

FY 2008

PROGRAM ANNOUNCEMENT SMALL BUSINESS SUSTAINABILITY INITIATIVE (SBSI)

(OSBDC-2008-06)

In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Small Business Development Center (SBDC) Lead Center. Only applications that are submitted by SBDC Lead Centers identified under following URL will be accepted:

http://www.sba.gov/aboutsba/sbaprograms/sbdc/sbdclocator/SBDC_LOCATOR.html

All applicants must meet eligibility in order to qualify for funding.

Proposals must be posted to www.grants.gov no later than 09:00 PM EDT on September 30, 2008 in order to be accepted.

**U.S. SMALL BUSINESS ADMINISTRATION
OFFICE OF SMALL BUSINESS DEVELOPMENT CENTERS**

Table of Contents

Paragraph	Subject	
1.0	Section I – Funding Opportunity Description	4
1.1	Program Overview	4
1.2	Introduction	5
1.3	Background	5
1.4	Purpose	5
1.5	Statement of Work	6
1.6	Proposal Guidance	6
2.0	Section II – Award Information	7
2.1	Estimated Funding	7
2.2	Expected Number of Awards	7
2.3	Anticipated Award Size	7
2.4	Period of Performance	7
2.5	Funding Information	7
2.6	Funding Instrument	8
2.7	Matching Requirement	8
2.8	Project/Budget Periods	8
2.9	Cancellation	8
3.0	Section III – Eligible Applicants	8
3.1	Eligible Applicants	8
3.2	Ineligible Applicants	8
4.0	Section IV – Application and Submission Information	9
4.1	Submission Instructions	9
4.2	Cover page	9

4.3	Table of Contents	9
4.4	Technical Proposal (Part I)	9
4.5	Budget Information (Part II)	11
4.6	Certification and Assurances (Part III)	11
4.7	Proposal Attachments	11
4.8	Required Proposal Submission Dates	13
5.0	Section V – Application Review Information	13
5.1	Technical Evaluation Criteria	13
5.2	Review and Selection Process	15
6.0	Section VI – Award Administration Information	16
6.1	Award Notice	16
6.2	Reporting	16
6.3	Performance Reports	16
6.4	Financial Reports	17
6.5	Payments	17
7.0	Section VII – Agency Contacts	17
8.0	Section VIII – Other Information	18
8.1	Advanced Understanding	18
8.2	Shared Information	18
8.3	Dispute Resolution	18
8.4	Definitions	18

1.0 **Section I – Funding Opportunity Description**

1.1. *Program Overview*

- 1.1.1. Federal Agency Name U.S. Small Business Administration
- 1.1.2. Funding Opportunity Title Small Business Sustainability Initiative (SBSI)
- 1.1.3. Announcement Type Initial
- 1.1.4. Funding Opportunity Number: Program Announcement Number OSBDC-2008-06
- 1.1.5. CDFA Number 59.038
- 1.1.6. Closing Date for Submissions: September 30, 2008, 09:00 PM EDT
- 1.1.7. Authority: The Energy Independence and Security Act of 2007, Public Law 110-140, Title XII, § 1203(c)
- 1.1.8. Duration of Authority: Four (4) Years
- 1.1.9. Funding Instrument: Cooperative Agreement
- 1.1.10. Funding: Funding is for Fiscal Year (FY) 2008.
- 1.1.11. Award Amount: A total amount of \$500,000 in Federal funding is available for this project in FY 2008. While SBA anticipates making four awards of not more than \$125,000 each, the Agency reserves the right to change the number and/or dollar amount of awards issued under this Announcement as circumstances warrant. There is a 1:1 matching funds requirement.
- 1.1.12. Project Duration: Awards will be made for a base project period of twelve (12) months with three, twelve-month option periods. Option periods will be exercised at SBA's discretion and are subject to satisfactory project performance and availability of funds.
- 1.1.13. Project Starting Date: Approximately 30 days after award.
- 1.1.14. Proposal Evaluation: Proposals will be scored against the evaluation criteria in Section V. SBA may ask applicants for clarification on the technical and cost aspects of proposals. This must not be construed as a commitment to fund the proposed effort.
- 1.1.15. Agency Point of Contact: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov

1.2 *Introduction*

The Energy Independence and Security Act of 2007 (Public Law 110-140, Title XII, § 1203(c)) was enacted by Congress “to move the United States toward greater energy independence and security, to increase the production of clean renewable fuels, to protect consumers, to increase efficiency of products, buildings, and vehicles, to promote research on and deploy greenhouse gas capture and storage options, and to improve the energy performance of the Federal Government...” Title XII, § 1203(c) of that Act requires the SBA Administrator to establish a Small Business Energy Efficiency Program (Small Business Sustainability Initiative) to provide energy efficiency assistance to small business concerns as an adjunct of the Agency’s Small Business Development Center (SBDC) Program.

The SBDC Program is the U.S. Small Business Administration’s (SBA’s) largest matching grant-funded service delivery network providing quality customer service to the small business community. The SBDC program has 63 recipient organizations known as Lead Centers—one in each state (four in Texas and six in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam and American Samoa and their corresponding Service Center networks. The SBDC program creates a broad-based system of assistance for the small business community by linking the resources of federal, state and local governments with the resources of the educational community and the private sector. In partnership with SBA’s Office of Small Business Development Centers (OSBDC) and district offices, the SBDCs develop programs and provide business management and other services that enhance the economic development goals and objectives their respective states, their local funding partners and SBA.

1.3 *Background*

According to a report developed under a contract with SBA’s Office of Advocacy, energy costs result in a significant competitive disadvantage for small businesses in the manufacturing and construction sectors, as well as in other industries that require substantial amounts of energy.¹ That report was based on 2002 data, and significant increases in energy costs since that time have only served to exacerbate the situation even further. Public Law 110-140 seeks to address some of these issues.

1.4 *Purpose*

Pursuant to the Energy Independence and Security Act of 2007, Public Law 110-140, Title XII, Section 1203 (c), existing SBDC Lead Centers may apply to SBA for awards of financial assistance to carry out the Small Business Sustainability Initiative (SBSI). Recipients of awards under this Announcement will be required to assist owners of small business concerns by conducting training and educational activities directly related to energy efficiency and provide access to information and resources on energy efficiency practices (including on-bill financing options). Where permitted under state public utility laws and regulations, recipients must also act as facilitators between small business concerns, electric utilities, lenders and the SBA in order to facilitate on-bill financing arrangements.

In addition to the core activities described above, all applicants must also propose to provide one or more of the following categories of assistance:

¹ “Characterization and Analysis of Small Business Energy Costs,” by A. Bollman, E.H. Pechan & Associates, Inc., Durham, NC, (April 2008).

1.4.1 Service Category One (Energy Audit and Professional Referral Assistance)

In delivering assistance under this category, recipients will:

- a. offer confidential, free, one-on-one, in-depth energy audits to the owners and operators of small business concerns regarding energy efficiency practices;
- b. provide referrals to certified professionals and other providers of energy efficiency assistance who meet such standards for educational, technical, and professional competency as the Small Business Administration (SBA) shall subsequently establish.

1.4.2 Service Category Two (Energy Efficiency Assistance)

In delivering assistance under this category, recipients will:

- a. provide necessary support to small business concerns to:
 - evaluate energy efficiency opportunities and opportunities to design or construct high performance green buildings;
 - evaluate renewable energy sources, such as the use of solar and small wind to supplement power consumption;
 - secure financing to achieve energy efficiency or to design or construct high performance green buildings; and
 - implement energy efficiency projects.
- b. help small business concerns improve environmental performance by shifting to less hazardous materials and reducing waste and emissions, including by providing assistance for small business concerns to adapt the materials they use, the processes they operate, and the products and services they produce.

1.4.3 Service Category Three (Clean Technology Assistance)

In delivering assistance under this category, recipients will:

- a. promote the development and commercialization of clean technology products, goods, services, and processes that use renewable energy sources, dramatically reduce the use of natural resources, and cut or eliminate greenhouse gas emission through:
 - technology assessment;
 - intellectual property;
 - Small Business Innovation Research submissions under § 9 of the Small Business Act (15 U.S.C. § 638);
 - strategic alliances;
 - business model development; and
 - preparation for investors.

1.5 *Statement of Work*

OSBDC wishes to enter into one or more cooperative agreements with SBDC Lead Centers to provide energy efficiency assistance to small business concerns as indicated in paragraph 1.4, above.

1.6 *Proposal Guidance*

SBA will only accept and evaluate proposals submitted by entities currently serving as SBDC Lead Centers. An SBDC Lead Center will only be eligible to participate in the SBSI if it is certified under § 21(k)(2) of the Small Business Act (15 U.S.C. § 648(k)(2)).

In the interest of making SBSI services available to the greatest number of entrepreneurs, applicants are encouraged to design their proposals to utilize multiple service delivery sites within their State SBDC networks and/or to employ regional approaches involving cooperation among other SBDC Lead Centers and their networks.

To the maximum extent practicable, SBA will fund SBSI projects in such a manner as to promote a nationwide distribution of participating SBDC Lead Centers. No state will receive more than one SBSI award.

2.0 **Section II – Award Information**

2.1 *Estimated Funding.* Approximately \$500,000 is expected to be available for awards under this Announcement.

2.2 *Expected Number of Awards.* SBA anticipates making four (4) awards under this Announcement, dependent upon the number of acceptable proposals submitted, the size of the awards and the availability of funds.

2.3 *Anticipated Award Size.* SBA anticipates making awards of no more than \$125,000 per project year under this Announcement. However, SBA reserves the right to change the number and/or dollar amount of awards issued as circumstances warrant.

2.4 *Period of Performance.* Awards will be made for a base period not to exceed 12 months and three 12-month option periods, subject to continued satisfactory performance and the availability of funds.

2.5 *Funding Information.* Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act. All applicants must meet eligibility criteria in order to qualify for funding. Funds provided under this Program Announcement must be used solely for the stipulated purpose

and may not be commingled with any other SBA grant funds received by an SBDC. Additionally, funds provided under this Program Announcement are not supplemental to other SBDC program funding and, as such, all reporting should be discrete and separate.

SBA intends to continue to fund the SBSI annually, subject to availability of funds. However, an SBDC may not receive additional SBSI awards if there has been a clear showing of poor performance, improper activity affecting the operation and integrity of the SBDC, a failure to follow the rules and procedures set forth in the statute, regulation, Program Announcement as incorporated into the Cooperative Agreement.

- 2.6 *Funding Instrument.* The funding instrument is a cooperative agreement.
- 2.7. *Matching Requirement.* Each organization receiving an award under this Announcement is required to match funding received on a 1:1 ratio. Not less than 50 percent of the match provided must be in the form of cash. The remainder of match provided may take the form of waived indirect and/or in-kind contributions. No portion of the match may be from Federal sources (except Community Development Block Grant funds). Program income (i.e. fees collected from clients and/or attendees for training) is also excluded from being utilized as match.
- 2.8. *Project/Budget Periods.* Each award will have a budget and project period of twelve (12) months with three (3) additional option year funding periods, subject to availability of funds and the continued interest of the host. However, an SBDC may not receive continued funding if there has been a clear showing of poor performance as measured by SBA -- including unsatisfactory oversight reviews (Program, Financial and Accreditation); improper activity affecting the operation and integrity of the SBDC; and/or a failure to follow the rules and procedures set forth in the statute, regulation and/or Program Announcement (see 13 C.F.R. § 130.700) as incorporated into the Cooperative Agreement.
- 2.9 *Cancellation.* SBA reserves the right to cancel this Announcement, in whole or in part, at the Agency's discretion.
- 3.0 **Section III – Eligible Applicants**
- 3.1 *Eligible Applicants.* In order to be eligible for this funding opportunity an applicant must, as of the date of its application, be an accredited SBDC and be funded as a Lead Center by SBA. An application submitted by an entity that is not an SBDC Lead Center will not be accepted or evaluated.
- 3.2 *Ineligible Applicants.* The following will automatically be considered ineligible and their applications will not be evaluated:
- a. Any organization which is NOT a currently-funded and accredited SBDC Lead Center;
 - b. Any organization which currently has an unresolved audit by any Federal agency;
 - c. Any organization suspended or debarred from receiving contracts or grants from any Federal agency or which is otherwise excluded from Federal procurement programs;
 - d. Any organization which has any unresolved and material audit issues reported under the requirements of the Single Audit Act of 1986 (OMB Circular A-133) within three years of the proposed funding period;
 - e. Any organization which was found to have had at least one substantially non-compliant condition with SBA program guidelines occurring while administering or implementing any SBA program; and
 - f. Any organization that has had an SBDC award suspended, terminated, or non-renewed under 13 C.F.R. § 130.700.

4.0 Section IV - Application and Submission Information

- 4.1 *Submission Instructions.* Proposals must be submitted for one year with three option years. Proposals must include the information listed in the chart below as appropriate for the project year. All proposals (narrative and forms) must be submitted electronically via www.grants.gov for review by OSBDC. Hard copy or other submissions will not be accepted. Specific application instructions, including those for file formatting, are provided at www.grants.gov. Some forms (as noted in the description of attachments below) are provided in the grants.gov application package for this funding opportunity. Others, as indicated, are available at www.sba.gov/sbdc. To retrieve these forms, use the hyperlink provided (SBDC Forms and Worksheets) which will direct you to the appropriate location on the OSBDC webpage or insert the following URL into your web browser and click on the 'Forms and Worksheets' heading:
“www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_funding_opps.html”

Applicant will submit a proposal that consists of the following elements:

1. Cover Page;
2. Table of Contents;
3. Part I – Technical Proposal;
4. Part II – Budget Information;
5. Part III – Certification Forms and Assurances; and
6. Attachments and Exhibits

4.2 *Cover Page*

Applicant will provide the following elements to the cover page:

1. Program Announcement #OSBDC-2008-06
2. Applicant's name
3. Applicant's address
4. Applicant's website address
5. Applicant's contact name for this application
6. Contact's telephone number
7. Contact's fax number
8. Contact's e-mail address
9. Grant dollar amount requested

4.3 *Table of Contents*

Applicant will provide a table of content that lists the major paragraphs of the proposal and associated page numbers.

4.4 *Technical Proposal (Part I) (Not to exceed 30 pages, excluding attachments and exhibits).*

- a. The technical proposal must have numbered pages. Supporting documentation (i.e. demographics, statistical data, needs assessments, studies, etc.) is mandatory for the technical proposal. Proposals will be rejected if supporting documentation is not provided. Supporting documentation must be easily identified by any reviewer of the proposal. The applicant must

- describe the specific approach and technical capability to accomplish each objective identified in the statement of work. The supporting documentation must be attached to the technical proposal, when applicable.
- b. The applicant will provide a project overview (one-page, or less) that acts as an executive summary of the vision, mission and overall goal of the project. This part should contain all of the technical details related to the SBSI program, the required end products, and any special considerations or restraints that apply. The applicant must describe the specific approach and technical capability to accomplish each objective identified in the statement of work. The supporting documentation must be attached to the technical proposal, when applicable. The discussion should reflect the results of market research conducted to determine the program's services, description of work outputs and products (such as performance indicators, performance standard, and acceptable quality levels of service, and if there have been technological or other changes in services required by the program. The applicant must provide the following:
- a project overview (one-page or less) that acts as an executive summary of the vision, mission and overall goal of the project;
 - a description of its specific approach and technical capability to provide each category of service identified in paragraph 1.2;
 - a definitive narrative demonstrating the applicant's overall understanding of the program and how it relates to the Agency's mission; and
 - a concise discussion of the applicant's experience providing small business concerns with training and counseling for technology development projects as described in paragraph 1.2, above;
 - a comprehensive evaluation methodology to measure the outcomes of the project goals and objectives that meets the following criteria:
 - it must have clear and easily measurable evaluation and reporting templates which must be included in the proposal, each quarterly report, and the annual report;
 - these methodologies and measures must be consistently applied to accommodate future comparisons to the original goals and objectives;
 - a plan to measure program effectiveness on a quarterly basis within the grant period, and, if applicable, from year to year.
 - a timeline with milestones for the 12-month life of the grant period; and the three option years;
 - a Performance Measurement Tool and template, if applicable. If tracked in applicant's Management Information System (MIS), identify and include a disclaimer that the technical assistance provided is not included in your quarterly EDMIS upload submissions associated with ongoing SBDC Program operations.
 - a detailed discussion of their approach to overall management and integration of all activities required by the SBSI project. This discussion will address the management objectives and techniques that demonstrate how the work requirements will be met and must include an organizational chart.
- c. The applicant must also provide a staffing plan identifying, by name, the key management and technical personnel who will work under the SBSI program. Substitutions of key personnel will be made in accordance with 13 C.F.R. § 130.620. The staffing plan must include résumés and position descriptions and an identification of the amount of time each key staff member will

devote to the project (maximum of 2 pages per résumé and 1 page per position description). Résumés must demonstrate experience relevant to this project. At a minimum, an applicant’s proposal must include the following key personnel:

- a project director responsible for coordinating the proper reporting procedures as well as management and oversight of the project, college degree and three years experience in the management of small business technology creation services;
 - a staff member dedicated to on-going project management and data collection, with expertise in electronic reporting and adequate project management skills to provide progress reporting; and
 - a staff member responsible for financial record keeping, with a description of this individual’s specific role;
- d. The applicant must also provide a list of contractors and consultants identified separately, along with copies of contractual/consultant agreements to be supported with project funds.

4.5 *Budget Information (Part II)*

Budget information will be provided through the attachments outline in the table in 4.7. This grant requires 1:1 match of which at least 50% must be cash. The Grant Award has a budget and project period of twelve (12) months with three (3) additional option year funding periods available, subject to availability of funds and the continued interest of the host.

4.6 *Certifications and Assurances (Part III)*

Provide assurances as indicated in 4.7 below.

4.7 *Proposal Attachments.*

Proposals for this program announcement must be submitted through grants.gov. Proposals must include the information listed in the table below. The applicant must pay attention to the submission information as provided in the table below. Particular attention must be paid to:

- a. Column 1 - the part of the proposal requiring the submission;
- b. Column 2 – the name of the document to be submitted;
- c. Column 3 – brief discussion of document to be submitted for the base year proposal;
- d. Column 4 – brief discussion of the document to be submitted for the option year proposals;
- e. Column 5 – source of the forms to be submitted.

[See paragraph 4.1](#) above for further proposal submission information.

The submission information table follows (check mark indicates required submission for that year):

Submission Information		Base Year	Option Years	Source
Technical Proposal (Part I)	Technical Narrative	Prepare for the base year and three option years.	Provide changes related to the service delivery approach; new SBA/SBDC priorities; schedule of holiday closures; a list of new employees, their positions, and resumes	

Program Announcement for the Small Business Sustainability Initiative
 Program Announcement Number OSBDC-2008-06

	List of Attachments	√	√	
	Planned Milestone Accomplishments	Submit for first year only	Update as necessary, provide revised goals for program year.	SBDC forms and worksheets
Budget Information (Part II)	Application for Federal Assistance SF-424	Provide for initial year. Also include three separate SF-424s for the optional year budget periods	√	Grants.gov application package
	Budget Detail Worksheet (A9-A11)	Provide for initial year. Also include three separate SF-424s for the optional year budget periods	√	SBDC forms and worksheets
	Budget Information Non-Construction Programs SF-424A	Submit for Lead Centers (and applicable Service Center if standard SBDC Budget Justification format is not submitted) for initial year only	Sections A, B, C, D and E should be completed for the corresponding 12-month budget period for the network, Lead Center and applicable Service Center (if standard SBDC Budget Justification format is not submitted).	Grants.gov application package
	SBDC line-item Budget Justification with Narrative and Center Personnel List	Submit for lead and applicable Service Center for initial year only	Submit for lead and applicable Service Center.	SBDC forms and worksheets
	Indirect Cost Rate Agreements	Submit for lead and Service Centers claiming indirect costs	Submit only if provisional rate has changed at center	
	Indirect Cost Allocation Worksheet	√	Submit if provisional rates have changed	SBDC forms and worksheets
Certification Forms and Assurances (Part III)	Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions SBA Form 1623	√		SBDC forms and worksheets
	Certification Regarding Drug-Free Workplace	√		SBDC forms and worksheets

	Requirements			
	Certification Regarding Lobbying SBA Form 1711	√		SBDC forms and worksheets
	Disclosure Form SF-LLL	√		Grants.gov application package
	Cash Match and Program Income Certification Form	√	√	SBDC forms and worksheets
	Cost Sharing Proposal SBA Form 1224	√		SBDC forms and worksheets
	Assurances Non-Construction Programs SF-424B	√		Grants.gov application package

4.8. *Required Proposal Submission Dates*

Each SBDC applicant is required to submit its proposal electronically via www.grants.gov. Because there are some pre-conditions for submitting applications via www.grants.gov, applicants are advised to allow for appropriate time to register their organization, if they are not currently registered. Specific instructions are provided on grants.gov for registering.

5.0 **Section V - Application Review Information**

5.1 *Technical Evaluation Criteria*

Applications will not be reviewed if:

- a. the application package is incomplete;
- b. forms are missing, incomplete, or required detail is not provided; and/or
- c. documentation and/or qualified research supporting evidence of targeted region or business community or criteria supporting project identification is not provided

Applications will be scored as follows accordingly:

<p><u>Organizational Capability and Project Need: (20 Points)</u></p> <ol style="list-style-type: none"> a. Knowledge of energy efficiency practices as pertains to small businesses engaged in the development of science, technology and energy efficiency products. Applicants must provide evidence (statistics, demographics, research, case studies, and other supporting documentation) of the targeted region or business community. b. Does the applicant provide reliable: <ul style="list-style-type: none"> • Evidence of availability of expertise and ability to educate, train and advise on the implementation of the most current energy efficiency practices and technology; • Evidence of availability of financial expertise to assist small business concerns in

securing financing for activities or financing related to energy efficiency

- c. Does the recipient provide other supporting information related to energy education and training? Can the applicant demonstrate objective factual and economic or market justifications for the project being proposed? Does the applicant provide demographics demonstrating a local need for energy efficiency education and training? Does the applicant provide reliable:
 - statistics on businesses involved in energy technologies and products?
 - other specifically related criteria in support of targeting the business community?
- d. Does the Program Narrative address the applicant's ability to identify certified professionals and other providers of energy efficiency assistance?
- e. Does the Program Narrative specify and detail the ability of the applicant to act as a facilitator for small business concerns, utilities, lenders and the SBA to facilitate on-bill financing arrangements to the extent not inconsistent with controlling State public utility regulations; and help small business concerns improve environmental performance by shifting to less hazardous materials and reducing waste and emissions, by providing assistance for small business concerns to adapt the materials they use, the processes they employ, and the products and services they produce.
- f. Knowledge and past experience in relation to supporting technology development including science, technology, and clean and renewable energy technologies. What is the applicant's past experience in providing small business support for energy technology or small businesses involved in commercialization of energy products or services? Does the proposal respond to the unique needs of their targeted market? Provide specific examples.

Project Services and Delivery: (40 Points) (NOTE: Scoring in this area will be based on those categories of assistance identified under paragraph 1.4 above which the applicant proposes to provide. Because each category will be scored separately, applicants proposing to provide multiple categories of assistance may score more highly than those that do not.)

- a. Does the Program Narrative specify and detail the educational and/or technical assistance delivery methods, products and their implementation? Applicants will be evaluated on their understanding of the project and the proposed approach for performing the award.
- b. Innovation and creativity in providing assistance to small business is encouraged. Does the project make innovative and imaginative use of resources while filling a vital gap in support for small businesses?
- c. Does the Program Narrative address the applicant's ability to offer confidential, free, one-on-one, in-depth energy audits to the owners and operators of small business concerns and provide advice on energy efficiency practices?
- d. Can the applicant deliver measurable, reportable effectiveness in its delivery assistance? Are the project design and methodology viable?
- e. Best Practices. Does the design lend itself to identification and implementation of best practices? Could it serve as a model, or be summarized and posted on a website as a delivery mechanism for others' use?
- f. Does the design lend itself to easily traceable, accurate reporting of project outcomes? Are templates or models included? Can progress be easily identified/adjusted with these templates?
- g. Does the project proposed demonstrate sufficient capacity to address the needs of the targeted community? Can the assistance be made readily available? Is the project part of a larger strategy, e.g., working with local or state development organizations?

Project Management: (15 Points)

- a. Does the proposal state how and by whom staff will be chosen? How will the proposed staff selection process ensure that new hires are qualified and sufficiently experienced to implement and administer this project? Does the proposal identify the key management, staff, and contractors/consultants? Does the Personnel List include all full-time and part-time SBDC network employees who are devoting their time to this project?
- b. Do resumes and position descriptions for the project director and key staff demonstrate the division of labor and experience necessary for the attainment of the grant's goals? Are consultants' resumes, position descriptions, and a sample contract included?
- c. Are staff, volunteers and contractors/consultants sufficiently motivated and equipped to further the goals of the project? Do they have any relevant prior experiences?
- d. Is there an organizational chart for all proposed full time and part-time project staff and the amount of time each will devote to this project?
 - Include a description of staff overseeing program direction, ongoing program data collection and electronic reporting to SBA.
 - Include a description of staff responsible for financial record keeping on the receipt and expenditure of program funds.

Operational Controls: (25 Points)

- a. Does the proposal provide an evaluation design and method for measuring the outcomes of the project's objectives and complying with all required financial and performance reporting? Does the evaluation methodology provide clear, accurate and easily measurable reporting design from which the program's effectiveness can be readily evaluated? Are templates included? Does the evaluation allow for ongoing modifications/improvements to the program design?
- b. Is there a process for on-going monitoring?
- c. Does the proposal provide a timeline with project tasks for the grant period? Can the template provided track the program's progress and effectiveness from quarter to quarter against the original goals throughout the year?
- d. Are templates included which easily and graphically compare data collection to original goals?
- e. Do the proposed costs match the projected efforts? Is the budget information complete, detailed and accurate? Is the Detailed Expenditures Worksheet portion of the budget information complete?
- f. Are additional funds or in-kind contributions being contributed to this project by the host or other partners? Please identify.

5.2 *Review and Selection Process*

- 5.2.1 Proposals will first be screened to determine if the applicant meets the eligibility requirements enumerated in Section III above. SBA will not consider materially incomplete applications, even if submitted by otherwise eligible entities. Submissions will only be accepted via www.grants.gov. Submission via other electronic mediums will not be accepted, nor will hard copy submissions. SBA officials will form a Technical Evaluation Committee to review accepted proposals based on the evaluation criteria identified in paragraph 5.1 above. Each accepted proposal will be individually scored and ranked.

Proposals falling outside the competitive range will not be considered for funding. Where all other factors are equal, order of submission will be used as a final determining factor when selecting proposals for funding.

- 5.2.2 The review and selection process will proceed as follows:
- a. An initial review of proposals for eligibility, sufficiency and completeness will be conducted by OSBDC staff;
 - b. Evaluations of the technical merits of each accepted proposal (the Technical Review) will be conducted by OSBDC staff. Those proposals recommended for award will then be forwarded to SBA's Division of Procurement and Grants Management (DPGM);
 - c. Evaluations of the cost components of each accepted proposal (the Budget Review) will be conducted by DPGM staff;
 - d. Proposals recommended for award by OSBDC and which pass the Budget Review will be forwarded by DPGM to SBA's Office of General Counsel (OGC) for a legal sufficiency review;
 - e. Proposals deemed legally sufficient by OGC will be funded via Notices of Award issued to applicants by DPGM.

6.0. **Section VI - Award Administration Information**

6.1. *Award Notice.*

All eligible applicants will receive written notification of whether or not they have been awarded funding.

6.2. *Reporting.*

All recipients are required to submit the reports identified below. Financial and Performance reports should be submitted together, with a cover letter to the Grant Officer's Technical Representative (GOTR). SBA may withhold payment if reports are not received or deemed inadequate. Failure to report in a timely manner will be weighed against future requests for grant funding. The reports provided by Recipients may be made public. In addition, SBA reserves the right to require Recipients to post these reports on their web sites. Results obtained from an SBSI award (including clients counseled and trained, on-line counseling and distance learning systems developed, and coordination progress among research and development entities in the field of energy efficiency) may not be combined with other data reported to SBA via the Agency's Entrepreneurial Development Management Information System (EDMIS.).

Reporting requirements include the following:

6.3 *Performance Reports*

All recipients may be directed at a later time to be fully capable of either manually entering data or uploading batch files to an SBA management information system as designated by SBA. Such system currently used by SBA is the EDMIS system.

Recipients must submit quarterly performance reports and an annual performance report to the GOTR within the applicable timeframe. Recipients must submit both electronic versions of the performance reports (in Microsoft Word format) and hard copies (one original and one copy). Electronic versions of the performance reports may be submitted via email if the file is less than 5MB in size. Hard copies of the performance reports must be submitted via two-day mail, if possible.

- 6.3.1 SBSI Quarterly Performance Reports (QPR). Recipients must submit QPRs within 30 days of the completion of each quarter. Each QPR must include the following:

- a. a discussion of problems encountered and steps taken or proposed to correct those problems. This comparison must incorporate the evaluation measurement template(s) (this may be in the form of a template to easily track progress. If cumulative in nature, a brief analysis during each reporting period is required);
- b. a comparison of project tasks to actual accomplishments and identification of the reasons for slippage and a plan of action to address them, where applicable; and
- c. copies of résumés and subcontracts relating to the current budget period, if not previously submitted.

6.3.2. Annual Performance Report (APR). Recipients must submit consolidated APRs to the GOTR within 90 days of the completion of the 12-month project period. An APR must include a well-organized description of the work performed, accomplishments, and any difficulties encountered. In addition, it must summarize the entire project period, detailing the project's mission, scope, results, impact and recommendations for duplication and best practices. An APR must also include:

- a. a summary of the energy efficiency assistance provided by the Recipient under the project;
- b. the number of small business concerns assisted under the project; and
- c. any additional information deemed necessary by the Administrator, in consultation with the Association of Small Business Development Centers.

6.4 *Financial Reports*

Recipients must submit quarterly financial reports in hard copy within 30 days of the completion of each of the first three quarters and within 90 days of the completion of the performance year. Signed originals and one copy must be mailed to the GOTR within the required timeframe. Financial reports must include the following:

- a. Standard Form 269, "Financial Status Report."
- b. a Budget Narrative containing an original budget line item expenditures column, a cumulative expenditures column and an expenditures column for the current reporting period. Budget narratives must provide information relating to overall financial expenditures in each of the key line items. Each line item must be specifically addressed.

6.5 *Payments.*

Payment will be made on a quarterly basis, by reimbursement. Payment requests must be sent to the GOTR, along with the quarterly reports. The Recipient must submit the following with each reimbursement request:

- a. Standard Form 270 - Request for Advance or Reimbursement
- b. Standard Form 272 - Federal Cash Transactions Report
- c. Detailed Expenditures Worksheet (A12) (Direct Cost Budget, Key Personnel and Indirect Cost Worksheet) Must be filled out completely as instructed on the form and must be aligned with the original budget, and the budget and performance report narrative. Explanations in the budget narrative must encompass expenditures and reasons for expenditures. Invoices supported by the budget and performance narrative must match the actual performance period.

7.0. **Section VII - Agency Contacts**

Questions concerning general information contained in this Announcement must be directed to the SBSI GOTR at (202) 205-6766.

8.0. Section VIII - Other Information

- 8.1. *Advanced Understandings.* If any portion of this Program Announcement conflicts with Section 21 of the Small Business Act, Part 130 of the SBA's regulations (13 C.F.R.), relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence.
- 8.2. *Shared Information.* The SBA will have an unlimited license and all rights to use data (excluding private client data), including those prepared or stored electronically, which are generated either partially or fully under this Grant, including materials that are copyrighted.
- 8.3. *Dispute Resolution.* Dispute resolution occurs when there is a programmatic or financial disagreement between the recipient organization and the SBA and the recipient organization requests that the dispute be handled by SBA in a formal manner. Any dispute arising after award of the Grant will be resolved in the manner prescribed and within the time frames stated in the SBDC regulations and the Notice of Award. Every effort will be made to resolve disputes.
- 8.4. *Definitions.* The following definitions apply to grants made under this Program Announcement:
- 8.4.1 *Applicant.* An SBDC Lead Center who is seeking a grant award under this Program Announcement.
- 8.4.2 *Association.* This term means the association of small business development centers established under section 21(a)(3)(A) of the Small Business Act (15 U.S.C. 648(a)(3)(A)).
- 8.4.3 *Energy Audit.*
- a. An energy audit is an inspection, survey and analysis of energy flows in a building, process or system with the objective of understanding the energy dynamics of the system under study. Typically an energy audit is conducted to seek opportunities to reduce the amount of energy input into the system without negatively affecting the output(s). When the object of study is an occupied building then reducing energy consumption while maintaining or improving human comfort, health and safety are of primary concern. Beyond simply identifying the sources of energy use, an energy audit seeks to prioritize the energy uses according to the greatest to least cost effective opportunities for energy savings.
 - b. The term energy audit is commonly used to describe a broad spectrum of energy studies ranging from a quick walk-through of a facility to identify major problem areas to a comprehensive analysis of the implications of alternative energy efficiency measures sufficient to satisfy the financial criteria of sophisticated investors. Three common audit programs are described in more detail below, although the actual tasks performed and level of effort may vary with the consultant providing services under these broad headings. The only way to ensure that a proposed audit will meet your specific needs is to spell out those requirements in a detailed scope of work. Taking the time to prepare a formal solicitation will also assure the building owner of receiving competitive and comparable proposals. Three common types of energy audit programs are:
 - *Preliminary Audit.* The preliminary audit (alternatively called a simple audit, screening audit or walk-through audit) is the simplest and quickest type of audit. It involves minimal interviews with site-operating personnel, a brief review of facility utility bills and other operating data, and a walk-through of

the facility to become familiar with the building operation and to identify any glaring areas of energy waste or inefficiency. Typically, only major problem areas will be uncovered during this type of audit. Corrective measures are briefly described, and quick estimates of implementation cost, potential operating cost savings, and simple payback periods are provided. This level of detail, while not sufficient for reaching a final decision on implementing proposed measures, is adequate to prioritize energy-efficiency projects and to determine the need for a more detailed audit.

- *General Audit.* The general audit (alternatively called a mini-audit, site energy audit or complete site energy audit) expands on the preliminary audit described above by collecting more detailed information about facility operation and by performing a more detailed evaluation of energy conservation measures. Utility bills are collected for a 12 to 36 month period to allow the auditor to evaluate the facility's energy/demand rate structures and energy usage profiles. If interval meter data is available, the detailed energy profiles that such data makes possible will typically be analyzed for signs of energy waste. Additional metering of specific energy-consuming systems is often performed to supplement utility data. In-depth interviews with facility operating personnel are conducted to provide a better understanding of major energy consuming systems and to gain insight into short and longer term energy consumption patterns. This type of audit will be able to identify all energy-conservation measures appropriate for the facility, given its operating parameters. A detailed financial analysis is performed for each measure based on detailed implementation cost estimates, site-specific operating cost savings, and the customer's investment criteria. Sufficient detail is provided to justify project implementation.
- *Investment-Grade Audit.* In most corporate settings, upgrades to a facility's energy infrastructure must compete for capital funding with non-energy-related investments. Both energy and non-energy investments are rated on a single set of financial criteria that generally stress the expected return on investment (ROI). The projected operating savings from the implementation of energy projects must be developed such that they provide a high level of confidence. In fact, investors often demand guaranteed savings. The investment-grade audit (alternatively called a comprehensive audit, detailed audit, maxi audit, or technical analysis audit) expands on the general audit described above by providing a dynamic model of energy-use characteristics of both the existing facility and all energy conservation measures identified. The building model is calibrated against actual utility data to provide a realistic baseline against which to compute operating savings for proposed measures. Extensive attention is given to understanding not only the operating characteristics of all energy consuming systems, but also situations that cause load profile variations on short and longer term bases (e.g. daily, weekly, monthly, annual). Existing utility data is supplemented with sub-metering of major energy consuming systems and monitoring of system operating characteristics.

8.4.4. *Disability.* Refers to the definition in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102);

- 8.4.5 *Electric utility.* Refers to the definition given that term in section 3 of the Public Utility Regulatory Policies Act of 1978 (16 U.S.C. 2602).
- 8.4.6 *High performance green building.* Means a high-performance building that, during its life-cycle, as compared with similar buildings (as measured by Commercial Buildings Energy Consumption survey or Residential Energy Consumption Survey data from the Energy Information Agency) –
- a. reduces energy, water, and material resource use;
 - b. improves indoor environmental quality including reducing indoor pollution, improving thermal comfort, and improving lighting and acoustic environments that affect occupant health and productivity;
 - c. reduces negative impacts on the environment throughout the life-cycle of the building, including air and water pollution and waste generation;
 - d. increases the use of environmentally preferable products, including bio-based, recycled content, and nontoxic products with lower life-cycle impacts;
 - e. increases reuse and recycling opportunities;
 - f. integrates systems in the building;
 - g. reduces the environmental and energy impacts of transportation through building location and site design that support a full range of transportation choices for users of the building; and
 - h. other factors that the AA/SBDC consider to be appropriate.
- 8.4.7 *On-bill financing.* Means a low interest or no interest financing agreement between a small business concern and an electric utility for the purchase or installation of equipment, under which the regularly scheduled payment of that small business concern to that electric utility is not reduced by the amount of the reduction in cost attributable to the new equipment and that amount is credited to the electric utility, until the cost of the purchase or installation is repaid;
- 8.4.8 *Recipient:* A qualified SBDC Lead Center that has been awarded a grant under this Program Announcement.
- 8.4.9 *SBDC Lead Center:* The SBDC recipient organization with whom SBA signs the Notice of Award (NOA) and with whom the SBA has the legal relationship within that state.
- 8.4.10 *Small Business* means a business entity:
- a. that is organized for profit with a place of business located in the United States and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through the payment of taxes or the use of American products, materials or labor; and
 - b. that does not exceed the applicable size standard for its industry as established under 13 C.F.R. § 121. In general, the most common size standards are:
 - 500 employees for most manufacturing and mining industries
 - 100 employees for all wholesale trade industries

- \$17 million in average annual receipts for most general & heavy construction industries
- \$7 million in average annual receipts for all special trade contractors
- \$5 million in average annual receipts for most retail and service industries
- \$0.5 million in average annual receipts for most agricultural industries

8.4.11 *Small business concern.* Has the same meaning as in section 3 of the Small Business Act (15 U.S.C. 648); and

8.4.12 *Small Business Development Center.* Means a small business development center described in section 21 of the Small Business Act (15 U.S.C. 648).