § 501(c) of the Internal Revenue Code of 1986 and have experience providing technical services to women, with a special emphasis on socially and economically disadvantaged entrepreneurs.

To the extent that they satisfy all eligibility criteria the same as all other applicant organizations, Religious Organizations are entitled to compete for Federal financial assistance (grants and/or cooperative agreements) used to support government programs. Generally, such organizations are not required to alter their religious character to participate in a government program, nor to cease engaging in explicitly religious activities outside the program, nor effectively to relinquish their Federal statutory protections for religious hiring decisions.

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

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

3.3 Ineligible Applicants

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

- Has a Federal delinquent debt subject to offset;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act within the past three years;
- Any organization that has had a WBC grant or cooperative agreement involuntarily terminated or not renewed within the past year;
- Does not have their principal office located in, and does not propose providing services to, the United States Virgin Islands;
- Any organization that has filed for bankruptcy within the past five (5) years;
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project;
- Any organization that does not propose to hire and employ a full-time (forty (40) hours per week) program director whose time is dedicated one hundred percent (100%) to managing the day-to-day operations of the WBC and staff; and/or
- Any organization that was convicted or had an officer or agent acting on its behalf convicted, of a felony criminal violation under any Federal law within the preceding twenty-four (24) months.

Section IV - Application and Submission Information

4.1 Application Instructions

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

4.1.1 Project Abstract

The applicant must submit an abstract of no more than two (2) pages summarizing the proposed project including, but not limited to the scope of the project and proposed outcomes. The Abstract must include the applicant's name, telephone number, web address, e-mail address for the applicant's designated point of contact, and project title, as well as a description of the area to be served, number of participants to be served, and funding level requested. The Abstract is limited to two (2) double-spaced, single one-sided 8.5x11-inch pages with twelve (12)-point text and one (1)-inch margins. When submitting, this document must be uploaded as an attachment to the application package and specifically labeled "*Abstract*."

4.1.2 Technical Proposal

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

The Technical Proposal pages must be numbered, and the narrative portion of the application shall be limited to twenty (20) double spaced, 8.5 x 11-inch pages with Source Sans or Times

New Roman twelve (12)-point text font and one (1)-inch margins. Attachments such as position descriptions, résumés, budgets, organization charts, and milestone charts are not counted toward the twenty (20) page maximum.

SBA will not consider any materials beyond the specified page limit and the required attachments in the application review process

The following instructions provide all the information needed to complete the Technical Proposal. Carefully read and consider each section and include all required information. The agency will evaluate the Project Narrative using the evaluation criteria identified in Section V (5).

Use the same section headers identified below for each section of the Technical Proposal.

1. **Project Description (50 Points). An SBA Women's Business Center is required to provide services in three (3) areas: (a) counseling; (b) training; and (c) access to capital. These elements are designed to: (1) increase the capacity of women owned businesses to establish, sustain, and expand their business ventures; and (2) finance their businesses. Applicants should:**

    1. Define the geographic location of the Women's Business Center (WBC) and describe the service area's entrepreneurial ecosystem, including industries, sectors, and support systems that support the formation, growth, and financing of women owned businesses.
    (10 points)
    2. Identify and describe in detail the proposed WBC's measurable activities that will assist the proposed service area in filling entrepreneurial ecosystem gaps and achieving equitable economic development goals by supporting women entrepreneurs. Services should include: **(15 points)**
        - Assessments of need and capacity;
        - Business consulting and mentoring;
        - Accessing Federal Government Contracting Opportunities;
        - Accessing foreign markets; and
        - Accessing Capital.
    3. Identify key stakeholders and partners that will be leveraged to accomplish the objectives. If the Applicant proposes to leverage third-party partnerships and their respective resources to accomplish the proposed project under this NOFO, the Applicant must provide proof of commitment by the third party as an attachment to the proposal.
    (10 points)
    4. Applicants should address how they will engage and partner to connect entrepreneurs to the full array of SBA resources. Focus should be given on increasing the capacity of women entrepreneurs to maximize business opportunities with the federal government, accessing capital, and utilizing resources through the SBIR/STTR program and supporting entrepreneurs' capacity to sell and provide services to the Federal government through government contracting and certification programs. **(10 points)**

5. Applicants should address their efforts to engage women entrepreneurs from underserved communities. Applicants should include information such as the diversity of the proposed project team, previous work with underserved communities on past projects, diversity of past partnerships and collaborations, demonstrated ability to develop culturally competent products for historically underserved communities. **(5 points)**

2. **Applicant Capability (25 points). The applicant must present information describing the experience and qualifications of the organization to carry out the proposed project. The application should include the following information.**
   1. Organization/Institution Profile. A concise summary of the Applicant's organization, its mission, programs, and experience similar to those proposed, and a list of previous or current projects or services relevant to the proposal. (**6 points**)
   2. Organizational Background. An overview that emphasizes the applicant's experience and strategies for effective best practices development and knowledge of entrepreneurship. (**7 points**)
   3. Proof of Capability. Applicants should provide proof of capability to implement and manage a project of the scope and breadth proposed. This should include a discussion of financial and management infrastructure and can include but not limited to, public records of accomplishments, public citations, and/or letters of referrals/recommendations as attachments in the proposal. (**7 points**)
   4. Project Organizational Structure. A chart showing the Applicant's organizational structure, including a functional statement noting the duties and/or responsibilities of all units that will comprise the organization during the period for which the proposal applies. Applicants also must provide a brief narrative outlining the reporting structure and/or governance of the Project. (**3 points**)
   5. Biographies or Resumes for Major Participant(s). The Applicant should provide a one-Page bio or resume for each of the Applicant's key leader(s) showing relevant experience of the leader(s), for example: Administrator or Department Head to oversee the success of the proposed project. The biographies and attachments should be included with your proposal but will not count toward the 20-page limit. (**2 points**)

3. **Data collection and program evaluation (20 points).**
   To assess its performance and evaluate the impact of its services, the grantee will collect the data needed to evaluate its service delivery. In addition, it will participate in data collection, analysis, and reporting related to SBA's performance measures, and other similar requirements. Awardees will also respond to specific data collection and analysis requests as they arise to support OWBO priorities and initiatives. Since OWBO assesses its performance by measuring the numbers of certain outputs shown to lead to its desired outcome goals of new business starts, capital infusion transactions, and jobs supported, the grantee will, as requested, report on the following:

   - Clients Served,
   - Capital Infusion Transactions,
   - New Business Starts, and
   - Jobs Supported.

The Data collection and program evaluation section should reflect, and be consistent with, the **Project Description and Budget** sections and must cover all years of the project period, including the initial base and four option periods. You may propose multi-year activities, as well as activities that build upon each other, but each phase of the project must be attainable within a single budget year. Importantly, first year activities should include a planning phase which details the steps needed to successfully launch the project, such as hiring key staff (i.e., Director); securing locations to house the center; finalizing partnership agreements; and ensuring readiness for transmitting data to SBA.

Describe a data collection plan, aimed at describing the measures, methods, techniques, and tools used to evaluate the project and whether it achieved its anticipated outcomes, that includes, at minimum:

1. Identification of specific data on participants and other data that the grantee plans to use, and how the data will be collected for analysis (**10 points)**;
2. Plans for how the grantee will document the lessons learned, both positive and negative (4 **points);**
3. Plans to identify the most effective service models and how they were implemented and could potentially be replicated (**3 points);**
4. Plans for how the data will be used to inform program delivery (**3 points)**.

4. **Applicant Budget (5 points).** This section of the proposal will use the Standard Forms and Annual Budget Summary to evaluate the cost-effectiveness and appropriateness of the funding requested. Applicants should ensure each budget item is described fully so that there is no ambiguity or questions regarding its relevance or reasonableness to the project and its objectives. Please reference Section 4.1.3 for additional instructions.
   1. Budget (**3 points**). The applicant must submit the SF-424 (application package) and initial breakout via the SF-424A. The applicant must indicate matching funds if provided in the appropriate areas of the SF-424 and SF424A. Costs must align.
   2. Annual Budget Summary (**2 points**). The applicant must provide a detailed justification for all budget items in sufficient detail to enable the proposal reviewers to evaluate the appropriateness of the funding requested (e.g., staffing, infrastructure, work activities, materials and supplies, equipment, etc.). The budget justification must be broken-out and detailed using the same budget categories as the SF-424A. All costs must align.

5. **Agency Priority Points (10 points). SBA is committed to ensuring that women** entrepreneurs from underserved communities have access to the resources needed to start, grow, manage, and sustain resilient businesses. In response to the challenges that these entrepreneurs face SBA is prioritizing the following for its WBCs:

   - Promoting entrepreneurship among returning citizens;
   - Supporting rural entrepreneurial ecosystems; and
   - Increasing the capacity of women to access government contracting opportunities.

   Applicants may earn ten bonus points by addressing at least two of the priority areas and five points for addressing one. Applicants should describe current efforts, past results, and how the priority(ies) will be executed through the WBC project.

Please note:

For Required Travel Item (s), each applicant should include travel costs for key personnel to attend the events listed below. In the event the COVID-19 pandemic continues to cause limitations on travel and gatherings, the event(s) will be virtual. Please be sure to allocate funding for staff to the Association of Women's Business Centers Annual Conference.

4.1.3 Budget Information

Budget information for the twelve (12)-month period of performance must be provided through the submission of the following:

▪ SF-424, Application for Federal Assistance;

▪ SF-424A, Budget Information – Non-Construction Programs;

▪ Annual Budget Summary- must be submitted in its original Microsoft Excel file format. However, an applicant may substitute their own worksheets in place of the Annual Budget Summary provided it includes all the same cost elements/line items covered by the Annual Budget Summary; and

- **WBC Budget Workbook** must be submitted in its original Microsoft Excel file format. However, an applicant may substitute their own worksheets in place of the WBC Budget Workbook, provided it includes all the same cost elements/line items covered by the Annual Budget Summary. The WBC Budget Workbook includes a narrative area where applicants can provide a brief but detailed explanation of the components of each cost element listed in the SF424A. Importantly, the Cash Match Tab should be used to document sources of match for PY 23-24. The WBC Budget Workbook is located at www.sba.gov/wbc.

- Use the following guidance for preparing the budget:
  - **Personnel:** List all staff positions by title (both proposed and current, if applicable). Give the annual salary of each position, the percentage of each position's time devoted to the Project, the amount of each position's salary funded by the grant, and the total personnel cost for the period of performance.
  - **Fringe Benefits:** For salaried employees, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement, etc.
  - **Travel:** Specify the estimated number of in-state and out-of-state trips for project staff, along with each trip's purpose, mileage, per diem, and the associated staff who traveled.
  - **Equipment:** Items with an anticipated acquisition cost of $5,000.00 or more per unit is considered equipment. The purchase of equipment is a prior approval and as such should not be included in the noncompeting continuation budget.
  - **Supplies:** Identify categories of supplies (e.g., office supplies) in the detailed budget and list the quantity and unit cost per item. Supplies include all tangible personal property that does not qualify as Equipment (see 2 CFR 200.94 for the definition of Supplies).
  - **Contractual:** Contracts are defined according to 2 CFR 200.22 as a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. For each proposed contract and subaward, specify the purpose and estimated cost.

- **Construction:** Construction costs are not allowed, so this line must be left as zero.
- **Other:** List any item not covered elsewhere here (such as stipends or incentives). Provide clear and specific detail, including costs, for each item so that we can determine whether the costs are necessary, reasonable, and allocable.

If the applicant possesses a ICRA it must be included as an attachment.
The scoring for the risk assessment is as follows: Low = 0 - 85 Moderate = 86 - 170 High = 170 and higher.

4.1.4 Certifications, Forms and Assurances

Under the provisions of the Paperwork Reduction Act of 1995, the Regulatory Secretariat Division the Office of Management and Budget (OMB) implemented a new process in the System for Award Management (SAM), for pre-award registration requirements for federal Grant Recipients. These revisions will enable non-Federal entities to submit common federal government-wide certifications and representations for Federal financial assistance at the time of registration in SAM.

Non-federal entities are required to complete funding system assessment and submit a letter from the applicant's Auditor, Certified Public Accountant, Treasurer, Comptroller, Chief Financial Officer, or similarly qualified individual certifying that your organization's financial management system currently meets the requirements of 2 CFR 200.302. Applicants are responsible for ensuring they are compliant with all the certifications and assurances required to submit a federal grant application. Information on the requirements can be found at SAM.gov.

4.1.5 Attachments and Exhibits

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

- Résumés, position descriptions, letters of support, leases, conflict of interest policy and Cost Policy Statement
- Any other documentation the Applicant believes supports its Proposal.
- Negotiated Indirect Cost Rate Agreement
- Most recent audit.

4.2 Submission Instructions

SBA requires the use of the Grants.gov website for submission of competitive announcements. If your organization hasn't already done so, it must register with Grants.gov before it can apply for this funding opportunity. Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take several days, so please don't wait until the last minute if you have a deadline approaching. If you have problems registering with Grants.gov, call the support desk at 1-800-518-4726. Complete instructions for registering with Grants.gov are located at www.Grants.gov

Organizations must have a Unique Entity Identifier (UEI) number, active System for Award Management (SAM) registration, and www.Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create this identifier at www.Grants.gov Account, listed below.

As of February 2, 2019, under the provisions of the Paperwork Reduction Act of 1995, the Regulatory Secretariat Division of the Office of Management and Budget (OMB) implemented a new process in

the System for Award Management (SAM), to the currently approved information collection requirement regarding the pre-award registration requirements for federal Grant Recipients. These revisions will enable non-Federal entities to submit common federal government-wide certifications and representations for Federal financial assistance at the time of registration in SAM. You must have an up-to-date SAM profile before your grant application can be reviewed for possible award.

Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on www.Grants.gov:

Obtain a UEI: All entities applying for funding, including renewal funding, must have a UEI. Applicants must enter the UEI in the data entry field labeled "Organizational UEI" on the SF-424 form. For more detailed instructions for obtaining a UEI, refer to: https://sam.gov/content/entity-registration

Register with SAM: All organizations applying online through wwwGrants.gov must register and maintain registration with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through www.Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to: https://sam.gov/content/entity-registration

The next step is to register an account with www.Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: Home | GRANTS.GOV

Add a Profile to www.Grants.gov Account: A profile in Www.Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Www.Grants.gov account to access all your grant applications. To add an organizational profile to your www.Grants.gov account, enter the UEI for the organization in the UEI field while adding a profile. For more detailed instructions about creating a profile on www.Grants.gov, refer to: Home | GRANTS.GOV

EBiz POC Authorized Profile Roles: After you register with www.Grants.gov and create an Organization.

Applicant Profile, the organization applicant's request for Www.Grants.gov roles and access are sent to the EBiz POC. The EBiz POC will then log in to www.Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on www.Grants.gov, refer to: Home | GRANTS.GOV

Track Role Status: To track your role request, refer to: Home | GRANTS.GOV

b. Electronic Signature: When applications are submitted through www.Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed, and it is crucial for valid and timely submissions.

3. How to Submit an Application to SBA via www.Grants.gov

www.Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web forms within an application. For each Notice of Funding Opportunity (NOFO), you can create individual instances of a workspace.

Below is an overview of applying on Www.Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: Home | GRANTS.GOV

Create a Workspace: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive support.

Adobe Reader: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on www.Grants.gov to download the appropriate version of the software at: Home | GRANTS.GOV

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant's name, address, and UEI. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. www.Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace Submission: After successfully submitting a workspace application, a www.Grants.gov Tracking Number Home | GRANTS.GOV is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: Home | GRANTS.GOV

Applicant Support: Home | GRANTS.GOV provides applicants 24/7 support. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the www.Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the SBA with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

a. Online Submission. All applications must be received by [11:59:59 p.m.] Eastern Day light Savings Time on July 15, 2024. Proof of timely submission is automatically recorded by www.Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by www.Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from www.Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp from Grants.gov tracking number in an email serving as proof of their timely submission.

When SBA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, www.Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by www.Grants.gov after the established due date for the program will be considered late and will not be considered for funding by SBA.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before www.Grants.gov receives your application. Again, www.Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The www.Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

4.3 Required Proposal Submission Dates

Each applicant is required to submit their proposal electronically via https://www.grants.gov/ by no later than 11:59:59 p.m. (Eastern Standard Time) on July 15, 2024. Because of the pre-conditions for submitting applications via Grants.gov and the potential for encountering technical difficulties, applicants are strongly encouraged to log on to Grants.gov and review the submission instructions early.

DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS. Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

The SBA will consider the date and time stamp generated by Grants.gov as the official submission time. Any proposal that is not received by Grants.gov before the closing date of this NOFO will be rejected without evaluation, unless the applicant can clearly demonstrate through documentation obtained from Grants.gov that they attempted to submit their proposal in a timely manner but were

unable to do so solely due to Grants.gov system issues. Additionally, the SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

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

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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.

In addition, an Applicant must disclose in its application if it currently holds any other financial assistance awards from SBA or has any other applications for SBA financial assistance awards still pending. If it does, the Applicant must identify how it will avoid duplication of efforts, commingling of funds, and overlapping or double claiming of costs among those projects. Applicants must treat each SBA project as separate and discrete with individual outcomes and deliverables and provide distinct reporting, accounting, and audit trails for each application and award.

Failure to sufficiently distinguish between multiple applications from the same organization, or between an application and one or more current SBA awards, may result in rejection of an application on the ground that it is duplicative of proposed or existing efforts.

5.2 Review and Selection Process

Applications that are not rejected by grants.gov or SBA's screening process will be evaluated by teams of reviewers and scored based on how well they meet the criteria outlined above. These reviewers may be SBA employees or employees of other Federal agencies. **The maximum score any application can receive is 110 points.** Prior to evaluating applications received in response to this NOFO, SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Therefore, applicants are encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing the Women's Business Center Program's services to as broad a segment of the required area as possible as stated in this NOFO, the SBA will take the geographical dispersion of applicants' project service areas into account when making award decisions. An application that exceeds the minimum acceptable score and which scores higher than other acceptable proposals may nevertheless be passed over for funding if that application proposes to serve the same or substantially the same area or market as an existing non-Federal entity's WBC project or another higher rated application that was selected for award. **At SBA's discretion, it may select qualified applicants not funded under this NOFO for awards in the future using subsequent fiscal year resources, subject to continuing program authority, and the availability of funds.**

5.2 Evaluation Criteria

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

- Project Description- 50 points
- Applicant Capability- 25 points
- Data Collection and Program Evaluation- 20 points
- Applicant Budget- 5 points
- Bonus- 10 Points
- Total- 110 points

5.3 Applicant Risk Assessment

From the applications which (1.) Meet the minimum score requirement, and (2.) Represent the best scoring applications, the SBA will conduct a risk evaluation of the applicants. 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 determines the applicant poses too great a risk. Criteria to be evaluated include the following:

- Financial stability (High risk is measured as a score of 174 or greater), and
- Quality of management systems and ability to meet the management standards prescribed in the Uniform Grant Guidance.

History of performance. The applicant's record in managing grant awards, cooperative agreements, or procurement awards, if it is a prior recipient of such federal awards, including timeliness of compliance with applicable reporting requirements and, if applicable, the extent to which any previously awarded amounts will be expended prior to future awards.

5.4 Award Notification

All Applicants selected for awards will be sent written notification. If your organization is selected for an award, you will be given instructions on how to register with GrantSolutions to access and sign your award. Applicants not selected for awards will be notified, however, such notifications will be made as a second priority to issuing Notices of Award. There will be no debriefing process for unsuccessful Applicants.

Section VI - Award Administration Information

6.1 Award Notification

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

6.2 Administrative and National Policy Requirements

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

6.3 Reporting

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

6.3.1 Financial Reports

Grant recipients will be required to submit financial reports quarterly during the base project period, and semi-annually in year two through five, within 30 days of the conclusion of each reporting period. Financial reports will be submitted to the SBA using the SF-425, Federal Financial Report (FFR) and supporting documents identified by the OWBO.

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

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

6.3.3 Performance Reports

The non-Federal entities will be required to submit semi-annual narrative performance reports to the SBA using the format identified by OWBO within 30 days after the completion of each six-month period.

6.3.4 Required Data Collection

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

upload data collected from Form 641 and Form 888. Training on OED's centralized data collection system is provided by the SBA. The WBC program's three performance measures are: Unique Number of Clients Served, New Business Starts, and Capital Infusion (number of transactions).

6.3.50 Report Submission

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

6.4 Recordkeeping Requirements

6.4.1 Activity Records

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

1. Counseling Activity Reports

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

2. Training Activity Reports

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

3. WBC Client Evaluation Forms

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

6.4.2 Protection of Client Contact Information

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

Section VII - Agency Contacts

7.1 Office of Women's Business Ownership Point of Contact

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

7.2 Financial/Grants Management Point of Contact

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

7.3 Grants.gov Technical Support

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

Section VIII - Other Information

8.1 Definitions

The following definitions apply to awards made under this Funding Opportunity (See 13 CFR part 131 et seq. for additional definitions relating to the Women's Business Center Program).

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

8.1.2 *Budget Period* - The 12-month period during which expenditure obligations will be incurred by the Recipient of an Award under this Funding Opportunity. For the purposes of this Funding Opportunity, the Budget Period will be from September 30th to September 29th of the subsequent year.

8.1.3 *Cooperative Agreement* - A legal instrument signed by both SBA and a Recipient that memorializes the award of funding under a Cooperative Agreement and contains the specific Terms and Conditions that apply to the Award.

8.1.4 *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. Cost Accounting Standards Board Disclosure Statement [CASB DS-2] may be submitted for this purpose.

8.1.5 *Counseling* - Services provided one-on-one to an individual and/or business that are delivered in person (face-to-face), on the telephone, or electronically and which:

a. Are substantive in nature and concern the formation, management, financing, and/or operation of a small business enterprise; AND
b. Are specific to the needs of the business or individual; AND
c. Require a signed SBA Form 641 or equivalent form that supports SBA's management information data.

8.1.6 *Grant* - A legal instrument signed by both SBA and a Recipient that memorializes the award of funding under a Grant Agreement and contains the specific Terms and Conditions that apply to the Award.

8.1.7 *Notice of Award* - The official document, signed (or the electronic equivalent of signature) by a Grants Management Officer that:

a. Notifies the Recipient of the award of a grant;
b. Contains or references all the Terms and Conditions of the grant and Federal funding limits and obligations; and
c. Provides the documentary basis for recording the obligation of Federal funds in the SBA accounting system.

8.1.8 Program Innovation- An effective enhancement or promising strategy

8.1.9 *Project Period* - The total period of performance for an award made under this Funding Opportunity.

8.1.10 *Qualifying Event* - A recent business or government downsizing or closure that has had a negative economic impact, measurable by the loss of jobs and/or increased small business instability, in the proposed area of service. The specific Qualifying Event must have occurred not more than 5 years prior to the issue date of this Funding Opportunity.

8.1.11 *Recipient* - An Organization that has had its application accepted and has been awarded funding under this Funding Opportunity.

8.1.12 Religious Organization- An entity that is organized for religious purposes and engages in activity consistent with, and in furtherance of, such purposes.

8.1.13 *WBC* - The entity established by the WBC Recipient Organization that has a current Grant or Cooperative Agreement with SBA to administer and operates the WBC Network.

8.1.14 *Small Business* - A business entity:

a.) That is independently owned and operated, is not dominant in its field of operation, is organized for profit with a place of business located in the United States, and operates primarily within the United States; and

b.) That does not exceed the applicable size standard for its industry as established under C.F.R. § 121. In general, the most common size standards are:

- 500 employees for most manufacturing and mining industries;
- $39.5 million in average annual receipts for most general and heavy construction industries;
- $16.5 million in average annual receipts for all specialty trade contractors;
- $8 million in average annual receipts for most retail and service industries; and
- $1.0 million in average annual receipts for most agricultural industries.

8.1.15 *Technical Assistance* - Counseling or training services provided to an individual and/or

business in accordance with the terms of this Funding Opportunity and a Recipient's Notice of Award.

8.1.16 *Training* - An WBC training workshop or seminar is defined as an activity or event in which a counselor from the WBC, another resource partner, District Office, and/or a third party actively delivers a structured program of knowledge, information, or experience on a business-related subject. The training must include two or more clients in attendance.

8.2 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. The Terms and Conditions of SBA's current, standard Funding Opportunity are incorporated by reference herein.

8.3 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 Grant Agreement, including materials that are copyrighted.