

FY 2009

**PROGRAM ANNOUNCEMENT**  
**FOR**  
**The SBDC National Information**  
**Clearinghouse**

(OSBDC-2009-03)

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](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](http://www.grants.gov) no later than 09:00 PM EDT on October 17, 2008, in order to be accepted.

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

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## 1.0 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 Development Center Clearinghouse
- 1.1.3 Announcement Type Annual
- 1.1.4 Funding Opportunity Number: Program Announcement Number OSBDC-2009-03
- 1.1.5 CDFR Number 59.037
- 1.1.6 Closing Date for Submissions: October 17, 2008, 9:00 PM EDT
- 1.1.7 Authority: Small Business Act, § 21(c)(8) (15 U.S.C. § 648(c)(8))
- 1.1.8 Funding Instrument: Grant
- 1.1.9 Funding: Funding is for Fiscal Year (FY) 2009.
- 1.1.10 Award Amount: Funding is subject to the availability of Federal appropriations for fiscal year (FY) 2009. The proposal submitted under this announcement should not exceed \$300,000 per 12 month budget period, excluding Federal equipment provided.
- 1.1.11 Project Duration: Awards will be made for a base project period of twelve (12) months with four, twelve-month option periods. Option periods will be exercised at SBA's discretion and are subject to satisfactory project performance and availability of funds.
- 1.1.12 Project Starting Date: November 1, 2008
- 1.1.13 Proposal Evaluation: Proposals will be scored against the evaluation criteria in Section 5. 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.
- 1.1.14 Agency Point of Contact: Small Business Administration, Office of Small Business Development Centers, [osbdc@sba.gov](mailto:osbdc@sba.gov)

## 1.2 Purpose

The SBDC National Information Clearinghouse (“Clearinghouse”) serves as a centralized information resource within the SBDC network as well as a library and distribution center for information, media, marketing materials and technology for access by any SBDC service center. The Clearinghouse provides business related informational support for the SBDCs and facilitates ever greater exchange of information between SBDCs employing its collection and accessing its business data.

The Clearinghouse serves as a resource to the SBA by providing materials, reports and publications of interest to entrepreneurs, small business owners, business development specialists and program analysts.

The Clearinghouse must serve as the SBDC network’s “Tech Forward” flagship by gathering technological innovations developed throughout the network and enabling the transfer, duplication or deployment of those innovations. To accomplish this, the recipient of the Clearinghouse grant must:

- a. report quarterly on new or ongoing technology initiatives
- b. create and maintain the SBDC Network’s National Blog
- c. organize and facilitate an SBDC Technology Component to be presented at the Association of Small Business Development Centers’ (ASBDC) Annual Conference showcasing the best technology accomplishments
- d. form and maintain a national SBDC Technology Advisory Board consisting of SBDCs and tech industry leaders
- e. write and professionally publish the SBDC Network’s Technology Innovation Annual Report

The Clearinghouse grant recipient will have the opportunity to expand its capabilities and increase its network-wide footprint by allowing the program to generate income. Fees may be charged by the Clearinghouse when using its creativity in developing and offering income-generating products ranging from marketing materials to professional market analysis reports for SBDC clients through their local service center. These activities are beyond those services required under the grant funding.

## 1.3 Background

The Clearinghouse is funded via SBA grant. The funds are obtained each year from the \$500,000 earmarked in the SBA/SBDC budget for administrative operations. The grant is generally for \$300,000/year. The grant runs from October 1, 2008, through September 30, 2009, with four option years.

## 1.4 Legislation

The Small Business Act (the Act) states in §21(c)(8) (15 U.S.C. § 648(c)(8)) that:

The Associate Administrator for Small Business Development Centers, in consultation with the Small Business Development Centers, shall develop and implement an information sharing system.

Subject to amounts approved in advance in appropriations Acts, the Administration may make grants or enter into cooperative agreements with one or more centers to carry out the provisions of this paragraph. Said grants or cooperative agreements shall be awarded for periods of no more than five years duration. The matching fund provisions of subsection (a) shall not be applicable to grants or cooperative agreements under this paragraph. The system shall (A) allow Small Business Development Centers participating in the program to exchange information about their programs; and (B) provide information central to technology transfer.

## 2.0 AWARD INFORMATION

### 2.1 Requirements of the Clearinghouse

The Clearinghouse shall consist of the following four components, which operate together to assist an SBDC requesting materials and/or information:

- a. Inquiry-Response and Communications Channels – the Clearinghouse must be capable of responding to an SBDC seeking information via mail, a toll-free number, email, webpage, fax, or in person. The Clearinghouse will also have a system for delivering applicable materials to SBDC counselors electronically. The choice of means of communication/transmission of information will be at the discretion of the requestor or the Clearinghouse, based on factors such as urgency of request, amount of information requested, etc.
- b. Resources and Holdings – the Clearinghouse must stock and provide the following documents, publications, and resources:
  - The Clearinghouse must maintain SBDC and SBA publications, research papers, reports, etc., and keep them on file electronically for access by the SBDC network and the SBA.
  - The Clearinghouse must maintain a general reference library of pertinent books, directories, handbooks, needs analysis (updated by the Clearinghouse staff) and appropriate online subscriptions. It must also maintain standard business information reference materials of the type held in special or public library collections. Such materials should focus, at minimum, on the small business sector with an emphasis home based business, startups, rural small business, veterans, and manufacturers on issues such as energy efficiency, international trade, , legal considerations, business plans, marketing plans/data, science and technology, electronic commerce and website design. These materials should also include demographic reference materials from government and private sources, including (but not limited to) the U.S. Census Bureau. The Clearinghouse staff must update all materials on a timely and appropriate basis.
  - Geographic Information System (GIS) services for small business clients. The Clearinghouse must provide ring studies and other market area analysis for small business clients. It will maintain a database of 2000 and (2010 once available) Census demographic variables at the Census Block Group or Census Tract geographic levels. It must also

provide an update to the demographic estimates and projections from private vendors at least every two years.

- A web site designed to assist SBDC counselors. The site must include numerous organized resources for use in business and industry research. The site will serve as a major source for small business information on the Internet. Specifically, the site should provide: (a) small business resources information; (b) an online form for submitting research requests; (c) an electronic newsletter for keeping SBDC counselors current with the latest small business resources; (d) a searchable database of counselor developed documents, such as checklists, forms and worksheets to share with colleagues; and (e) the SBDC National Blog.
- c. Catalog and Indexing – The Clearinghouse must ensure that publications and other research materials are cataloged and indexed in conformance with Library of Congress standards and practices. The Clearinghouse must also maintain a continuously updated database of requests received from SBDC counselors. This database must include the counselors' names, the requesting SBDCs, the resources referenced, and researcher time needed to complete each request.
- d. Clearinghouse Staff – The Clearinghouse must retain sufficient personnel to provide the services required under this award. Personnel providing services must possess the necessary experience and ability to perform the following tasks:
- Administration of the day-to-day activities of this project or similar programs, oversight of other staff members in the performance of their duties, and overall project coordination as required;
  - Develop, maintain and update a comprehensive procedures manual for the Clearinghouse, as necessary;
  - Timely compilation of all required reports;
  - Daily blog updates
  - Responding to research requests using Internet search engines and traditional library search methodology in a timely manner;
  - Maintenance of accurate and timely accounting records in accordance with general accepted accounting standards
  - Updating of Clearinghouse resources in accordance with Library of Congress standards
- e. Anything in addition to these services or any product that contains added value from the Clearinghouse may generate program income.

- f. All requirements in this section must be funded by the Clearinghouse grant and are to be provided to the SBDC Network at no cost or fee.

## 2.2 Program Income

- a. Program Income may be charged as a fee for services provided outside the requirements listed under section [2.1](#).
- b. Activities that generate program income may never take priority over the functions of the Clearinghouse listed section [2.1](#).
- c. Program income activities that are not contained in the applicant's proposal will require approval of the OSBDC on a case-by-case basis during the year or during the review of the renewal application annually.
- d. All fees collected as program income must be spent on activities in furtherance of the mission of the Clearinghouse, e.g., hiring additional personnel; expanding access to small business information; generating more robust and professionally published reports and other products for SBDC counselors; travel for the Director to other SBDC networks and other marketing concepts; etc.
- e. Program income which exceeds 25 percent of the Clearinghouse's total budget (SBA federal funds and matching funds) must be spent by year end. Any remaining program income may be carried over to subsequent budget periods to be utilized to further program objectives.
- f. The SBA is currently not putting limits on the amount of program income that the Clearinghouse may generate; however, the SBA reserves the right to place such limits in future budget years.

## 3.0 ELIGIBILITY REQUIREMENTS

### 3.1 Eligible Applicants

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.

### 3.2 Ineligible Applicants

The following will automatically be considered ineligible and their applications will not be evaluated:

- a. Any organization NOT a currently-funded SBDC Lead Center
- b. Any organization currently having 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 with 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 found to have had at least one substantially non-compliant condition with SBA program guidelines occurring while administering or implementing any SBA program
- f. Any organization having an SBDC award suspended, terminated, or non-renewed under 13 C.F.R. § 130.700.

### 3.3 Cost Sharing and Matching

There is no matching fund requirement. However, the availability of private sector resources or non-federal funds should be noted in the technical proposal. Matching funds should not be included in the cost proposal budget nor in the quarterly budget reports, but may be included in the narrative.

## 4.0 APPLICATION

### 4.1 General Instructions

All forms contained in the application must bear original signatures. In the event the applicant's proposal contains confidential data, the applicant must follow Part 102 of SBA's regulations.

### 4.2 Technical Proposal – Program Narrative

- a. The technical proposal must be double-spaced and not exceed 50 pages excluding exhibits and appendices.
- b. The proposal must have a Table of Contents and numbered pages.
- c. The Technical Proposal must respond to the evaluation criteria set forth in [2.0](#).

### 4.3 Cost Proposal – Federal Budget

- a. The cost proposal should assume a \$300,000 annual funding level.
- b. 80% of the federal funding must be allocated to direct costs.
- c. The applicant must submit a complete budget using the forms in this announcement (i.e., SF424; SF424A with Sections A, B C, D, E, F; SF 424B; Budget Justifications Worksheet. Part II, the Cost Proposal, should not include any technical information).
- d. The applicant must return the following pages from the Announcement as part of its cost proposal: (1) the Application Package: SF 424, SF 424A, Budget Justification Worksheet (See 6.3-6.7); and (2) Assurances and Certifications (See 6.17-6.23).

### 4.4 Cost Proposal – Program Income

- a. The proposal should consist of a narrative detailing how the applicant intends to generate program income
- b. The narrative must describe how these activities are outside the requirements set forth in Section 2.1.
- c. The program income narrative should show estimates of how much income will be generated annually over a five year time horizon.
- d. The narrative should show how the program income will be allocated for special projects (using the above estimate).
- e. The narrative should show how these projects further the objectives of the Clearinghouse.
- f. The program income proposal must include budget justification worksheets for the forecasted estimates allocating the funds into object class categories.

#### 4.5 Treatment of Proposal Information

- a. If the SBDC's proposal contains confidential data, the SBDC must follow SBA regulations found in 13 CFR Part 102 (Record Disclosure and Privacy). This can be found online at [http://www.sba.gov/idc/groups/public/documents/sba\\_homepage/sba\\_010184.htm](http://www.sba.gov/idc/groups/public/documents/sba_homepage/sba_010184.htm).
- b. Unless otherwise specified, all financial, statistical, personnel and/or technical information and data which are furnished, produced or otherwise made available to the SBDC by its small business customers during the performance of this Agreement shall not be used for purposes other than performance of work under this Agreement. The above information received by the SBDC may be privileged and must not be released or disclosed by the SBDC without the prior written consent of the client unless otherwise required by law. If such information is requested in a legal proceeding, the SBDC must take the necessary precautions and legal recourse to protect privileged information.
- c. P.L. 108-447, approved December 8, 2002, provides that client information can only be made available to SBA for legal enforcement action and financial audits. However, SBA is also allowed access to client data for obtaining program activity information or conducting client surveys.
- d. No files or records will be removed from the premises of any government agency with which the recipient may work without the approval of the agency in possession of such documents. Publication of any information will be in accordance with CFR 2 Part 215 (OMB Circular A-110).
- e. Applications may be withdrawn by written, faxed or telegraphic notice. The notice must be received by the designated office at any time prior to award. Applications may also be withdrawn in person by an applicant or his/her authorized representative, provided his/her identity is made known and he/she signs a receipt for the application.

#### 4.6 Proposal Submission

- a. Each SBDC applicant is required to submit its proposal electronically via [www.grants.gov](http://www.grants.gov). Because there are some pre-conditions for submitting applications via grants.gov, applicants are advised to allow for sufficient time to register their organization, if they are not currently registered. Specific instructions are provided on grants.gov for registering.
- b. Submission via other electronic media will not be accepted. Hard copies will also not be accepted.
- c. Specific application instructions, including those for file formatting, are provided at 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 as SBDC Forms and Worksheets (see [definition for link](#)).

#### 4.7 Award Notification: Ineligible Applicants

Applicants not meeting the eligibility requirements will not be considered and will not receive notification from the SBA about their ineligibility.

#### 4.8 Award Notification: Unsuccessful Applicants

After a decision has been reached, eligible applicants who were not selected will be notified. This written notice will be SBA's final response to this program announcement.

#### 4.9 Cancellation

SBA reserves the right to cancel this announcement at the Agency's sole discretion, in whole or in part, at any time prior to award.

## 5.0 APPLICATION REVIEW INFORMATION

All relevant, technically-acceptable proposals will be graded on the basis of the evaluation criteria listed below. Only those applications deemed to be relevant and technically-acceptable will be evaluated as to cost. Applicants must adhere to the following outline in preparing the technical proposal. Incomplete or illegible applications will not be evaluated. An applicant's total score will consist of the sum of its technical and cost scores.

### 5.1 Technical and Cost Evaluation Criteria

Applications will be scored in accordance with the following criteria:

#### 5.1.1 Technical (75 points total)

In assessing the technical merit of an application, SBA will consider:

- a. **(15 points):** An applicant's experience in providing services as described in section [2.1](#);
- b. **(15 points):** An applicant's organizational structure, technical and administrative resources, and staff qualifications. An applicant must submit the following documentation under this scoring area:
  - An organizational chart for all proposed full-time and part-time project staff and the amount of time each will devote to the project. A full time project director is required. Grant funds (federal and program income) cannot be used to pay for fundraising efforts.
  - A description of at least one staff or consultant function to handle ongoing program data collection and electronic reporting to SBA (include the time to be devoted to this task as well as the staff member's expertise with computers);
  - A description of who will be responsible for financial record keeping on the receipt and expenditure of program funds. Applicants must state how and by whom staff will be hired, employed and administered. The applicant must identify the key management, staff and grantors/consultants:
  - Résumés and position descriptions for the project director and other staff;
  - Experience relevant to this proposed grant by staff, volunteers and consultants; employees should have experience in some sort of functions relevant to the clearinghouse such as being a researcher, librarian, it specialist, etc.
- c. **(15 points):** An applicant's past performance of Federal grants. The applicant must provide documentation and a description of the organizations past experience in a similar type service as described in this proposed grant.
- d. **(25 points):** An applicant's operational controls The applicant must provide an evaluation design and method for measuring the outcomes of the project's objectives and complying with all required financial, performance, and follow-up reporting. The

applicant must also provide a plan to measure program effectiveness from year to year. The follow-up plan must be able to provide SBA with information regarding the applicant's role in:

- Distributing SBA-produced materials and program information;
  - Distributing SBDC-developed materials and exchange of information and experience regarding client assistance and training, SBDC management and staff training, and special program development;
  - Answering inquiries from SBDC counselors on business, industry, and market-related topics;
  - Acting as an efficient information locator for referral services; and
  - Acting as a point-of-contact locator service.
- e. **(5 points):** An applicant's understanding of the project and its proposed approach for performing this award.

#### 5.1.2 Cost **(25 points):**

In assessing the financial merit of an applicant, SBA will consider:

- a. **(15 points):** An applicant's ability to meet the requirements at the lowest price.
- b. **(10 points):** An applicant's proposed methods to substantially grow the program, including the new ability to generate program income

#### 5.1.3 Additional Points **(15 points)**

Although applicants are not required to match federal funds for awards made under this Announcement, up to 15 additional points will be awarded based upon the level of non-federal funds made available by the host institution to support the costs of this activity. These points will be awarded as follows:

- a. If there are more than 15 eligible applications with additional funding, then the applicant with the most additional funding will receive 15 points, the second most 14 points, the third most 13 points, and so on.
- b. If there are less than 15 eligible applicants with additional funding, then the points will be awarded proportionally. For example, if there are three eligible applications with additional funding, the applicant with the most additional funding will receive 15 points, the second most 10 points, and the third most 5 points.

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](http://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 AWARD ADMINISTRATION**

6.1 Forms

Refer to [4.4 Cost Proposal](#) for additional instructions on how these forms are to be completed. OSBDC will provide SBDCs with projected funding levels to be used in budget preparation.

Form	Instructions	Location
Application for Federal Assistance (SF-424)	Please provide a complete street address. Do not use P.O. Box numbers.	grants.gov application package
Budget Information Non Construction Programs (SF-424A)	This form is required for the initial project year and each subsequent option project year totaling four (4) forms for a complete application.	grants.gov application package

SBDC Budget Justification with narrative and Center Personnel List	This form is required for the Clearinghouse. Information should be completed as shown on the Sample SBA Budget Justification available at <a href="http://www.sba.gov/sbdc">www.sba.gov/sbdc</a> . Include a list of key SBDC personnel and identify non-key positions by their titles in the SBDC Personnel List. See chart below for specific budget instructions	<a href="#">SBDC forms and worksheets</a>
Indirect Cost Rate Agreements negotiated with cognizant agency	This agreement is required for the Clearinghouse to charge indirect cost	
Indirect Cost Allocation Worksheet		<a href="#">SBDC forms and worksheets</a>

### SBDC BUDGET JUSTIFICATION INSTRUCTIONS

The direct cost and indirect cost total must agree with the 424 and 424A.

Personnel:	For each position of the SBDC, show federal, match, annual salary, number of months, level of effort in percentage and total amount used as the basis to estimate personnel costs. For key personnel, list name, position title and length of time current incumbent has held the position. For SBDC employees who are not key persons or personnel to be hired only position title is required.
Fringe Benefits:	Show fringe rates for full-time and part-time staff. Do not include fringe cost in the total amount required for personnel.
Travel:	Provide purpose for in state and out of state travel. For local travel not requiring preauthorization provide total anticipated mileage and mileage rate. For travel requiring preauthorization, itemize destinations, mode of transportation, airfare or other transportation rates, number of trips, and number of travelers. Prior approval of the SBA is required for foreign and unplanned out-of-state (not in approved budget) travel.
Equipment:	List items costing at least \$5,000 and having at least one year of useful life. The recipient organization must maintain an inventory of equipment purchased with program dollars network equipment including cost, location, and detailed description of each item. Equipment inventory must be made available upon request of the SBA.

Supplies:	Show anticipated cost of supply items such as general office, operational, computer supplies, and other supply items costing less than \$5,000. The recipient organization must maintain an inventory of controlled supplies of higher dollar value or high potential for loss such as projectors, cell phones, furniture, etc., and it must be made available upon request of the SBA.
Contractual:	If the applicant proposes sub-contractual cost, please provide budget details, such as statement of work, number of hours and rate of pay. Do not show indirect cost on contractual line. Service Center indirect cost must be shown on line j column 4 of the 424A.
Consultants:	There may be an error on form 424A showing “construction” instead of “consultants” category. Please indicate consultants cost on that line for construction. Specify the consultant’s purpose and indicate the number of hours and rate of pay.
Other:	This category may include, but is not limited to computer software, copying, postage, printing, publications, subscriptions, dues; telephone, conference fees, and office space (indicate square footage and rate).
Indirect cost:	Indicate the indirect cost amount on budget justification line j and 424A, line 6j. Show indirect cost rate and method used to calculate indirect cost. You may obtain the Indirect Cost Allocation Worksheet from the SBDC website at <a href="http://www.sba.gov/sbdc">www.sba.gov/sbdc</a> . A copy of the Indirect Cost Rate agreement (ICR) approved by your cognizant agency for audits must be provided, including the signature page of the agreement to support indirect charges. A rate no higher than the same rate approved under the ICR may be used to calculate indirect cost. Do not include indirect costs as cash match or as in-kind contributions. If the applicant does not have an indirect cost rate agreement, please contact the project officer at the SBA district office.

**CERTIFICATION FORMS AND ASSURANCES**

Number	Form	Available at:
SBA Form 1623	Certification Regarding Debarment, Suspension, and Other Responsibility Matters, Primary Covered Transactions	<a href="#">SBDC forms and worksheets</a>
	Certification Regarding Drug Free Workplace Requirements	<a href="#">SBDC forms and worksheets</a>



SBA Form 1711	Certification Regarding Lobbying – must be completed by all applicants	<a href="#">SBDC forms and worksheets</a>
SF-LLL	Disclosure Form	grants.gov application package
SBA Form 2113	Cash Match and Program Income Certification Form – includes certification of program income on hand	<a href="#">SBDC forms and worksheets</a>
SF-424B	Assurances Non Construction Programs	grants.gov application package

### 6.2 Reporting Requirements

The Recipient shall be responsible for compiling and maintaining the following reports:

### 6.3 Performance Reports

The Recipient will maintain an on-going Inquiry/Response Record of the number, type and mode of inquiries received, referrals made, and problems addressed and solved. This record shall be made available for review by the SBA Technical Representative when requested.

Quarterly Performance Reports consolidating the Inquiry/Response Record data will be compiled and submitted to the SBA Technical Representative for review. Quarterly reports are required to be furnished every 120 days after the date of project commencement.

A consolidated Annual Performance Report shall be submitted to the SBA Technical Representative within 90 days after the completion of each 12 month budget period. This report will serve as the Quarterly Performance Report for the fourth quarter.

### 6.4 Financial Reports

The Recipient must submit quarterly financial reports to the SBA Technical Representative. Financial Status Reports must be submitted on Standard Form 269 and the Federal Cash Transactions Reports (re: advance payment) must be submitted on Standard Form 272. Each Quarterly Financial Report is to cover the prior 3-month period of the award. The final (fourth quarterly) report may include adjustments to previous reports.

Quarterly Financial Reports must be submitted every 90 days commencing after the date of project commencement. The final report must include a cost breakdown, by line item of actual financial expenditures, of costs incurred. Submit a Detailed Expenditures Worksheet with the final Standard form 269.

Quarterly Program Income Reports must be submitted every 90 days commencing after the date of the project commencement. Financial information should be reported on SBA Form 2113. The report should also include a narrative describing kinds of services provided, accomplishments,

benefits of being able to charge fees, and customer reviews. The SBA reserves the right to change the format of the program narrative.

#### 6.5 Technology Innovation Reports

Quarterly Monitoring Reports must be submitted every 90 days commencing after the date of the project commencement. The report will include a list of SBDCs contacted to discuss technology initiatives; number of new projects started in the previous period; number of ongoing projects with a status report for each; number and description of instances of technology sharing between SBDC networks; best practices for use of technology in furtherance of the SBDC mission.

Requirements for this report may change at the request of the AA/OSBDC and the Clearinghouse will have no less than 90 days and no more than 120 days to revise the reporting format and content.

#### 6.6 SBDC Technology Board Reports

- a. Quarterly Monitoring Reports describing the board's activity for the period
- b. Meeting Minutes

#### 6.7 Small Business Innovation Research Program (SBIR) and Small Business Technology Transfer Program (STTR) with SBDC Assistance Annual Report:

- a. Create and publish an annual report on SBDC clients that have received either a SBIR or STTR award
- b. This report should contain the number of clients, the respective service center, the award amount; further, the report should contain summaries for SBDC Networks, States, SBA Region and nationally.

#### 6.8 Annual Needs Assessment

The collection of materials held by the Clearinghouse must be based on the needs of the SBDCs. The Recipient will conduct an annual SBDC needs assessment in order to ascertain their need for general reference materials and their interest in having access to research and development by other SBDCs.

- a. Project Equipment and Materials

The Recipient will utilize equipment and materials transferred to it by the prior recipient of this award to operate and maintain this Clearinghouse. Additional materials and equipment can be purchased by the Recipient using award funds as needed. All such materials will be used solely for the performance of this project. If the Recipient does not receive a follow-on award at the conclusion of the project, it will transfer all equipment and materials purchased with award funds or received from its predecessor to a successor entity designated by SBA. The Recipient will also assist the follow-on Recipient in transferring the existing information database and resources, including hardware and software, publications, periodicals, etc., to the follow-on place of performance.

- b. Procedure for Responding to Inquiries

- c. The Clearinghouse will utilize the following procedures to respond to requests for information received from SBDC counselors:
- d. SBDC counselors requesting assistance will contact the Clearinghouse using the on-line request form (accessible via the Clearinghouse website), a toll-free telephone number, e-mail, U.S. Postal mail, in person, or by fax.
- e. The Clearinghouse will review its holdings and identify available sources for the requested information. If these sources are held by the Clearinghouse, the project staff will provide the needed information to the requesting party via the most appropriate means. If requests require specialized knowledge or expertise possessed by another SBDC, then the Clearinghouse will provide the requesting counselor with the necessary contact information for that SBDC.
- f. The requestor will use the information provided by the Clearinghouse and, if necessary, will contact an SBDC that possesses specialized information or expertise in the matter.
- g. The Clearinghouse will then maintain a copy of the specialized information provided by the SBDC to the requesting counselor.

#### 6.9 Carryover Requests

Carryover requests will not be permitted.

#### 6.10 Record-keeping Instructions

The Recipient agrees to maintain complete and accurate records and supporting documentation to facilitate financial and/or program audits. The Recipient must furnish such records for examination and review to SBA upon request.

Additionally, SBA may request copies of all initial input documents used to provide management summary reports.

The Recipient must maintain support for year-end Standard Forms 269, 270 and 272 financial reports as required by OMB Circulars and SBA Regulations. In addition, the Recipient must maintain support records. These records should consist of at a minimum all charges to the grant, but not limited to the disbursement ledger, vendor invoices, canceled checks, and journal entries.

#### 6.11 OMB Uniform Administrative Requirements and Cost Principles

- a. Administrative Procedures:
  - CFR 2 Part 215 (OMB Circular A-110)
  - 13 CFR Part 143
- b. Cost Principles
  - Educational Institutions: 2 CFR Part 220 (OMB Circular A-21),

- State, Local and Indian Tribal Governments: 2 CFR Part 225 (OMB Circular A-87), or
  - Non-profit Organizations: 2 CFR Part 230 (OMB Circular A-122)
- c. Current versions of these Code of Federal Regulations (CFR) can be viewed online at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>

## 7.0 AGENCY CONTACTS

All questions and comments should be made to [osbdc@sba.gov](mailto:osbdc@sba.gov).

## 8.0 OTHER INFORMATION

### 8.1 Definition of Terms

The following terms are defined below as they are used in reference to the SBDC Clearinghouse:

- 8.1.1 Agreement Officer: The individual responsible for negotiation, award and business management of grants. An individual who has been delegated the authority to obligate Federal Funds by signing the Notice of Award. (Agreement Officer is also referred to as Grant Management Officer). The Grants Management Officer is located in the Office of Procurement and Grants Management.
- 8.1.2 Applicant: An eligible individual or enterprise which sends in a proposal seeking award of a grant or cooperative agreement by SBA.
- 8.1.3 Bibliographic Data: The identifying elements of a book, document or publication -- author, title, publisher, date and place of publication, pagination, etc.
- 8.1.4 Blog: contraction of “Web Log” which is a standardized format for constantly posting new information to a website with each entry containing identical format and elements like Post Title, Author, Time and Date, Text of Post, Permalink, Trackbacks, email and print options. For a complete explanation of blogs, visit <http://en.wikipedia.org/wiki/Blog>.
- 8.1.5 Cataloging: A complete enumeration of items arranged systematically with descriptive details.
- 8.1.6 Clearinghouse Holdings: Publications, documents, resource lists, and other materials acquired and maintained by the Clearinghouse.
- 8.1.7 Computer Search: searching the contents of the computer, a database such as Lexis-Nexus or the internet through search engines such as Microsoft Live, Google Desktop, Yahoo!, etc.
- 8.1.8 Descriptors: Keywords that represent the content of a document, book or other media; also referred to as “tags” or “meta tags” on the Internet.
- 8.1.9 Electronic Mail or Email: messages sent through the internet and read either through a webpage or an email application such as Microsoft Outlook, Gmail, Mozilla Thunderbird, etc.

- 8.1.10 Option Period: The time allowed, at the discretion of the Government to award the initially funded project for an additional 12-month period.
- 8.1.11 Recipient (Awardee): For the purpose of this announcement, an entity serving as the Lead Center of an SBDC network operating under an existing cooperative agreement with SBA.
- 8.1.12 SBDC: The part of an organization which receives and administers an SBDC cooperative agreement with SBA.
- 8.1.13 SBDC Forms and Worksheets: To retrieve these forms use the hyperlink [http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc\\_forms.html](http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html) in your web browser.
- 8.1.14 Technical Representative: The OSBDC (Office of Small Business Development Center) official who is appointed to monitor the programmatic aspects of the project.