

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTS.GOV

Office of Entrepreneurial Development Community Navigator Pilot Program

Funding Opportunity Number: CNP-2021-01 FAQ (Set 3)

1. Where can I locate the Submission Instruction Package and Budget Detail Worksheet?

The Instruction Package and Budget Detail Worksheet can be located on grants.gov at [Community Navigator Pilot Program](#) in the related documents tab.

2. Must our coalition, or Hub and Spoke partnership, serve each of the stated markets, with each of the example business services (legal, finance, etc.), and hit each of the goals you list in the Notice of Funding Opportunity (NOFO) or just a sub-set of each based on what we outline in our proposal (funding request)?

The consortium should provide services and meet the milestones and goals in the topic areas outlined in their proposal. The applicant Hub should outline the scope of services and the geographic and demographic area served but does not need to offer the same services in all areas.

3. Will any applicant category override another? For example, would a state seeking Hub status have a competitive advantage over economic development organizations within that state?

This is a full and open competition. No preference will be given to any tier, all applications will be evaluated according to the criteria outlined in the Notice of Funding Opportunity. It is important to note that, “SBA reserves the right to ensure a diverse geographical, service area and population in final selection of awardees”.

Please refer to NOFO section 5.1 – Proposal Evaluation for complete information.

4. Can the position of an applicant Hub be shared among several entities?

No, SBA will only award a grant to a single entity applying as a Hub.

5. Must the Funding Distribution Agreement be signed, like the Letters of Commitment?

Yes, the Funding Distribution Agreements and the Letters of Commitment, when submitted to SBA, must be signed.

6. Can Spokes develop their own budget using categories from the SF424A?

Yes. Spokes should use the cost categories listed on the SF-424A. It is important to note that the SBA only oversees the Cost Principles of the applicant Hub. However, it is the Hub's responsibility to ensure that the Spoke and any other entities involved in the award are in compliance with the applicable federal and program requirements, including the federal Cost Principles listed in 2 CFR 200. Hubs should include a budget narrative in the proposal.

7. Can an SBDC also apply for Community Navigator Pilot Program funding? Can the impact be reported into the Navigator program and our core program?

Yes. SBA Resource Partners, including Small Business Development Center's (SCORE), Women Business Centers (WBC), Service Corps of Retired Executives (SCORE) and Veterans Business Outreach Centers (VBOC), are eligible entities to apply for Community Navigator Pilot Program funding. However, recipients of a Community Navigator Pilot Program award must not in any way comele funding with other awards.

8. Are there required minimums for the age/maturity of Hub applicants?

Applicant entity submitting a proposal as a Hub must have been in operation for two years or more.

Please refer to NOFO section 3.2 – Eligible Applicants for complete information.

9. Is the Hub merely a facilitator keeping no funds, but instead dispersing, is this correct? We read there was an allowance for staffing fee's, but we were not sure if this was only for the Spokes or the Hub.

The applicant Hub is eligible to receive funding for performing services in accordance with their narrative and budget proposal.

Please refer to NOFO section 4.1.2 – Technical Proposal for complete information.

10. Does "Key Personnel" refer only to such positions as the Project Director in the Hub?

No. Key personnel are all persons who devote at least 50% of their time to the Community Navigator Pilot Program and who serves in a position/role that is vital to the successful operation of the Community Navigator Pilot Program.

Please refer to NOFO section 8.1(18) – Definitions for complete information.

11. What financial or other liability do Hubs have for potential Spoke non-performance or claiming unallowed expenses, or other breaches?

The SBA will have a direct grant relationship with the award recipient Hub. It is the Hub's responsibility to uphold the Spokes to the same Federal Cost Principles listed in 2 CFR 200 and ensure that the Spokes remain in compliance with the applicable federal and programmatic requirements. The Hub is also responsible for performance, in accordance with the Notice of Award and Terms and Conditions, which includes reporting and the timely collection of data.

12. What are eligible uses of funding? Is there a list?

All applications and requests for use of funds will go through a review process to determine if fund allocations are allowable, applicable, and reasonable in accordance with federal and programmatic requirements. Please be mindful that under this Notice of Funding Opportunity there is a 10% de minimis cap on indirect costs.

13. The NOFO references COVID-19 in several places. Are activities limited to only assisting entrepreneurs and businesses specifically impacted by the pandemic?

No. Community Navigators are required to provide services to all "Eligible Businesses".

Please refer to NOFO section 8.1(13) – Definitions for complete information.

14. Does the narrative section need to include information on the Hub only, or on the proposed Spokes as well?

The narrative section should include information on both the Hub and Spokes and should also describe the resources needed to execute the efforts outlined in the proposal.

Please refer to NOFO section 4.1.2 – Technical Proposal for complete information.

15. Can new Spokes be added after the award and/or project begins? Can funds be reallocated to the new Spokes? What would be the process, including documentation needed?

The SBA must review and approve all requests to modify the structure of the approved Hub and Spoke model to ensure compliance. The process to request a modification to the original model will be detailed in the Notice of Award and the Terms and Conditions.

16. Can the Partner Organization Commitment Letter between the Hub and the Spokes be modified if necessary? What is the process (documentation needed)?

Yes. Commitment letters or MOUs can be modified. The award recipient Hub should work closely with SBA to ensure that they are in compliance. The process to request a modification to the original model will be detailed in the Notice of Award and the Terms and Conditions.

17. Are there a number of businesses served that SBA is looking to target through this program either on the aggregate, per tier, or per each proposed network?

SBA does not have a pre-defined target per award but will evaluate each proposal based on its measurable goals.

Please refer to NOFO section 4.1.2(4) – Measurable Goals & Feasibility for complete information.

18. Is there a Cost Allocation Policy specific to the Community Navigator Pilot Program?

No. There is not a specific cost allocation policy associated with the Community Navigator Pilot Program. As defined in the Notice of Funding Opportunity, a Cost Policy Statement describes all accounting policies of an Applicant organization and must narrate 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. Please be mindful that under this Notice of Funding Opportunity there is a 10% de minimis cap on indirect costs.

Please refer to NOFO section 8.1(6) – Definitions for complete information.

19. Are the Spoke funding range dollar amounts minimums and maximums for Spoke funding or could the Hub reach more Spokes by funding each at a lower amount?

The funding amounts identified in the Notice of Funding Opportunity are the minimums and maximums allowable for funding a Spoke.

Please refer to NOFO section 4.1.2(b) – Budget Narrative for complete information.

20. Will there be an opt out for clients on sharing their information? Can potential client information be kept confidential?

Clients requesting services from Community Navigators must complete SBA Form 3516 as outlined in the Notice of Funding Opportunity and the Terms and Conditions. The required data collected from clients will be provided to SBA via a secured platform. As noted on Form 3516, certain demographic questions are optional; however, this information assists SBA in understanding how well the Community Navigator Pilot Program is serving different communities. It is SBA's intent to ensure the highest level of confidentiality to the fullest extent appropriate with all records and private information.

**The next question is the final question and answer.
No further questions will be answered.**

**21. Some Spokes will be included as advocates and promoters that do not need funding.
Can we include non-funded Spokes?**

No. As part of the Notice of Funding Opportunity requirements, applicant Hubs must list the minimum number of Spokes and related funding obligations.

All proposed Spokes need to be funded. Non-funded partners can be listed in the application as additional resources but will not be considered as a Spoke by SBA. It is important to note that should the applicant be selected and awarded; the recipient will be required to meet the terms of their proposal.