

PROGRAM PURPOSE

The Recovery Act permanently changed the requirements for job creation from 1 job per \$50,000 to 1 job per \$65,000. In addition, the Recovery Act permanently changed the 504 program to allow borrowers to refinance a portion of debt incurred as part of an expansion project.

PUBLIC BENEFIT

Refinancing increases the viability of small businesses through the restructuring of project debt while assisting in the expansion of the small businesses. These benefits translate to retention and creation of more jobs through greater resources in the hands of small business owners and more opportunities for continued small business growth in communities across the U.S.

QUICK PROJECT FACTS	
Project Description	Increase job creation goals and provide debt refinancing as an eligible use of proceeds on 504 expansion projects.
Appropriated Funds	-0-
Implementation Timeline	2/17/09 – 5/27/09
Program Sunset	None
RESOURCES	
Exec. Sponsor	Eric Zarnikow
Team Lead	Bin McConnell
Offices Involved	OFA, OCFO, OFO, OCPL, OGC, OCRM, PMO, & OCIO ¹

PROGRAM DETAILS

- Job creation/retention changed from 1 job per \$50,000 to 1 job per \$65,000
- Permit a limited amount of debt refinancing through the 504 program.

¹ See Glossary of Office Names

PROJECT PLANS

Milestones for this project are listed below. Progress will be measured against the planned delivery dates. The due dates listed below for notices and other major documents to be issued by the Agency incorporate a two to three week period between the initial drafting of the document and final clearance and publishing. During that period, the document must be cleared by all major offices in the Agency and by OMB.

Milestones (Accountable office[s])	Due Date	Status	Comments
Planning Phase			
Identify project tasks	3/23/09	Completed	
Perform Risk Assessment (ORM, Workgroup)	4/27/09	Completed	
Implement Risk Mitigation Plan (ORM, Workgroup)	5/22/09	Completed	
Execution Phase			
Issue Information Notice (Job Creation)	4/2/09	Completed	
Publish Federal Register Notice (Job Creation)	4/10/09	Completed	
Submit Policy Notice for OMB Approval	4/28/09	Completed	
Submit Press Release for OMB Approval	4/28/09	Completed	
Submit Training Materials for OMB Approval	4/28/09	Completed	
Submit Regulations for OMB Approval	4/30/09	Completed	
Submit Revised Forms for OMB Approval	5/01/09	Completed	
Issue and Publish Revised Forms	5/27/09	Completed	Published: 6/25/09
Publish Regulations (Debt Refinancing)	5/27/09	Completed	Published: 6/23/09
Issue Policy Notice (Debt Refinancing)	5/27/09	Completed	Issued: 6/23/09
Issue Press Release	5/27/09	Completed	Issued: 6/23/09
Provide industry and field with training regarding changes	5/27/09	Completed	Completed: 6/25/09
Evaluation Phase			
Monitor program performance (OCFO, PMO, Steering Committee, Workgroup)	Ongoing	Ongoing	

Dates in the chart above are subject to change based on final policy decisions and external factors. These factors may include the need to execute third-party contracts; recruit, hire and train additional staff; obtain necessary external approvals; and create or modify required systems. Project Plans will be re-baselined and updated as necessary.

TRANSPARENCY AND ACCOUNTABILITY

To report progress on the implementation of this project, SBA updates the Project Plan to report on the status of milestone attainment. SBA also generates a monthly Program Performance Report that is used to measure progress against agency-wide performance targets.

In addition, SBA generates a Recovery Report which contains detailed financial and performance information pertaining to SBA Recovery Loan programs, with cross-year outcome and performance comparisons.

Information contained in the Program Performance Report and Recovery Report Card will be updated monthly and published on SBA's Recovery web site:
<http://www.sba.gov/recovery/agencyplans>.

MONITORING AND EVALUATION

The SBA developed an agency-wide framework to ensure timely and effective implementation of Recovery Act projects to support America's small businesses. In the implementation and execution phases, the SBA Recovery Act Steering Committee, comprised of senior SBA leadership, met every week to review, evaluate and assess the status and results of each SBA-related Recovery Act project.

The CDC Lending project is managed by a team. Project teams and supporting offices are held accountable for on-time completion of project milestones and deliverables. Project teams met regularly with the Performance Management Office to track metrics and milestones, which were reported weekly to the Steering Committee.

The Steering Committee reviewed reports to identify:

- Progress made toward each project milestone
- Factors that have the potential to slow implementation or decrease effectiveness
- Effectiveness of each project measured against expected outcomes
- Success of any implemented adjustments made to strategies, services and project
- Effectiveness of risk mitigation strategies

In the evaluation phase, the Performance Management Office creates a weekly Performance Management Dashboard that summarizes progress and performance towards each program's goals. SBA's operations committee reviews this report and uses it to identify performance issues and opportunities for improvement. The Performance Management Office also produces a Monthly Report Card that provides a deeper dive into performance data.

Quarterly review meetings are chaired by the Chief Performance Officer and attended by the executives and staff of the program offices. The meetings are goal-oriented, future focused discussions that drive performance towards achieving the agency's strategic goals.

These reporting tools enable the Agency to identify issues and improve programs and policies to ensure that SBA's programs will help small business succeed.

GLOSSARY OF OFFICE NAMES

CLA	=	Office of Congressional & Legislative Affairs
DFC	=	Denver Finance Center
M&A	=	Office of Management & Administration
OCA	=	Office of Capital Access
OCFO	=	Office of the Chief Financial Officer
OCIO	=	Office of the Chief Information Officer
OCPL	=	Office of Communications & Public Liaison
OCRM	=	Office of Credit Risk Management
OED	=	Office of Entrepreneurial Development
OFA	=	Office of Financial Assistance
OHCM	=	Office of Human Capital Management
OFO	=	Office of Field Operations
OGC	=	Office of General Counsel
OPGM	=	Office of Procurement & Grant Management
OPP	=	Office of Policy & Strategic Planning
ORM	=	Office of Risk Management
PMO	=	Performance Management Office