

U.S. Small Business Administration
Office of Women's Business Ownership (OWBO)

REQUEST FOR
2017 - 2018
OPTION YEAR
WORK PLAN AND BUDGET REQUEST
FY 2017

FUNDING OPPORTUNITY No. OWBO-WKPLN-2017-18

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

The purpose of this Funding Opportunity Announcement is to provide WBCs that are currently in SBA's WBC Program that will have successfully completed year 1, 2, 3 or 4 of its 5-year Initial WBC Project by September 29, 2017 or those centers that will have successfully completed year 1 or 2 of its 3-year Renewal WBC Project by September 29, 2017 the opportunity to apply for Option Year funding.

This is a non-competitive announcement; therefore, there is no synopsis posted at Grants.gov. The Instructions, Work Plan Narrative Template and all other required SBA forms and worksheets relevant to this request (except the SF-424 mandatory package and the SF-LLL which are located at Grants.gov) are attached to the e-mail sent to the WBC Directors on June 9, 2017.

Opening Date: June 13, 2017

Closing Date: July 14, 2017

Proposals responding to this Program Announcement must be posted to www.grants.gov by 11:59:59 p.m. Eastern Daylight Time, July 14, 2017. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

Option Year Work Plan Narrative Template
(Funding Opportunity Number: OWBO-WKPLN-2017-18)

Instructions

For each section, the narrative should address **ALL** of the questions included in that section.

The total response must be limited to 5 pages. (This does not include the other required attachments.)

**DO NOT TYPE YOUR RESPONSES INSIDE THIS DOCUMENT.
HOWEVER, NUMBER EACH RESPONSE ACCORDING TO THIS TEMPLATE.**

If the Host has multiple centers, make sure each narrative is unique to that center.

Section I. WBC Summary

- a. Discuss how the WBC and the Host Organization complement each other. Describe any infra-structure changes within the host that have taken place since your last proposal/work plan submission.
- b. How is the WBC program unique from the host and other services provided?

Section II. Service Description

- a. Describe how the center will implement the scope of work provided in the original proposal during the 2017/18 project year.
- b. Describe how the scope of work has changed from the original proposal and identify how the changes will impact the services provided and the community being served.
- c. Describe new programs and services the WBC will offer and/or provide for the coming year.
- d. Discuss how the WBC utilizes online training and counseling and how these services to clients are tracked.
- e. Describe how the center will increase services to women entrepreneurs during the 2017/18 project year and demonstrate an increase in performance outcomes.
- f. List planned closure dates for the WBC.

Section III. Marketing Description

- a. Describe how the center will market the programs and services to women entrepreneurs and how the marketing strategy will reach more clients. Include any changes from previous strategies.
- b. What other marketing tools will be used to reach more clients overall?

Section IV. Strategy and Implementation

- a. Describe how the WBC established its milestones and projected economic impact. Describe how the milestones are focused on helping women entrepreneurs to start and grow businesses.
- b. Discuss the strategy on how the WBC will reach the milestones and show how this will increase women's business startups and help existing women's business owners to expand and grow.
- c. Discuss the strategy you will use to follow-up with clients and measure impact. Include the following data mandated by Congress: **Number of clients receiving assistance; Number of start-up business; Gross receipts; Employment increases and decreases; and Increase and decrease in profits.**
- d. **In establishing goals, you must submit concurrence from the DOTR that you have worked with the local District Office to determine local market needs for the upcoming project year. These goals should be set forth in your work plan and may be adjusted by OWBO. New goals will be set in FY 2018.**

Section V. Personnel Description

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

Section VI. Financial Justification

- a. Provide a brief description/justification of expenditures for each cost category found on the Annual Budget Summary Detailed Expenditure Worksheets (B10-B16) and how the expenditures contribute to the WBC mission. Discuss how match will be raised. Include your strategy to raise and use Program Income.

Section VII. Risk Assessment

List of all Federal awards the Applicant has received within the last five (5) years to include:

- the grantor agency name;
- the Code of Federal Domestic Assistance number;
- the year of the award;
- the amount of the award; and
- the status of award (i.e., whether the award is ongoing or 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 competitive range, SBA may still decline to issue it an award under this announcement based on its assessed risk.

Section VIII. Additional Information

Non-Federal Match

Donations from Federal entities may not be claimed as match.

Matching contributions must come from non-Federal sources such as state and local public funds; private individuals, corporations and foundations; and program income (income from program services).

Funds You receive as payment for services provided under an agreement with an outside, non-Federal entity may be used as match regardless of whether the non-Federal entity received those funds from a Federal source.

When permissible under the terms of the Community Development Block Grant (CDBG) Program, CDBG funds may also be used as match. The matching contribution must be pledged for the WBC activities. At least one half of the non-Federal match must be in the form of cash.

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

Ineligible Applicants

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

- a. Any organization that owes an outstanding and unresolved financial obligation to the Federal government;
- b. Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal government;
- c. Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act within the past three years;
- d. Any organization that has had a WBC grant or cooperative agreement involuntarily terminated or non-renewed within the past year;
- e. Any organization that has filed for bankruptcy within the past five years;
- f. Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project;
- g. Any organization that does not propose to hire and employ a full-time (40 hours per week) program director whose time is dedicated 100% to managing the day-to-day operation of the WBC and staff; and/or
- h. Any organization that was convicted, or had an officer or agent acting on its behalf convicted, of a felony criminal violation under any Federal law within the preceding 24 months.