U.S. Small Business Administration (SBA)
Office of Women's Business Ownership (OWBO)
WOMEN'S BUSINESS CENTER (WBC) – RENEWAL GRANT

FY 2019

Funding Opportunity Announcement (FOA) No. OWBO-2019-02-02

Base Budget Period: September 30, 2019 – September 29, 2020
Opening Date: September 6, 2019
Closing Date: September 26, 2019

The purpose of this FOA is to provide WBCs currently in the SBA's WBC Program that will have successfully completed a 5-year Initial WBC Project by September 29, 2019, or those WBCs that will have successfully completed a 3-year Renewal WBC Project by September 29, 2019, the opportunity to apply for a new 3-year Renewal Grant.

Proposals responding to this FOA must be posted to www.Grants.gov by no later than 11:59:59 p.m. Eastern Standard Time, on **September 26, 2019**. No other methods of submission are permitted. Proposals submitted after the stipulated deadline will be rejected without evaluation. Consideration will be given for bona fide grants.gov technical failures at the discretion of SBA.

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OFFICE OF WOMEN'S BUSINESS OWNERSHIP

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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 – Renewal Phase Grant
1.1.3.	Announcement Type	Renewal
1.1.4.	Funding Opportunity Number:	OWBO-2019-02-01
1.1.5.	CDFA Number	59.043
1.1.6.	Closing Date for Submissions:	**September 26, 2019**, 11:59:59 PM Eastern Standard Time
1.1.7.	Authority:	Small Business Act §§2(h), 29 (15 U.S.C. §§ 631(h)), and 656, as amended
1.1.8.	Duration of Authority:	Permanent
1.1.9.	Funding Instrument:	Cooperative Agreement
1.1.10.	Funding:	Fiscal Year 2020/ Project Period is September 30, 2019 – September 29, 2020
1.1.11.	Award Amount/Funding Range:	Federal award amounts for this grant will be based on an amount not to exceed $150,000.00, subject to the availability of funding, for those non-Federal entities currently in the program that will have successfully completed a 5-year Initial WBC Project by September 29, 2019, or those non-Federal entities that will have successfully completed a 3-year Renewal WBC Project by September 29, 2019. The non-Federal entity is required to match awarded funds on a 1:1 ratio.
1.1.12.	Project Duration:	Awards will be made for a base project period of 12 months, with 2 option periods of 12 months each. Exercise of options is at the SBA's discretion; subject to the availability of funds; and satisfactory performance by the non-Federal entity.
1.1.13.	Project Starting Date:	September 30, 2019
1.1.14.	Proposal Evaluation:	Proposals will be reviewed for sufficiency as detailed in Section 5.0. The SBA may ask applicants for clarification of the technical and cost aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.
1.1.15.	Agency Programmatic Point of Contact:	U.S. Small Business Administration Office of Women's Business Ownership Tel: (202) 205-6673 | E-mail: 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, measured by outcomes such as successful business start-ups and capital infusion .

1.4 Purpose

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

1.5 Leveraging of Resources

The Applicants selected for an award under this FOA are required to maximize efforts to leverage the SBA funding by working in conjunction with the SBA's District Offices; other Federal, state, local and tribal government small business development programs and initiatives; the SBA resource partners (e.g., SCORE, Small Business Development Centers, Veterans Business Outreach Centers); 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 (e.g., chambers of commerce and trade and industry groups and associations).

1.6 SBA Involvement and Oversight

The WBC Program is managed by the Assistant Administrator of OWBO (AA/OWBO) under the direction of the Associate Administrator for the Office of Entrepreneurial Development (AA/OED).

A designated Program Manager (PM) located within OWBO at SBA Headquarters will be responsible for the overall monitoring and oversight of the non-Federal entity's WBC project, including compliance with the terms of the cooperative agreement.

A designated Grants Officer within OWBO will be responsible for issuing the Notice of Award, making modifications to the award, processing payments, and approving requests for no-costs time extensions, budget amendments, key personnel changes, project scope changes, etc.

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 a liaison for that award. The DOTR's functions may include conducting site visits and programmatic reviews, coordinating the SBA resource partners' efforts, and reporting any issues that may arise to OWBO.

1.7 Changes or Cancellation

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

Section II – Award Information

2.1 Estimated Funding

The awards made under this FOA will not exceed $150,000.00, subject to the availability of funding.

2.2 Expected Number of Awards

The SBA expects to make twenty-nine (29) awards under this Funding Opportunity Announcement.

2.3 Period of Performance/Budget Periods

Awards will be made for a 3-year period of performance, consisting of a base period of twelve (12) months from the date of award and two (2) option periods of twelve (12) months each. The exercise of option periods will be solely at the SBA's discretion; subject to the availability of funds; and the non-Federal entity's continued satisfactory performance and compliance with all the terms and conditions of the award. Each base and option period will constitute a separate and distinct 12-month Budget Period.

2.4 Funding Information

- Funds provided under the WBC Program must be used solely for the purposes stipulated in this FOA and the NOA and may not be commingled with funds from other sources, and 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, but 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 FOA or matching contributions dedicated to such an Award may be used for the purpose of making a sub-grant. While subcontracting is permitted, successful Applicants may not spend more than 49% of Award funds on subcontracts. Additionally, under no circumstances may successful Applicants contract out the administration or day-to-day management of this project to any other party.
- Indirect Costs - Non-Federal entities utilizing a de minimis rate of 10% of Modified Total Direct Costs may be required to discontinue using said rate upon the establishment of a negotiated indirect cost rate and must immediately provide SBA with a copy of its Negotiated Indirect Cost Agreement should it wishes to recover indirect costs. The use of the 10% de minimis rate should not be used as the substitute by an organization that has an indirect cost rate simply because they do not have a Negotiated Indirect Cost Agreement. Modified Total Direct Costs (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subcontract, regardless of the period of performance of the subcontracts under the award. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of $25,000. (2 CFR 200.68)

2.5 Funding Instrument

The funding instrument used will be a Cooperative Agreement.

2.6 Non-Federal Matching Requirement

The non-Federal entity is required to match awarded funds on a 1:1 ratio ($1 of non-Federal funds for every $1 of Federal funds) for each year of the three (3) year project. Non-Federal match may consist of cash, in-kind, and program income. Non-Federal match must be used for approved budgeted items only.

- The organization receiving the Cooperative Agreement is required to match Federal funds on a 1:1 ratio. Non-Federal matching funds may take the form of cash or cash equivalent, in-kind donations provided by a third party, or unreimbursed indirect costs (i.e., waived indirect).
- Cash match in an amount not less than 50 percent of the Federal funding is required. The remainder may be in the form of additional cash or in-kind contributions, and/or waived indirect costs. See 13 C.F.R. 130.450.
- No portion of the match may be from Federal sources, with the exception of applicable Community Development Block Grant (CDBG) funds. Community Development Service Grant (CDSG) funds may not be used as match.

- The SBA may withhold payment at any time if the required level of non-Federal match has not been obtained. Payment will be withheld unless the non-Federal entity has adequately demonstrated and certified that the required amount of non-Federal match equal to or greater than the Federal funds expended (of which at least half is in the form of cash) has been fully obtained and expended for project activities during each reporting period (with the exception of the first quarter).

2.7 Non-Federal Match Certification

The non-Federal entity must certify that the non-Federal matching share has been obtained and expended on the WBC project and must maintain records of all cash, in-kind donations, program income and how it was expended . SBA staff will review records during site visits and during the mid-year and annual programmatic and financial reviews.

Section III – Eligibility Information

3.1 General

An organization may submit only one proposal in response to this FOA. Any additional applications from the same organization will be automatically rejected without being evaluated.

3.2 Eligible Applicants

In order to be eligible for funding under this opportunity, Applicants must –

- Be a private nonprofit organization certified under § 501(c)- of the Internal Revenue Code of 1986;
- Currently be in the SBA's WBC Program;
- Successfully complete a 5-year Initial WBC Project by September 29, 2019, or a 3-year Renewal WBC Project by September 29, 2020;
- Continue to meet the program criteria as provided in the Eligibility section of this FOA.

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

Is the same organization that received the prior WBC Initial or Renewal grant:

- Continues to be organized and incorporated in the United States, and remains in good standing in the state or territory of incorporation (a copy of this document must be attached to the Applicant's technical proposal);
- Is a private not-for-profit or non-profit corporation with an active 501(c)- Federal tax-exempt status certification from the United States Department of Treasury/Internal Revenue Service (a copy of this document must be attached to the Applicant's technical proposal);
- Continues to provide technical assistance to small business concerns owned and controlled by women;
- Has an established organizational infrastructure with an internal financial management system that currently meets the requirements of 2 CFR 200.302; and
- Is responsible for hiring, supervising, and employing staff sufficient to ensure that the WBC is open to the public a minimum of 40 hours a week to include evening and weekend hours and to fully provide the services required under this FOA, the NOA, and the applicant's proposal. Staff must include a full-time, (40 hours per week) program

director whose time is dedicated 100% to managing the day-to-day operations of the WBC project, its staff and volunteers as well as overseeing all financial aspects of the project.

3.3 Ineligible Applicants

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

- Any organization that has a federal delinquent debt subject to offset;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of Federal financial assistance from the Federal government;
- Any organization with an outstanding and unresolved material weakness 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 non-renewed within the past year;
- Any organization that has filed for bankruptcy within the past five 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 (40 hours per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC and staff; and/or
- Any organization that was convicted, or had an officer or agent acting on its behalf convicted, of a felony criminal violation under any Federal law within the preceding 24 months.

Section IV – Application and Submission Information

4.1 Application Instructions

Renewal applications must consist of the following elements: (i) technical proposal; (ii) budget narrative; (iii) certifications, forms and assurances; and (iv) attachments and exhibits (these are forwarded through SAM.gov).

4.1.1 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 10 pages. Attachments such as **position descriptions, résumés, budgets, organization charts, and milestone charts** are not counted toward the 10-page maximum. Besides attachments, the agency will not consider any materials beyond the specified page limit 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 5. Use the same section headers identified below for each section of the technical proposal.

I. Supporting Emerging Markets

Emerging markets are critical to the strength and vitality of the American economy. WBCs should perform outreach and provide services to entrepreneurs, especially women, of all demographics, backgrounds and locations, inclusive of urban and rural populations, and members of Reserve Components of the U.S. Military and National Guard and their spouses.

WBCs should also engage Historically Black Colleges and Universities (HBCUs) and Opportunity Zones.

HBCUs: Given the importance of HBCUs in American higher education and the ever-increasing growth and interest in entrepreneurship and small business throughout the HBCU community, it is a natural fit for WBCs and the SBA to also increase its services, partnerships and outreach to HBCUs.

Opportunity Zones: Opportunity Zones were created by the 2017 Tax Cuts and Jobs Act to provide investment in economically distressed areas by creating tax incentives for individuals and companies that invest in these designated zones. To facilitate the designation of these zones, the Federal government empowered state, local and tribal governments to prioritize low-income, economically distressed areas that would benefit most from receiving an Opportunity Zone designation. SBA recognizes the importance of ensuring access to capital to Opportunity Zones. WBCs are critical to providing access to capital and promoting small business growth; therefore, WBCs' engagements with Opportunity Zones is critical to economic development of distressed areas.

II. Performance Summary

- Using data submitted to EDMIS describe fully in quantitative terms the impact of program services on women entrepreneurs realized during the prior 3-year renewal or 5-year initial grant.
- Summarize key program accomplishments.
- Describe difficulties/problems encountered in achieving planned goals and objectives including:
  - Barriers to accomplishment(s); and
  - Actions taken to overcome difficulties.
- Describe changes (new services or program components), if any, to be made during this 3-year renewal or 5-year initial period affecting the following:
  - Goals and objectives;
  - Projected timeline for project implementation; and
  - Approaches and strategies.

III. Project Objectives, Metrics and Milestones

Comprised of a concise narrative and the Milestones and Metrics template, this section communicates how the project will be implemented and how progress toward achieving goals, targets, and milestones will be measured.

- **Project Design:** Describe your project's annual goals and objectives and how project activities will generate results for the WBC Program's three performance measures—unique clients served, new business starts, and capital infusion number of transactions. Your proposal should be consistent with the changes proposed in Section I(d) and the Budget Narrative. WBCs are encouraged to be data driven and should collect data that allows them to effectively manage and provide data per the Notice of Award.
- **Marketing and Outreach:** Describe how the WBC will market the programs and services to women entrepreneurs (including a representative number that are socially and economically disadvantaged) and how the activities will ensure the WBC's performance targets will be achieved. Provide a list of planned closure dates for the WBC that will occur during this option year period.

  In addition, WBCs with HBCUs in their states or regions, should partner with their respective SBA Regional and District Offices and HBCU leadership (the university president, dean, chancellor, etc.) to develop a small business outreach plan to be submitted within 90 days after the start of FY 2020. The small business outreach plan should describe how the WBC will partner with respective HBCUs; provide a timeline for hosting events (workshops, training conferences, etc.); and identify the points of contacts for the WBC and HBCU. The plan must include conducting at least one small business workshop or event with the school. The plan will be submitted to the partner HBCUs and the WBC's Program Manager. States with HBCUs include Alabama, Arkansas, Delaware, the District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Missouri, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, the U.S. Virgin Islands, Virginia, and West Virginia.

  Any outreach above this level is welcomed and should be detailed in the outreach plan. In addition to workshops and engagements, outreach with HBCUs may include establishing partnerships with HBCUs to support WBCs service delivery, including counseling.

  WBCs should provide updates on the progress of its outreach to and partnerships with HBCUs in their states in the WBC Semi-Annual and Final Programmatic reports. Reporting should include the date(s) and type(s) of outreach events and successes and best practices regarding engagement of WBCs.

WBCs should also develop outreach activities to encourage business development in Opportunity Zones. These plans should be developed in conjunction with the SBA Regional Administrator and SBA District Office and coordinated with state, local and tribal economic development officials, chambers of commerce, lenders and other public and private entities.

WBC Opportunity Zone activities must be submitted 90 after the start of FY 2020 and be submitted to the OWBO PM. A discussion on how the outreach and business development efforts in their Opportunity Zones has helped the WBC reach its performance metrics should be included in the WBC's Semi-annual and Final Reports. The Final Report should discuss the impact of Opportunity Zone partnership efforts on new business starts and capital infusion outcomes.

- **Performance Workplan:** Using the Milestones and Metrics template, present the targets and milestones for the renewal period. The metrics tab should be used to provide targets by year and quarter for each of the OWBO required metrics. For each major task within the project year, the milestone tab should be used to construct a timeline (including start and end dates) for completion. The template must include the following:
  - Milestones, which are key markers of grant progress and are typically expressed in the form of an action or event marking a significant change or stage in development; and
  - Targets, defined as the anticipated number of unique clients you will serve, business starts realized, and capital infusion transactions achieved.

IV. Personnel Description

- Describe how personnel listed on the budget contribute to achieving project goals and the overall mission of helping women to start and grow businesses.
- Describe how volunteers will be integrated into your service delivery strategy. Include the estimated number of volunteers that will work with the WBC.

4.1.2 Budget Information

Provide a brief budget narrative that describes how the funding being requested will support the realization of the WBC mission; how the match will be raised; and the strategy to generate Program Income. The narrative should match each cost element listed in the Annual Budget Summary (B10-B16). Note: The SF-424 and 424A are located at grants.gov. The Annual Budget Summary (B10-B16), Certification of Cash Match and Program Income and Sources of Match Worksheet are located at www.sba.gov/wbc.

4.1.3 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), to the currently approved information collection requirement regarding the pre-award registration requirements for federal Prime 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.

4.1.4 Attachments and Exhibits

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

- Non-Profit Verification (501(c) Certification from IRS
- Résumé and position description for the WBC Director and position descriptions for all other full- and part-time staff (including unfilled positions) listed on the budget,
- The WBC Host Organization must adhere to OMB Memo: M-18-18 Micropurchase and Simplified Acquisition Thresholds for Grantees. Importantly, more than 49 percent of this project may not be contracted out to other parties (as measured by Project Funds). You also may not contract out the overall administration or day-to-day management of this project to any other party. If there are contracts above $250k, the host must follow the competitive bid process and submit the contract for prior approval.
- Letters of support, pledges of additional funding or in-kind resources
- An organizational chart that depicts the relationship between the WBC and the host organization, as well as the WBC's operating structure
- A copy of the applicant's Cost Policy Statement.
- Copy of the Applicant's current, government-wide indirect cost rate agreement (if the Applicant's budget includes indirect costs). Non-Federal entities utilizing a de minimis rate of 10% of Modified Total Direct Costs may be required to discontinue using said rate upon the establishment of a negotiated indirect cost rate and must immediately provide SBA with a copy of its Negotiated Indirect Cost Agreement should it wishes to recover indirect costs. The use of the 10% de minimis rate should not be used as the substitute by an organization that has an indirect cost rate simply because they do not have a Negotiated Indirect Cost Agreement.
- List of all Federal awards the Applicant has received within the last five (5) years to include: 1) the grantor agency name; 2) Code of Federal Domestic Assistance number; 3) the year of the award; 4) the amount of the award; and 5) status of award (i.e., whether the award is ongoing or closed).
- Any other documentation the Applicant believes supports its proposal.

4.2 Submission Instructions

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

submitting an application via grants.gov, including animated tutorials, may be found at: http://www.grants.gov/web/grants/applicants.html

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

Information about the grants.gov registration process can be found at http://www.grants.gov/web/grants/applicants/organization-registration.html. Applicants must register as organizations, not as individuals. Please note that organizations already registered with grants.gov do not need to re-register. However, all registered organizations must keep their SAM registration current. As part of the www.grants.gov registration process, an Applicant must designate one or more Authorized Organizational Representatives (AORs). AORs are the only individuals who may submit applications to grants.gov on behalf of an organization. If an application is submitted by anyone other than a designated AOR, it will be rejected by grants.gov and cannot be considered for funding.

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

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

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

Applicants should use the following link to obtain assistance in navigating grants.gov and access a list of useful resources: http://www.grants.gov/web/grants/applicants.html. If you have a question that is not addressed under the "Applicant FAQs," try consulting the "Applicant User Guide" or contacting grants.gov via email at Support@Grants.gov or telephone at 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, seven days a week.

4.3 Required Proposal Submission Dates

Each Applicant is required to submit its proposal electronically via www.grants.gov by no later than 11:59:59 p.m. Eastern Standard Time on September 26, 2019. Because of the pre-conditions for submitting applications via grants.gov and the potential for encountering technical difficulties in using that site, Applicants are strongly encouraged to log on to grants.gov and review the submission instructions early. **DO NOT WAIT UNTIL THE CLOSING DATE TO BEGIN THE SUBMISSION PROCESS**. Applicants bear sole responsibility for ensuring their proposals are submitted and received before the closing date.

The SBA will consider the date and time stamp on the validation generated by grants.gov as the official submission time. A proposal that is not received by grants.gov before the closing date of this FOA will be rejected without being evaluated, unless the Applicant can clearly demonstrate through documentation obtained from grants.gov that it attempted to submit its proposal in a timely manner but was unable to do so solely because of grants.gov systems issues. Additionally, the SBA will not accept any changes, additions, revisions, or deletions to applications made after the closing date.

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

obtain advice and assistance with the grants.gov submission process by visiting http://www.grants.gov/web/grants/support.html or by calling 1-800-518-4726.

Section V - Application Review Information

5.1 General

Applications will be rejected without being evaluated if they are submitted by ineligible organizations or they are illegible or materially incomplete due to an Applicant's failure to include all required forms and/or provide the required level of detail. **All elements of this section must be addressed.**

5.2 Evaluation Criteria

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 FOA. Reviewers will award points based on the evaluation criteria described below:

Criterion	Points (Maximum)
Past Performance Summary	20
Project Design	20
Marketing and Outreach	20
Performance Workplan	25
Personnel Description	10
Budget and Budget Justification	5
Total	100

1. **Past Performance Summary (up to 20 points)**
   Points will be awarded based on the extent to which the application:
   - Describes effectively in quantitative and qualitative terms the impact of program services on women entrepreneurs realized during the 5-Year Initial or the previous 3-Year Renewal Grant period. (**8 points**);
   - Summarizes key program accomplishments entrepreneurs realized during the 5-Year Initial or the previous 3-Year Renewal. (**5 points**);
   - Effectively communicates difficulties/problems encountered in achieving planned goals and objectives and how they were remediated; (**5 points**) and
   - Clearly describes changes that will be implemented in the new renewal period. (**2 points**).
2. **Project Workplan: Objectives, Metrics, and Milestones (up to 20 points)**
   Points will be awarded based on the extent to which the application:
   - Reflects clear and realistic timelines for the completion of work and demonstrates how the project will operate through the funding period (10 points); and
   - Reflects a coherent and feasible approach for successfully addressing the identified outcomes and outputs (10 points).

3. **Marketing and Outreach (up to 20 points)**
   Points will be awarded based on the extent to which the application:
   - Effectively describes how the center will market the programs and services to women entrepreneurs (8 points);
   - Presents a marketing and outreach strategy that supports the project design and the realization of project outputs and outcomes (8 points);
   - Provides a list of planned closure dates for the WBC that will occur during the base period (4 points).
4. **Performance Workplan (up to 25 points)**
   Points will be awarded based on the extent to which the application:
   - Presents measures, targets, and milestones for the base and option periods (15 points); and
   - Presents a timeline for each major task within the project year (including start and end dates) for completion. Metrics must be included for the entire 12-month period (10 points).
5. **Personnel Description (up to 10 points)**
   Points will be awarded based on the extent to which the application:
   - Effectively describes how personnel listed on the budget contribute to realizing project goals (6 points); and
   - Effectively describes how volunteers will be integrated into the WBC's delivery of services (4 points).
6. **Budget and Budget Justification (up to 5 points)**
   - Points will be awarded based on the extent to which the application: Includes a budget narrative that provides a detailed description of costs associated with each line item on the SF-424A as well as a description of leveraged resources provided (as applicable) to support grant activities (3 points); and
   - Includes a completed SF-424a and budget narrative with numbers that align and total correctly (2 points).

5.3 Review and Selection Process

Applications that are not rejected by grants.gov or SBA's screening process will be evaluated by teams of reviewers and scored based on how well they meet the criteria outlined above. These reviewers may be SBA employees or employees of other Federal agencies. **The maximum score any application can receive is 100 points.** Prior to evaluating applications received in response to this funding opportunity announcement, SBA will establish a minimum acceptable score. Only those applications that meet or exceed that threshold will be eligible for funding. Applicants are therefore encouraged to design proposals that address each of the scoring criteria listed above as thoroughly as possible.

In the interest of providing WBC services to as broad a segment of the required area as possible as stated in this FOA, the SBA will take the geographical dispersion of applicants' project service areas into account when making award decisions. An

application that exceeds the minimum acceptable score and which scores more highly than other acceptable proposals may nevertheless be passed over for funding if that application proposes to serve the same or substantially the same area or market as an existing non-Federal entity's WBC project or another more highly rated application that was selected for award.

At SBA's discretion, it may award qualified applicants not awarded under this funding opportunity announcement using subsequent fiscal year resources and subject to the availability of funds.

5.4 Risk Assessment

Applicants should list of all Federal awards the Applicant has received within the last five (5) years. Provide the following information:

- Grantor agency name;
- Code of Federal Domestic Assistance number;
- Year of the award;
- Amount of the award; and
- Status of award. (i.e., whether the award is ongoing, closed or in default).

As required by 2 C.F.R. § 200.205(b), applicants receiving acceptable scores will be further evaluated by OWBO senior staff to assess the possible risks they may pose. In assessing the possible risks posed by an applicant, OWBO will consider the applicant's:

- Financial stability;
- Management systems quality and its ability to meet the management standards prescribed in 2 C.F.R. § 200.302;
- History of performance in managing other Federal awards, including: timeliness of providing required reports; compliance with the terms and conditions of the award; ability to meet matching funds requirements; and the extent to which the applicant has failed to fully expend funds provided under prior awards;
- Results, reports, and findings from any of its available audits or programmatic reviews and its responses to them; and
- Ability to effectively implement statutory, regulatory, or other requirements.

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

Section VI - Award Administration Information

6.1 Award Notification

All Applicants will receive written notification of their application status.

6.2 Administrative and National Policy Requirements

All successful Applicants will be required to comply with the requirements set forth in the Small Business Act, §§2(h) and 29 (15 U.S.C. §§ 631(h) and 656), as amended; 2 CFR Chapter I, Chapter II, 200, et al., 13 C.F.R. 143; the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their NOA. In addition, the SBA may, from time to time, advise non-Federal entities of awards made under this FOA of new legal requirements and/or policy initiatives with which they must agree to comply.

6.3 Reporting

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

6.3.1 Financial Reports

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

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

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

6.3.3 Performance Reports

The non-Federal entities will be required to submit semi-annual performance reports to the SBA using the report identified by OWBO within 30 days after the completion of each six-month period. Note: WBC projects deemed "high risk" must submit quarterly performance reports.

6.3.4 Entrepreneurial Development's Management Information System Reports (EDMIS Reports)

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

6.3.5 Economic Impact Data

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

6.3.6 Report Submission

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

Recordkeeping Requirements

Activity Records: The Non-Federal entities will be required to maintain complete and accurate records and supporting documentation. Client counseling, training, and other activities must be fully documented on the SBA Form 641 and the SBA Form 888. In addition to the performance and program reports already mentioned in the Reporting section, the non-Federal entity must maintain the following records:

- Counseling Activity Reports
  The non-Federal entity will be required to collect all counseling activities on the SBA Form 641 Counseling Information Form (or an equivalent form). Data gathered by this form must meet the minimum requirement as stipulated by OED's EDMIS database. Signed copies of these forms must be retained by the non-Federal entity either electronically or in hard copy and be made available for the SBA review upon request.
- Training Activity Reports
  The non-Federal entity will be required to utilize the SBA Form 888 Management Training Report (or an equivalent form) to report small business management training activities (see definitions section for training). The non-Federal entity may use a computerized version of this form. Electronic or hard copies of these forms must be retained by the non-Federal entity and be made available for the SBA review upon request. To ensure, that unique clients can be determined, grantees must use the 641 data element for each client participating in a training.
- WBC Client Evaluation Forms
  Evaluations of the WBC services or client satisfaction surveys must be collected from clients who receive continuous counseling or attend a WBC training event. Copies of these evaluations must be retained by the non-Federal entity and be made available for the SBA review upon request.
- Protection of Client Contact Information
  A WBC may not disclose the name, address, or telephone number of any individual or small business concern to which it provides assistance without the written consent of that individual or concern, except as authorized by the SBA.

Section VII - Agency Contacts

7.1 Office of Women's Business Ownership Point of Contact

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

7.2 Financial/Grants Management Point of Contact

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

7.3 Grants.gov Technical Support

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

Section VIII - Other Information

8.1 Definitions

The following definitions apply to awards made under this FOA.

Applicant
An eligible organization that applies for funding under this funding opportunity announcement.

Budget Period
The period of performance in which expenditures and obligations are incurred by a WBC, consistent with 2 CFR 200.77.

Client
The client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving WBC services. Each client will be counted only once in a fiscal year, and the reporting will include both the number of sessions and the number of hours spent with the client. There are three types of clients:

- Nascent (Pre-venture) Entrepreneur: those individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation (www.kauffman.org). This includes individuals seeking assistance from SBA and/or one of its resource partners;
- Start-up: Those individuals (entities) who have been in business up to 12 months.
- In-Business: An "in business client" is defined as one that has completed required registration(s), if applicable, with the local, state, and/or Federal Government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.) AND at least one of the following:
    - Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
    - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
    - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or
    - Has incurred business expenses in the operation of a business.

(Unique) Clients Served
Number of unique clients counseled and/or trained. Count of unique SBA Client IDs with a reported counseling session or training in the time period indicated. In order to be counted, clients must be reported using an SBA Form 641.

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

Contributions/Donations
Funds received by the non-Federal entity with no conditions and that may be used as match or overmatch for the WBC Project in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.

Cooperative Agreement
Also known as a Notice of Award. A legal instrument of financial assistance between the SBA and a recipient organization that is consistent with 31 U.S.C. 6302–6305 and provides for substantial involvement between the SBA and the recipient organization in carrying out the proposed activities.

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.

Counseling
Services provided to an individual and/or small business owner that are substantive in nature and require assistance from a Resource Partner or SBA District Office personnel in the formation, management, financing, and/or operation of a small business enterprise and are specific to the needs of the business or individual. Counseling services require a signed SBA Form 641 or equivalent form that supports the SBA's management information database.

Client Information Form
A record that collects individual client contact information, demographics, business status, and data on the service provided.

On-line Learning
The process of connecting learners with remote and virtual resources. Such learning uses communication technologies to stimulate continuous and lifelong learning. The technologies used may include video, audio, computer, satellite, audio-graphic and print.

Targets
WBC Targets, defined as the anticipated number of clients the WBC will serve, business starts realized, and capital infusion transactions achieved.

Milestones
Are key markers of grant progress and are typically expressed in the form of an action or event marking a significant change or stage in development

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

In-Kind Contribution (third party)
Cost incurred as described in 2 CFR 200.96.

New Business Starts
Computed by EDMIS, businesses are considered "Started" if, at the previous session (whether in the current fiscal year or a past one), the client was not "in business," and at a subsequent session or update (in the fiscal year being reported) was "in business" (Form 641). See Section 8.1.4 for definition of "in business".
A new business start is counted for any counseling or training session within the specified time frame, FY or Quarter, that indicates the client is in business (the In Business flag is marked yes) and where all prior sessions, including sessions outside the time frame, indicates the client was not in business (the In Business flag is marked no).

Non-Federal Entity
Non-Federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient.

Notice of Award – See Cooperative Agreement

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

Option Year Work Plan and Budget
The written submission by an existing WBC applying for an additional year of grant funding. This submission is required to ensure the recipient organization's continued alignment with the WBC Program and to update its description of projected WBC activities for the upcoming option year budget period.

Personnel
These are all full and part-time personnel employed by the non-Federal entity who serve in a position/role that is deemed necessary to the successful operation of the WBC.

Program Director
A full-time employee (40 hours per week, as required by statute) whose time is dedicated 100% to managing the day-to-day operation of the WBC. The Program Director's responsibilities include but are not limited to:

- Ensuring that the WBC Project and services are delivered in accordance with the funding opportunity announcement, Notice of Award, regulations, and statute;
- Ensuring that the WBC is compliant with the funding opportunity announcement, notice of award, regulations, statute, and OMB circulars; and
- Ensuring that all communications from the OWBO are provided to the appropriate parties of the WBC.

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

Project Funds
All funds authorized under the cooperative agreement including non-Federal cash, third-party in-kind contributions, and program income, as well as the Federal funds and non-Federal match authorized or reported as carryover funds.

Project Period
The period specified in the Notice of Award which identifies the start and end date of the recipient organization's 3- or 5-year project.

SBA Resource Partners
Small Business Development Centers (SBDCs), SCORE, Veterans' Business Outreach Centers (VBOCs), and Women's Business Centers (WBCs).

Socially and Economically Disadvantaged Women
Per 13 CFE 124.103, women who have been subjected to gender, racial, or ethnic prejudice or cultural bias within American society because of their identities as members of groups and without regard to their individual qualities. Also includes women whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business.

Training
An activity or event presented or cosponsored by a resource partner, district office or other SBA office which delivers a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. Training is designed for the participant's acquisition of knowledge, skills, and competencies that relates to specific useful skills.

Women's Business Centers (WBCs)
Women's Business Centers represent a national network of SBA-funded educational centers throughout the United States and its territories that assist women in starting and growing small businesses.

WBC Advisory Board
A group established to confer with and provide recommendations to the Women's Business Center Program Director on matters pertaining to the operation of the WBC. The Advisory Board will also act as a catalyst to raise funds for the Women's Business Center.

Woman-Owned Business
A small business concern that is not less than 51% owned by one or more women and the management and daily business operations of which are controlled by one or more women.

8.2 Additional Resources and Partnerships

Co-Sponsor Agreements

If one or more organizations and the SBA are involved with a WBC as co-sponsors of an activity, a co-sponsorship agreement must be executed by the SBA, the WBC, and all other co-sponsors in accordance with the SBA's Co-sponsorship SOP 90 75 2 or revised equivalent.

8.3 Templates and Charts

8.3.1 Milestones and Metrics Template

Applicants must complete the "Milestones and Metrics Template" located at www.sba.gov/wbc and provide information as requested by the worksheet for the 12-month base period and each of the four option years. Save the chart in its original format and include it with your submission.

8.4 Checklist of Required Submissions

Checklist of Required Submissions for the OWBO- 2019-1 -Renewal Grant OPEN DATE: 9/9/2019, CLOSE DATE: 9/27/2019	
☐	The work plan narrative shall be limited to 10 pages and include responses for each section identified. For each section, the narrative should address all of the questions included in that section. If the Host has multiple centers, make sure each narrative is unique to that center. You must number your responses in the order of the template. Do Not type directly into the template.
☐	Organization Chart (Organization Chart (include names and positions for all proposed full- and part-time program staff employees working on the WBC Project)
☐	Resume and position description for the WBC Director
☐	Position Description for ALL personnel (key & non-key) listed on the budget
☐	List of Board of Directors and Advisory Board Members (include title, phone number, mailing address and e-mail address)
☐	Financial Management Certification – Include a signed certification that the financial system to be used for the WBC's project meets the requirements of 2 CFR Part 200.302 and 200.333. (Note: The signed certification statement or letter may be from the applicant's auditor, CPA, treasurer, comptroller, CFO or similarly qualified individual.)
Supporting Documentation	
☐	List of all Federal awards received w/in last 5 years - include: 1) grantor agency name; 2) CFDA number; 3) the year of the award; 4) the amount of the award; & 5) status of award (i.e., if award is ongoing or closed).
☐	Approved Indirect Cost Rate (if applicable)
Cost Proposal	
☐	Non-Federal entities subject to the Single Audit Act are required to provide their most recent A-133 audit report. Non-Federal entities not subject to the Single Audit Act must provide a copy of their most recent unaudited financial statements.
Must complete an SF-424 Package for this SF 424 Packages and Budget Details Option Year Budget	
☐	SF-424 (Form located at Grants.gov)
☐	SF-424A (Form located at Grants.gov)
☐	Annual Budget Summary Worksheets (Detailed Expenditure Worksheet)
☐	Certification of Cash Match and Program Income Also, complete page 2 of the worksheet and list sources for all cash match and the activity which will generate program income. The amounts shown here should match the amount of cash and program income (if any) shown in your budget. Note: In-kind should not be included on this worksheet.