U.S. Small Business Administration
Office of Women's Business Ownership (OWBO)

Funding Opportunity Announcement No. OWBO-COVID-1

REQUEST FOR WORK PLAN AND BUDGET

Project Budget Period: May 1, 2020 to April 30, 2021

Opening Date: April 7, 2020
Closing Date: April 21, 2020

The purpose of this Funding Opportunity Announcement (FOA) is to provide Women's Business Centers (WBCs) that are currently in SBA's WBC Program with resources to provide education, training, and business advising to small businesses that have experienced supply chain disruptions, staffing challenges, a decrease in gross receipts or customers, or a closure as a result of COVID-19.

This is a non-competitive grant opportunity; therefore, there is no synopsis posted at grants.gov. This FOA requesting work plan narrative and budget, templates, the instructions, and checklist were attached to the e-mail sent to the WBC Directors on April 7, 2020. All other required SBA forms and worksheets relevant to this request are located at sba.gov/wbc.

The SBA will not reimburse applicants for their proposal preparation costs, but applicants may request pre-award costs. Pre-award costs must directly relate to the conduct of the project and meet the tests of allowability, allocability, and reasonableness.

Given the current economic emergency facing the small business community and based upon SBA's experience in prior emergency situations, as informed by the findings and recommendations of the Agency's Inspector General, OWBO has decided in accordance with 2 C.F.R. § 200.307 that the generation of program income is not appropriate under these circumstances. As such, OWBO will not approve any requests made under 2 C.F.R. § 200.407 to generate program income.

Proposals responding to this FOA must be submitted via email to wbcapprovals@sba.gov by 11:59:59 p.m. Eastern Standard Time, on April 21, 2020. No other methods of submission will be permitted. Proposals submitted after the stipulated deadline will be rejected without being evaluated.

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Work Plan Narrative Guide

For each section below, the narrative must address **all** the questions included in that section. The total response to the requests in this template must be limited to 5 pages. This does not include the other required attachments. If the Host has multiple WBCs, make sure each narrative is unique to each WBC. Please use the sections below to organize your Work Plan Narrative.

I. **Statement of the Problem**

a. Describe the specific needs of small businesses resulting from the COVID-19 public health emergency in the geographic region your WBC serves.
b. Describe the current economic and business climate of the geographic region your WBC serves.

II. **Project Objectives, Metrics and Milestones**

a. **Project Design:** Describe your project's approach and how project activities will support small businesses impacted by COVID-19 by providing education, training, and business advising to small businesses on:

- accessing and applying for federal resources to access capital and promote business resiliency.
- the hazards and prevention of the transmission of COVID-19 and other communicable diseases.
- the potential effects of COVID-19 on the supply chains, distribution, and sale of products.
- the management and practice of telework to reduce possible transmission of COVID-19.
- the management and practice of remote customer service by electronic or other means.
- the risks of and mitigation of cyber threats in remote customer service or telework practices.
- the mitigation of the effects of reduced travel or outside activities on small business; and
- business practices necessary to mitigate the economic effects of COVID-19 or similar occurrences.

b. **Marketing and Outreach:** Describe how the center will market services to women entrepreneurs (including a representative number that are socially and economically disadvantaged) who's businesses have been impacted by COVID-19 and how that strategy will ensure that the project's performance targets will be achieved.

III. Financial Justification

There is no set format for the budget narrative and justification; however, further explanation must be provided for the specific cost categories and line items identified in the SF-424A form as well as any other information you deem necessary for OWBO's consideration. The written justification should include the necessity and the basis for the cost. Proposed funding levels must be consistent with the project scope, and only allowable costs should be included in the budget. Information on cost allowability is available in the Uniform Administrative Requirements, cost principles, and audit requirements for federal awards at 2 CFR part 200 (https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200), which apply to awards in this program. The budget narrative does not count against the five (5) page limit of the project narrative.

IV. Ineligible Applicants

Only WBCs in good standing are eligible to apply.

V. Additional Documents

a. Copies of contracts and consulting agreements (include 3 quotes for all subcontracts between $10,001 – $250K). The WBC Host Organization must adhere to OMB Memo: M-18-18 Micropurchase and Simplified Acquisition Thresholds for Grantees. If the Host Organization has any contracts greater than $10k a statement should be provided that would include a list of each contract above $10k, the three quotes for each contract and a justification if the lowest bidder is not selected. However, more than 49 percent of this project may not be contracted out to other parties (as measured by Project Funds). You also may not contract out the overall administration or day-to-day management of this project to any other party.
b. If there are contracts above $250k, the host must follow the competitive bid process and submit the contract for prior approval.
c. Indirect costs or Facilities and Administrative (F&A) charges are currently paid under the regular WBC core program funding. The purpose of this supplemental funding is to pay for temporary services to affected small business concerns who suffered, in many cases, extreme economic injury as a result of the COVID-19 pandemic in 2020. SBA strongly suggests against the charging of any indirect costs against the supplemental funding available under the CARES Act. This will ensure that the maximum amount of resources are available for WBCs to provide the required services.

VI. Submission Instructions

All proposals (narratives and forms) must be submitted electronically through email at wbcapprovals@sba.gov. NO OTHER FORMS OF SUBMISSION WILL BE ACCEPTED. Non-federal entities are required to have a DUNS number and must be registered with the

System for Award Management (SAM). If you experience technical difficulties with your submission, please contact your OWBO assigned Program Manager.

SBA Region	PM	Email
1,3, 5,6,7	Laura Maas	laura.maas@sba.gov
2,4, 8, 9,10	Tonya Harris	tonya.harris@sba.gov

VII. Reporting Requirements

Performance Reports must address the WBC's progress toward meeting activities, objectives and performance goals from the approved proposal. Reports should also include a discussion of issues the WBC believes may impair its ability to achieve these items by the end of the budget period, accompanied by proposed actions for improvement.

WBCs will submit metrics quarterly through the SBA Office of Entrepreneurial Development EDMIS portal and provide a quarterly report using the Performance Reporting Narrative to OWBO within 30 days after each Federally recognized quarter. Quarterly and Final Reports will include, but are not limited to:

- efforts to develop services to assist coronavirus-affected small businesses;
- notable counseling and training programs offered by the WBC;
- efforts to connect Small Businesses to EIDL, PPP and other SBA loan programs
- challenges faced by small businesses after the effects of coronavirus;
- **performance results for the following metrics: Unique Clients Served-** Number of Unique Clients Served (COVID-19 Impacted**), Capital Infusion-** Number of transactions (COVID-19 Impacted), and **Jobs Supported-**Jobs Retained, Saved, Created (COVID-19 Impacted); and
- other relevant outcome performance data with respect to small business, including the number of employees affected, the effect on sales, the disruptions of supply chains, efforts to improve remote and online sales and marketing, cybersecurity efforts, and the efforts to mitigate the effects of disasters on small-business operations.

VIII. **Checklist of Required Submissions**

Checklist of Required Submissions for the OWBO-COVID-1 - Work Plan & Budget Request Address and submit all information requested by the COVID-19 Work Plan & Budget Request Template. OPEN DATE: TBD, CLOSE DATE: TBD	
☐	The work plan narrative shall be limited to 5 pages and must include responses for each section. The work plan narrative should also address all of the questions included in each section. If the Host has multiple WBCs, please make sure each work plan narrative is unique to that WBC. You must number your responses in the order of the template. Do not type directly into the COVID-19 Work Plan & Budget Request Template.
☐	SF-424 (Form located at www.sba.gov/wbc)
☐	SF-424A (Form located at www.sba.gov/wbc)
☐	Annual Budget Summary Worksheets (Detailed Expenditure Worksheet)