

FY 2008

PROGRAM ANNOUNCEMENT
FOR THE VETERANS ASSISTANCE
AND SERVICES PROGRAM

NO. OSBDC – 2008 – 05
(July 17, 2008 – August 14, 2008)

In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). Additionally, An application submitted by an entity that is not a Lead SBDC will not be considered. All applicants must meet sufficiency and technical criteria in order to qualify for funding.

Proposals are to be posted to www.grants.gov by 11:59 PM EDT on August 14, 2008

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

Program Announcement for the Veterans Assistance and Services Program
Program Announcement Number OSBDC-2008-05

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1.0 Section I – Funding Opportunity Description

1.1. Program Overview

- 1.1.1. Federal Agency Name U.S. Small Business Administration, Office of Small Business Development Centers
- 1.1.2. Funding Opportunity Title The Veterans Assistance and Services Program
- 1.1.3. Announcement Type Initial
- 1.1.4. Funding Opportunity Number: Program Announcement Number OSBDC-2008-05
- 1.1.5. CDFA Number 59.039
- 1.1.6. Closing Date for Submissions: August 14, 2008, 11:59 PM EDT
- 1.1.7. Authority: Section 21(n) of the Small Business Act (15 U.S.C. § 648); Public Law 110-186, Section 107
- 1.1.8. Funding Instrument: Cooperative Agreement
- 1.1.9. Funding: Funding is for Fiscal Year or Calendar Year 2008
- 1.1.10. Award Amount/Funding Range: Total amount of 2008 Federal funding amount provided for this project is \$500,000. Grants will only be awarded to Small Business Development Center (SBDC) Lead Centers and shall be for not more than \$100,000. Only qualified recipients will be funded. There is no matching fund requirement however the availability of private sector resources or non-federal funds should be noted in the technical proposal. Multiple awards to one SBDC in the same funding year are allowable provided the project purpose of each is separate and distinct.
- 1.1.11. Project Duration: Awards will be made for a base project period of 12 months.
- 1.1.12. Project Starting Date: Approximately 30 days after award.
- 1.1.13. 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.

- 1.1.14. Agency Point of Contact: Small Business Administration, Office of Small Business Development Centers, Tel: (202) 205-6766. Email: osbdc@sba.gov
- 1.2. Purpose. Pursuant to PL 110-186, Section 107; existing Small Business Development Centers (SBDC) may apply for a cooperative agreement to carry out veteran's assistance and services programs. The Centers may use the cooperative agreement to:
- 1.2.1. creates a marketing campaign to promote awareness and education of the available services and to target the campaign towards veterans;
 - 1.2.2. provide technology-assisted online counseling and distance learning to overcome impediments to entrepreneurship; and
 - 1.2.3. increase coordination among organizations that assist veterans.
- 1.3. Program Requirements. Grants awarded under this Program Announcement are intended to provide funding to SBDC Lead Centers for the specific purpose of providing programs and services for small businesses through their SBDC networks. These efforts will be to target communities: (1) promote awareness of the services of the center that are available to veterans; (2) use online counseling and distance learning technology to overcome impediments to entrepreneurship faced by veterans and members of the Armed Forces; and (3) increase coordination among organizations that assist veterans.. Funds provided under this Program Announcement must be used solely for this stipulated purpose and may not be commingled with any other SBA grant funds received by an SBDC. Under no circumstances are these funds to be considered supplemental to existing SBDC operations. Veterans Assistance and Services Program grant funds are separate, stand-alone funds to be applied singularly for the specific purpose of the legislative intent. Program outcomes, including clients counseled and trained; on-line counseling and distance learning systems; and coordination progress among organizations that assist veterans under this funding may not be commingled with other clients in the Entrepreneurial Development Management Information System (EDMIS), but remain a discrete activity of this grant alone. Multiple awards to one SBDC in the same funding year are allowable provided the project purpose of each is separate and distinct.
- 1.4. Statement of Work.
- 1.4.1. Discussion: SBA wants to ensure the success of the Veterans Assistance and Services Program, as contemplated by PL 110-186. Cooperative agreements made under this program announcement should be viewed as an opportunity to provide veterans, service-disabled veterans, military units, Federal agencies, and veteran's organization with an awareness and education program that uses technology assisted online counseling and distance learning technology to overcome

impediments to entrepreneurship; and to increase coordination among organizations that assist veterans with a goal toward providing an integrated one-stop virtual resource. The SBA is particularly interested in collaborative efforts (community-wide, state-wide, region-wide, industry-wide, association wide, etc.) centered around a creative marketing plan aimed at removing impediments to entrepreneurship faced by veterans and members of the Armed Forces. Applicants are encouraged to think creatively to design and develop innovative programs and services, using accepted project management tools, to address the purpose of this Project. Products and methodologies developed are encouraged to build their products so that they are exportable and replicable for use by other SBDC locations.

- 1.4.2. Applicants must identify the communities to be served within their states and identify the entrepreneurial needs of the veteran population and members of the Armed Forces within that demographic. It is important for the applicants to provide additional data regarding the potential clients' profession, degree of damage caused by drain on critical skills as a result of performing duty in the reserves and national guard, and to develop innovative approaches to resolve the impact of the current military policy on existing and new entrepreneurs who are veterans, service-disabled veterans, reservists, and members of the armed services.
- 1.4.3. The progress of this program will be measured against:
 - 1.4.3.1. Goal 1. The applicant shall use all available resources to design, develop, implement and monitor a marketing plan that promotes awareness and educational services of the SBDC.
 - 1.4.3.2. Goal 2. The applicant shall use all available resources to design, develop, implement and monitor a conceptual plan for the appropriate use of technology to provide on-line counseling and distance learning technology.
 - 1.4.3.3. Goal 3. The applicant shall use all available resources to design, implement and monitor a program which coordinates with organizations that assist veterans, including the virtual integration of service providers and offerings for a one-stop-point of-contact for veterans and military personnel who are nascent entrepreneurs or owners of small business concerns. A nascent entrepreneur is one who is thinking about starting a business or at the very beginning of the business start-up process.
- 1.4.4. Each proposal must include well thought-out project plans with milestones and evaluation and control systems and required narratives, that demonstrate a viable approach to developing a creative marketing plan, on-line and distance learning architecture to increase coordination among organizations that assist veterans with view toward a virtual integrated one-stop service provider. Each application submitted under this Program Announcement must include a narrative description of their client demographics, entrepreneurial needs of veterans, reservists, and military personnel, project plan for the marketing strategy and roll-out date, project plan for the strategic approach and architecture for use of technology-assisted on-

line counseling and distance learning technology. Each applicant will demonstrate their ability to effectively increase coordination with organizations that assist veterans; and include their representatives on their project development teams.

- 1.4.5. Each proposal must specify the targets/milestones and schedule of deliverables using the Microsoft Project software (or equivalent that can be transferred between software program) with supporting evaluation and control systems to ensure successful, timely implementation. Applicants must also identify fiscal and programmatic strategies for self-sustainable continuation of this effort.

2.0. Section II – Award Information

- 2.1. Type of Award Instrument. SBA/OSBDC anticipates awarding cooperative agreements under this program announcement with quarterly progress reports.
- 2.2. Estimated Funding. Approximately \$500,000 is expected to be available for new awards under this announcement.
- 2.3. Expected number of awards. SBA/OSBDC anticipates making one (1) to four (4) awards under this announcement, depending on the size of the awards and the availability of funds.
- 2.4. Anticipated Award Size. SBA/OSBDC anticipates that awards will be for no more than \$100,000 for the total project period.
- 2.5. Period of Performance. Awards will be made for a period not to exceed 12 months, subject to the availability of funds.
- 2.6. Funding Information. Funding is subject to the availability of funds and the requirements enumerated in the Small Business Act. All applicants must meet sufficiency and technical criteria in order to qualify for funding. Funds provided under this Program Announcement must be used solely for its 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 current SBDC Program funding, and as such, all reporting should be discrete and separate from SBDC block grant funding. Outcomes produced, including clients counseled and trained; on-line counseling and distance learning systems; and coordination progress among organizations that assist veterans; may not be commingled with other reporting in the Entrepreneurial Development Management Information System (EDMIS.).

SBA intends to continue to fund the Veterans Assistance and Services Program annually, subject to availability of funds. However, an SBDC may not receive additional grants 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 and/or Program Announcement

- 2.7. Funding Instrument. The funding instrument is a cooperative agreement.
- 2.8. Cancellation. SBA reserves the right to cancel this Program 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, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). An application submitted by an entity that is not a Lead SBDC will not be considered.
 - 3.2. Ineligible Applicants. The following will automatically be considered ineligible and their applications will not be evaluated:
 - 3.2.1. Any organization which is NOT a currently-funded SBDC Lead Center.
 - 3.2.2. Any organization which currently has an unresolved audit by any federal agency.
 - 3.2.3. Any organization suspended or debarred from receiving contracts of grants from any federal agency or which is otherwise excluded from federal procurement programs.
 - 3.2.4. 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.
 - 3.2.5. 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.
 - 3.2.6. This includes, but is not limited to, entities identified in 14 CFR 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. Section IV. Application and Submission Information
 - 4.1. Introduction with these components
 - 4.1.1. The Cover Page shall list the following:
 - 4.1.1.1. Program Announcement #OSBDC-2008-05
 - 4.1.1.2. Applicant's name
 - 4.1.1.3. Applicant's address
 - 4.1.1.4. Applicant's web site address
 - 4.1.1.5. Applicant's contact name for this application
 - 4.1.1.6. Contact's telephone number
 - 4.1.1.7. Contact's fax number
 - 4.1.1.8. Contact's e-mail address
 - 4.1.1.9. Grant dollar amount requested
 - 4.1.2. Table of Contents

Please number all pages.

4.2. Technical Proposal (Part I)

4.2.1. Discussion of Approach and Technical Capability

This attachment must have numbered pages. Supporting documentation is mandatory for the technical proposal. Proposals will be rejected if no documentation is provided. Supporting documentation shall be easily identified by any reviewer of the proposal. The applicant shall describe its specific approach and technical capability to accomplish each objective identified in the statement of work. Concepts that are to be incorporated under paragraphs 4.2.1.1, 4.2.1.2, and 4.2.1.3 are provided under paragraphs 4.2.2 to 4.2.4. Adhere to the given constraints because they may eliminate you from consideration despite having an acceptable proposal. The conceptual project plans define the projects. The conceptual project plans will become the baseline for the planning, design, and implementation project plans. The planning project plan will be developed 30 days after the notice of award. Revised project plan will be dependent upon the planning project plan. Supporting documentation shall include a:

4.2.1.1. Technical Approach

The applicant shall describe its specific approach and technical capability to accomplish each task identified in the statement of work, above. Include concepts discussed under paragraphs (Constraint: do not exceed 10.)

4.2.1.2. Understanding the Requirement

The applicant shall provide a narrative demonstrating its overall understanding of the requirement and how it relates to the agency mission. The applicant shall do the same for each task, demonstrating how the task relates to the overall requirement. Include concepts discussed under paragraphs (Constraint: do not exceed 10 pages.)

4.2.1.3. Project overview that provides a coherent summary of the purpose, goal, and approach for the conceptual design, development, implementation, and monitoring which should include concepts discussed under paragraphs 4.2.2. through 4.2.4. These conceptual project plans will serve as the baseline for future changes to the project plan under the project stages for analysis, development, implementation, and monitoring.

4.2.1.3.1. separate conceptual project plan for a marketing campaign to promote awareness and education services to veterans that is supported by demographic data and empirical analysis; (Constraint: do not exceed 10.)

4.2.1.3.2. separate conceptual project plan for an effective technology-assisted on-line counseling and distance learning system to overcome impediments to entrepreneurship, and to increase

coordination among organizations that assist veterans. This plan shall identify the organizations within the applicant's area of interest that will provide positive support to veterans, and identify approaches which will develop a cooperative team relationship with these external resources. (Constraint: do not exceed 10 pages, excluding Attachments.)

4.2.1.3.3. separate conceptual project plan for implementing the coordination among organizations that assist veterans, including the virtual integration of service providers and offerings for a one-stop point of contact for veterans who are nascent entrepreneurs or owners of small business concerns. A nascent entrepreneur is one who is thinking about starting a business or at the very beginning of the business start-up process. (Constraint: do not exceed 10 pages, excluding Attachments.)

4.2.1.4. Discuss experience working with veterans and/or military personnel (i.e. Veterans Business Development Centers). Discuss experience under paragraph 4.2.1.2 only.

Paragraphs 4.2.2. through 4.2.4 are to be incorporated in paragraphs 4.2.1.1, 4.2.1.2, and 4.2.1.3 as specified, below. Checklist provided as Attachment 1.

4.2.2. Project Management

4.2.2.1. Provide Key Personnel

Identify key management and staff, including resumes and position descriptions. Do not exceed 2 pages for each resume, and do not exceed 1 page for each position description. For the purposes of this cooperative agreement, "Key Personnel" includes all full-time and part-time SBDC network employees who are devoting their time to this project. Resumes must include experience relevant to this project. Include in proposal as Attachment 3.

4.2.2.2. Contractors and consultants should be identified separately. Include a boilerplate copy(/ies) of contractual/consultant agreements intended for this project. Include in proposal as Attachment 4.

4.2.2.3. Include an organizational chart for all project staff and the amount of time devoted to the project by each as Attachment 5 of your proposal.

4.2.2.4. Identify as part of paragraph 4.2.1.1, only; within the given program announcement constraints:

4.2.2.4.1. a project director who will be responsible for coordinating the proper reporting procedures as well as management and oversight of cooperative agreement implementation;

- 4.2.2.4.2. one staff member dedicated to on-going project management and data collection, that has expertise in electronic reporting and his/her expertise with electronic reporting, this member should have adequate project management skills to provide progress reporting; and
 - 4.2.2.4.3. staff member responsible for financial record keeping and describe his/her specific role.
 - 4.2.2.5. Conceptual project plans shall use the Program Evaluation and Review Technique Planning Process (PERT). PERT shall be incorporated under paragraph 4.2.1.3 only. PERT is a network model that allows for randomness in activity completion times. PERT has the potential to reduce both the time and cost required to complete a project. The applicant shall use PERT as a tool for this purpose. The conceptual project plans shall be developed using the following steps:
 - 4.2.2.5.1. Step 1 - Define the project scope for each project goal discussed above; this sets the stage for developing the project plan. The scope statement should identify the project's objective by means of deliverables, milestones, technical requirements, and limits and exclusion.
 - 4.2.2.5.2. Step 2 - Establish project priorities by considering the budgets, schedule, and scope of the project.
 - 4.2.3. The applicant shall provide a minimum of three conceptual project plans under paragraph 4.2.1.3 only; within the given program announcement constraints as follows:
 - 4.2.3.1. Provide a conceptual Gantt chart for a marketing campaign to promote awareness and education services to veterans (to supplement paragraph 4.2.1.3.1, above);
 - 4.2.3.2. Provide a conceptual milestone chart for implementing a technology-assisted online counseling and distance learning technology (to supplement paragraph 4.2.1.3.2, above);
 - 4.2.3.3. Provide a conceptual milestone chart for implementing the coordination among organizations that assist veterans, including the virtual integration of service providers and offerings for a one-stop point of contract for veterans who are nascent entrepreneurs or owners of small business concerns (to supplement paragraph 4.2.1.3.3, above).
 - 4.2.4. Operational Controls shall be incorporated under paragraph 4.2.1.1 and 4.2.1.3, as follows:
 - 4.2.4.1. The applicant must provide a plan to measure program effectiveness on a quarterly basis within the period of the cooperative agreement; and, if applicable, from year to year. Include templates to address this in the

proposal and the quarterly performance reporting, as part of paragraph 4.2.1.1.

4.2.4.2. The conceptual project plans shall provide an evaluation methodology and design for measuring the outcomes of the project's objectives, complying with all required financial and performance reporting as part of paragraph 4.2.1.3. Clear and easily measurable evaluation and reporting designs with attached templates are mandatory and are to be included in the proposal as well as each quarterly and final performance report. Single designs which can accommodate future comparisons to the original goal are preferable. The applicant will provide the evaluation methodology and design as Attachment 6.

4.2.4.3. The applicant shall provide Performance Measurement Tools and templates, where applicable under Attachment 7.

4.3. Budget Information (Part II)

4.3.1. "Application for Federal Assistance" (SF-424) (Please provide a complete street address)

4.3.2. "Budget Information-Non-Construction Programs" (SF-424A,) Provide only one consolidated budget showing all costs by major categories (Key Personnel, Fringe Rate, etc.), not exceeding \$100,000 of federal funding. Please do not include matching funds; this should, however, be included in the technical proposal.

4.3.3. Key Personnel Sheet: For the purposes of this funding: This should include all full-time and part-time SBDC network employees who are devoting their time to this project. See "Budget Detail Worksheet" below.

4.3.4. Budget Detail Worksheet (A9-A11). Note: This is a new form found on the SBDC web site, listed under: "Forms for the Veterans Assistance and Services Program," and includes a Key Personnel List, a Direct Cost Budget Worksheet, and an Indirect Cost Rate Worksheet. Directions for completion are on the form itself. Follow the detailed directions on these forms completely and accurately. Proposals which do not follow directions will be rejected.

4.3.5. Indirect Cost Rate Agreements: Corresponding indirect cost rates should be applied for the location (e.g., SBDC service center) where the grant activities are being performed. At least 80% of SBA funding must be allocated to direct costs of program delivery.

4.4. Certification Forms and Assurances (Part III)

4.4.1. Certification Regarding Debarment, Suspension, and Other Responsibility Matters, (SBA Form 1623)

4.4.2. Certification Regarding Drug-Free Workplace Requirements

4.4.3. Certification Regarding Lobbying (SBA Form 1711)

4.4.4. Disclosure of Lobbying Activities (SF-LLL)

4.4.5. Assurances for Non-Construction Programs (SF 424B)

4.4.6. CPA Certification that financial system meets 2 CFR Part 215.21. This may be a letter from your accounting firm or the relevant passage from your audit report.

4.4.7. Current year’s financial audit report – this may be a link to your web site. Please include full address.

4.5. **REQUIRED PROPOSAL SUBMISSION DATES**

Awards will be made under this program announcement until the application cut-off date posted on grants.gov. All applicants must meet sufficiency and technical criteria in order to qualify for funding.

5.0 **SECTION V. APPLICATION REVIEW INFORMATION**

5.1 **Applicant Limitations.** All applicants under this announcement must be existing Small Business Development Centers (SBDC) in good standing with the Association of Small Business Development Centers (ASBDC). SBDCs that are on probation or rated unsatisfactory will be excluded from consideration.

5.2 The following table includes the technical evaluation criteria:

Provided all documentation under Section IV of the Program Announcement (IF NOT, GO NO FURTHER AND DOCUMENT THE SAME UNDER COMMENTS)		
INTRODUCTION COMPONENTS		Rating Legend
Provided a cover page and table of contents per paragraph 4.1 (IF NOT, GO NO FURTHER AND DOCUMENT THE SAME UNDER COMMENTS)	4.1	
TECHNICAL PROPOSAL NARRATIVE	Para.	Rating Legend
Provided a discussion of approach and technical capability per paragraph 4.2.1. (IF NOT, GO NO FURTHER AND DOCUMENT THE SAME UNDER COMMENTS)	4.2	100.0
Discussion of approach and technical capability. (Cannot exceed 10 pages, excluding Attachments; if so, go not further and document the same under comments)	4.2.1	10.0
The applicant adequately describes its specific approach and technical capability to accomplish each task per paragraph 4.2.1.1	4.2.1.1.	5.0

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The applicant's narrative adequately demonstrates overall understanding of requirement per paragraph 4.2.1.2.	4.2.1.2.	5.0
The applicant adequately discusses experience working with veterans and/or military personnel per paragraph 4.2.5.	4.2.1.4	20.0
The project overview provides a coherent summary of the purpose, goal and approach for the design, development and implementation of the following per paragraph 4.2.1.3 (Cannot exceed 10 pages each, excluding Attachments, if so, go no further and document the same under comments).	4.2.1.3.	70.0
Complete conceptual plan for marketing campaign per paragraph 4.2.1.3.1.	4.2.1.3.1.	10.0
Complete conceptual plan for technology-assisted on-line counseling and distance learning per paragraph 4.2.1.3.3.	4.2.1.3.2.	15.0
Complete conceptual plan for implementing the coordination among organizations that assist veterans per paragraph 4.2.1.3.1.	4.2.1.3.3.	10.0
The applicant provides the resumes of key personnel and each position description as Attachment 3 per paragraph 4.2.2.1.	4.2.2.1	10.0
The applicant identifies the contractor and consultants as Attachment 4 per paragraph 4.2.2.2.	4.2.2.2	5.0
The applicant includes an organizational chart as Attachment 5 per paragraph 4.2.9.3.	4.2.9.3	5.0
The applicant included Performance Measurement Tools and templates under Attachment 7 with the constraints and direction given under paragraph 4.2.4.3.	4.2.4.3.	15.0

5.3. Review and Selection Process

- 5.3.1. Initial eligibility, sufficiency and applicant completeness review will be conducted by the Small Business Administration / Office of Small Business Development Centers. (See Attachment 1, Technical Proposal Checklist.)
- 5.3.2. Technical Review will be conducted by the Small Business Administration / Office of Small Business Development Centers.
 - 5.3.2.1. Budget Review conducted by the Small Business Administration / Department of Grants and Contracts Management.
 - 5.3.2.2. Legal review conducted by the Small Business Administration / Office of General Counsel.
 - 5.3.2.3. The selection process involves three phases:

- 5.3.2.3.1. Applications will first be screened to determine if the applicant meets certain mandatory eligibility requirements. SBA will not consider eligible applicants who do not submit complete applications. Submissions will only be accepted via www.grants.gov. Submission via other electronic mediums will not be accepted. Hard copies will also not be accepted.
- 5.3.2.3.2. SBA officials will form a Technical Evaluation Committee to review eligible proposals based on evaluation criteria stated in this Program Announcement. These will be individually scored, and then ranked. Proposals not meeting minimum standards during the technical review will not be considered for funding. Order of submission will be used as a final determinant for selecting acceptable applications when all factors are equal. Recommendations will be submitted to SBA's Division of Procurement and Grants Management (DPGM.) DPGM will conduct a Budget Review of the cost proposal. The application will receive a final review from the Office of the General Counsel (OGC.) Upon passing this review, DPGM will issue the final Notice of Award.

6.0. Section VI – Award Administration Information

- 6.1. Award Notice. All recipients will receive written notification of funding for the award.
- 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 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 quarterly reports and final report provided by the recipients may be made public. In addition, SBA reserves the right to require recipients to post these reports on their web sites. An original and a copy of both the quarterly financial report and the performance report should be submitted to the GOTR by two-day mail, if possible, for review prior to it being sent to DPGM. Reporting requirements shall include the following:
 - 6.2.1. Performance Reports. Recipients must also submit quarterly performance reports within 30 days of the completion of each quarter and within 90 days of the completion of the project. These may be submitted via email using Microsoft Word, to the Veterans Assistance and Services Program GOTR within the required time allotment period. However, hard copies (one original and a copy) are to be submitted also, accompanied by a cover letter signed by the Project Officer. The performance reports should include the following:
 - A narrative of project accomplishments

- 6.2.1.1. Problems encountered and steps taken or proposed to correct those problem.
- 6.2.1.2. A comparison between projected milestones and actual accomplishments. If there are discrepancies, identification of the reasons for slippage, and a plan of action to address them.
- 6.2.1.3. Evaluation measurement tools (template) against original goals used to address progress. 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.
- 6.2.1.4. Other project templates, as appropriate.
- 6.2.2. Financial Reports
 - 6.2.2.1. Quarterly Reports. Recipients will be required to submit quarterly financial reports in hard copy within 30 days of the completion of each quarter and within 90 days of the completion of the project. Signed originals and one copy should be mailed to the GOTR (Grants Officer's Technical Representative) within the required time allotment period. The financial reports should include the following:
 - 6.2.2.2.. Standard Form 269, "Financial Status Report."
 - 6.2.2.3. Budget Narrative: Include an original budget line item expenditures column, a cumulative expenditures column and an expenditures column for the current reporting period.. Budget narrative should provide information relating to overall financial expenditures in each of the key line items. Each line item should be specifically addressed.
 - 6.2.2.4. Resumes and contracts of consultants, and subcontracts relating to the current budget period should be included, if not previously submitted.
 - 6.2.3. Final Performance Report. A consolidated Final Performance Report shall be submitted to the SBA Technical Representative within 90 days after the completion of the 12-month project period. The final report must include a well-organized description of the work performed, accomplishments, and any difficulties encountered. In addition it will summarize the entire project period, detailing the Project's mission, scope, results, impact and recommendations for duplication and portability.
- 6.3. Payments. Payment will be made on a quarterly basis, by reimbursement. Payment requests should be sent to the GOTR, along with the quarterly reports. The recipient must submit
 - 6.3.1. Standard Form 270, Request for Advance or Reimbursement
 - 6.3.2. Standard Form 272, Federal Cash Transactions Report
 - 6.3.3. Detailed Expenditures Worksheet (A9-A11)

- 6.3.4. The Detailed Expenditures Worksheet (A9 – A11) (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 and will NOT be paid unless and until corrected.
- 7.0. Section VII – Agency Contacts
- 7.1. Program Point of Contact. Only eligible entities should contact the SBA. In order to be eligible for this funding opportunity, the applicant must currently be funded by SBA as a Lead Small Business Development Center (SBDC). Please DO NOT contact SBA unless your organization is an eligible entity.
- 7.2. Questions concerning general information contained in this Announcement should be directed to the SBA Grants Office Technical Representative (GOTR), Office of Small Business Development Centers at (202) 205-6766.
- 8.0. Section VIII – Other Information
- 8.1. Advanced Understandings. Services and programs provided through the Grant should not wholly duplicate or replace any existing programs. Funds provided under this Program Announcement are not supplemental to current SBDC Program funding, and as such, all reporting should be discrete and separate from SBDC block grant funds. Program outcomes, including clients counseled and trained under this funding may not be commingled with other clients in the Entrepreneurial Development Management Information System (EDMIS), but remain a discrete activity of this grant alone.
- Where these understandings conflict with Section 21 of the Small Business Act, Part 130 of the SBA's regulations (13 CFR), relevant OMB circulars or SBA's policy notices, all of the above will control and take precedence over these understandings.
- 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 shall be resolved in the manner prescribed and within the time frames stated in the SBDC regulations and the Notice of Award. Every effort shall be made to resolve disputes.
- 8.4. Definitions. The following definitions apply to grants made under this Program Announcement:
- 8.4.1. SBDC Lead Center: The SBDC service center with whom SBA signs the Cooperative Agreement and with whom the SBA has the legal relationship within

that state. The SBA Lead Center maintains all service and satellite centers of the SBDC network under its jurisdiction.

- 8.4.2. Applicant: An SBDC Lead Center who is seeking a grant award under this Program Announcement.
- 8.4.3. Recipient: A qualified SBDC Lead Center that has been awarded a grant under this Program Announcement.
- 8.4.4. Small Business” means a business entity:
- 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
 - 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 include:
 - 500 employees for most manufacturing and mining industries
 - 100 employees for all wholesale trade industries
 - \$5 million in average annual receipts for most retail and service industries
 - \$17 million in average annual receipts for most general & heavy construction industries
 - \$7 million in average annual receipts for all special trade contractors
 - \$0.5 million in average annual receipts for most agricultural industries
- 8.5. Application Checklist. The application checklist can be found under Attachment 1 of this program announcement.

PLEASE NOTE:

The following forms are found on <http://www.grants.gov/> and are to be submitted as part of the application package: Application for Federal Assistance (SF 424); Budget Information for Non-Construction Programs (SF 424A); Assurances for Non-Construction Programs (SF 424B); and Disclosure of Lobbying Activities (SF LLL).

The following forms are found on SBA’s Office of Small Business Development Center home page at http://www.sba.gov/aboutsba/sbaprograms/sbdc/funding/sbdc_forms.html and are to be submitted as attachments: Certification Regarding Lobbying (SBA Form 1711); Certification Regarding Debarment Suspensions and Other Responsibility Matters (SBA Form 1623); Certification Regarding Drug-Free Workplace Requirements. Instructions are provided at www.grants.gov on how to submit these forms.

Attachment 1 - Application Checklist

Technical Proposal (Part I)	<input type="checkbox"/> All documentation under Section IV of the Program Announcement are accounted for (DO THIS LAST)
	<input type="checkbox"/> Cover page and table of contents complete
	<input type="checkbox"/> Paragraph 4.2.1.1. Discussion of technical approach
	<input type="checkbox"/> Paragraph 4.2.9.4. identify program director, project manager, financial representative
	<input type="checkbox"/> Paragraph 4.2.4.1. plan for monitoring program effectiveness
	<input type="checkbox"/> Paragraph 4.2.1.2. Discussion of applicants understanding of the requirement
	<input type="checkbox"/> Paragraph 4.2.5. discuss experience working with veterans and/or military personnel
	<input type="checkbox"/> Paragraph 4.2.1.3 conceptual project plan for (1) paragraph 4.2.1.3.1. marketing campaign, (2) paragraph 4.2.1.3.2. effective technology assistance, (3) paragraph 4.2.1.3.3. coordination among veteran.
	<input type="checkbox"/> Paragraph 4.2.2. include applicable links to conceptual project plans under paragraph 4.2.1.3.
	<input type="checkbox"/> Paragraph 4.2.9.5.1 define project scope
	<input type="checkbox"/> Paragraph 4.2.9.5.2 define project priorities
	<input type="checkbox"/> Paragraph 4.2.9.1. provide key personnel table and resumes as Attachment 3.
	<input type="checkbox"/> Paragraph 4.2.9.2. provide list of contractors and consultants and boilerplate agreements as Attachment 4.
	<input type="checkbox"/> Paragraph 4.2.9.3. include organization chart as Attachment 5.
	<input type="checkbox"/> Paragraph 4.2.4.2 provides project plan evaluation methodology and method for measuring outcomes of project objectives as Attachment 6.
	<input type="checkbox"/> Paragraph 4.2.4.4 provides Performance Measurement tools

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	and templates as Attachment 7.
Budget Information (Part II)	<input type="checkbox"/> SF-424 – Application for Federal Assistance (provided full street address)
	<input type="checkbox"/> SF-424(A) – Budget Information – Non-Construction Programs
	<input type="checkbox"/> Key Personnel Sheet
	<input type="checkbox"/> Budget Detail Worksheet (A9-A11)
	Indirect Cost Rate Agreements
Certification Forms and Assurances (Part III)	<input type="checkbox"/> SBA Form 1623 – Certification Regarding Debarment, Suspension, and Other Responsibility Matters
	<input type="checkbox"/> Certification Regarding Drug-Free Workplace Requirements
	<input type="checkbox"/> SBA Form 1711 – Certification Regarding Lobbying Activities
	<input type="checkbox"/> CPA Certification that financial system meets 2 CFR Part 215.21
	<input type="checkbox"/> Current year’s financial audit report. This may be a link to your website. Please include full URL address.