

## **NOFO Supplement**

Illinois Small Business Development Center (SBDC)

### **Agency-specific Content for the Notice of Funding Opportunity**

#### **A. Program Description**

The following is a funding opportunity for the Illinois Small Business Development Center (SBDC) program. The program's primary purpose is to provide information and guidance to assist and accelerate the growth potential of viable, long-term, entrepreneurial ventures and small businesses in order to create and retain jobs in Illinois. Illinois universities, colleges and non-profit business development organizations are eligible to apply and operate a Illinois Small Business Development Center (SBDC) or a Illinois SBDC with an Illinois SBDC International Trade Center (ITC).

#### **Governing Authority/Order of Precedence**

This application is subject to the following requirements and representation, whether stated explicitly or incorporated by reference:

1. Any Federal and State of Illinois statues, regulations and policy documents.
2. Any terms and conditions cited in the formal application and Grant agreement issues by the Department of Commerce/Illinois SBDC.
3. The SBDC Program Announcement 2017 issues by the Office of Small Business Development Centers of the U. S. Small Business Administration (SBA).

#### **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER GOALS**

The Illinois Small Business Development Center (SBDC) has set forth the following major program goal areas. These goals ensure that certain areas of importance are noted. The following goals and indicators should be used at a minimum and should be monitored by center staff on an ongoing basis.

#### **Economic Impact Results From SBDC Assistance**

The area of economic impact is where the return on investment and the value added by the program is tracked. All Economic Impact information must be verifiable and documented.

Performance Indicators:

Number of new jobs created  
Number of jobs retained  
Number of new business starts  
Number of business expansions  
Dollar value of debt financing  
Dollar value of non-debt financing

#### **Business Advice**

The center should provide basic business advice services and business analysis to existing and potential small business owners.

Performance Indicators:

Number of Consultation Clients  
Total hours of one on one consultation (minimum 1,100 per \$80,000)  
Number Long Term Clients (5 or more hours: contact & prep)  
Number of formal client pitches/presentations to potential investors  
Number of successful intellectual property filings  
Average hours per client

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### **Education and Training for Business**

An annual training plan will be submitted in January of each calendar year. This training plan will outline preliminary arrangements for sponsored and co-sponsored workshops, seminars and events.

Performance Indicators:

Number of SBDC sponsored/cosponsored events

### **Professional Development/Training**

The continued process improvement of all staff is important in maintaining quality service for SBDC clients.

Performance Indicators:

Number of hours of Professional Development Training (40 per PFTTE)

### **Public Relations/Marketing Efforts**

The development of an overall public relations and marketing plan to promote the services provided by the center.

Performance Indicators:

Number of Success Stories submitted through the year via the designated Illinois SBDC Client Information Tracking System, (minimum 6)

### **ILLINOIS SBDC INTERNATIONAL TRADE CENTER (ITC) GOALS**

The Illinois SBDC International Trade Center (ITC) program has developed the following set of major program goal areas. These goals serve as a means by which the many important and diverse services and activities of the SBDC ITCs are noted. The following goals and indicators are the minimum standards by which you must record your activities. Additional goals and indicators may be added at each individual center's own discretion. However, you are encouraged to consult with your program manager before adding additional goal areas. None of the goal areas listed below may be eliminated from your official record-keeping activities unless directed in writing by ITC program management staff.

### **Economic Impact Resulting From ITC Assistance**

**Performance indicators:**

Number of new jobs created

Number of jobs retained

Dollar value of export sales secured (by country)

### **Business Advice**

The ITC should provide one on one international trade business guidance and services to existing small business owners.

**Performance indicators:**

Number of consultation clients

Hours of one on one consultation (minimum 1,100 per \$80,000)

Number of long term clients (5 or more hours: contact & prep)

Number of new clients

Average hours per client

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### **Education and Training for Business**

An annual training plan will be submitted in January of each calendar year. This training plan will outline preliminary arrangements for sponsored and co-sponsored workshops/seminars/events.

#### **Performance indicators:**

Number of seminars/workshops/events sponsored/cosponsored

### **Trade Specialist Training & Professional Improvement**

#### **Performance indicators:**

Number of hours of Professional Development Training (40 for PFTE)

### **Public Relations/Marketing Efforts**

#### **Performance indicator:**

Number of success stories submitted throughout the year via designated Illinois SBDC/ITC Information tracking system. (Minimum 6)

## **PROGRAM REQUIREMENTS**

### **Staffing for SBDC**

The preferred staffing requirements are that each SBDC shall have, at minimum, one Professional Full Time staff 100% dedicated to the program. The preferred staffing requirements of a fully operating SBDC are three full time employees: one full time director who devotes approximately 60% of his/her time to advice and 40% to managing the center and performing outreach responsibilities; one full time business advisor who spends 75% of his/her time providing one on one business guidance and 25% of his/her time assisting with training programs and other special activities; and one full time support staff person supporting all SBDC services.

The total work hours available for a full time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick, and vacation time and 40 hours for professional and personal development, each professional staff has a total of 1,500 hours of available time.

In addition, each center should have several part time and/or volunteer assistants available on a continuing and regular basis. This could include college student interns, faculty, professional small business experts, and private sector consultants. Time and effort for all resources must be properly documented. All staff and service providers will be required to sign an appropriate Conflict of Interest Statement upon execution of the annual center agreement.

The staffing recommendations can be modified based upon area client demand, resources provided by host organizations, and program emphasis. Some centers may depend more heavily upon outside consultants, while others will prefer to develop their own expertise. However, each Illinois SBDC and each specialized services center funded through this RFA must maintain at least one professional business advisor, dedicated 100% to each of the respective

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program areas. In certain locations, satellite centers may operate with less than full time staffing if circumstances are thoroughly justified in the application.

Each center host organization must notify the Department of Commerce Illinois SBDC in writing within three business days of receipt of a director/professional staff's departure notice. The Illinois SBDC retains the right to review the personnel change of director to determine whether support will be continued beyond the quarter during which the change occurs.

Prior to the interview process, copies of resumes/applications of the top candidates seeking to fill the position of center director and professional staff shall be forwarded to the Illinois SBDC for review. The Illinois SBDC State Director or designee shall be in attendance at the actual interview session of the final candidates and be afforded the opportunity to discuss and make recommendations on the candidates. The Illinois SBDC reserves the right for the final approval and hiring of director/professional staff candidate, however, reasonable approval will not be withheld. Sample position descriptions are included.

#### **Staffing for ITC**

Each SBDC International Trade Center shall have, at minimum, one Professional Full Time Staff 100% dedicated to the program.

The preferred staffing requirements of a fully operational Illinois SBDC ITC are: one full-time director who devotes approximately 60% of his/her time in direct advice, client outreach and special activities and 40% of his/her time in the management and promotion of the center; one full-time trade specialist who devotes 75% of his/her time in direct client advice and 25% assisting with training and special activities; and appropriate administrative support for the center.

The total work hours available for a full time professional are 1,950 hours, based on a 37.5 hour work week at 52 weeks/year. Allowing for 300 hours of holiday, sick, and vacation time and 150 hours for professional and personal development, each professional staff has a total of 1,500 hours of available time.

#### **Staff Development**

Center directors are required to participate in all meetings designated by the Illinois SBDC. Business advisors, coordinators, and professional staff are strongly encouraged to attend. These meetings provide an excellent opportunity for training, networking, planning, and exchanging information.

All center directors, advisors, and professional staff are required to obtain the initial Certified Business Development Advisor designation within the first two years of joining the program. The certification process is maintained thorough the Illinois Entrepreneurship and Small Business Growth Association (IESBGA). All full time professionals are expected to recertify every three years after the initial certification has been awarded. All full time professional staff are required to complete a minimum of 40 hours of professional development training each year. All centers must utilize the Neoserra system to track professional development hours for staff.

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In addition to the network meetings, the Illinois SBDC may require center director's attendance at other training meetings such as those held by IESBGA. The centers shall also identify individual training needs and make the necessary training available for center staff.

#### **Recognition and Identity**

Illinois SBDC recognition is crucial to the long term success of the programs in Illinois. All centers are required to adhere to the following policies and guidelines. More detailed recognition and branding guidelines will be provided to all successful applicants and will be available on the CenterConnect website.

Each center will identify and promote itself as an "Illinois Small Business Development Center (or SBDC) at (Host Institution)" both verbally and in writing. The standard logo is to be used on all flyers, websites, email signatures, letterhead, disclaimers, advertisements, forms and promotional items. The logo must be prominent and adhere to the program logo guidelines. The color of the logo must be maintained unless an exception is pre-approved by the Illinois SBDC management. As required by program specific guidelines, acknowledgement of the support of the U.S. Small Business Administration (SBA), and the Department of Commerce, shall appear on all materials listed above.

Center business cards must display the logo in the prescribed format on the front of the card. The center should also be properly identified as "Illinois Small Business Development Center (or SBDC) at (Host Institution)" along with the name of the individual.

Signage is an important component of identity and recognition. In addition to directional signage, prominent identification of each center as an Illinois SBDC is required as detailed in the program guidelines. Guidelines also require the use of the SBA logo on center signage.

In order to maintain a consistent and uninterrupted flow of emails to the Centers, each successful applicant may create and maintain a generic email address in the following appropriate formats:

- IllinoisSBDC@(host name)
- SBDC@(host name)
- IllinoisSBDCITC@(host name)
- SBDCITC@(host name)

Each center will identify and promote itself as an "Illinois Small Business....." both verbally and in writing. This includes any social media accounts, marketing materials and forms.

#### **Knowledge of Client Needs and Expectations**

Each center must demonstrate it has a systematic process or processes to analyze the needs of its small business community. Further, the center must demonstrate it utilized the results of the analyses to develop and deliver programs to meet identified needs. The needs analysis is not required to be a formal research effort, nor must it be a state or regional-wide analysis. It must, however, be designed to obtain information from relevant public, private, and educational institutions, as well as from owners of small businesses and entrepreneurs in order to identify and develop valuable services for the Illinois SBDC to offer.

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Research on client needs and expectations should include a systematic process for gaining customer knowledge. The process should:

- use multiple listening posts
- determine key customer requirements
- determine product/service features of importance to customers

The objective is to identify and segment customers, markets, and key stakeholders and to determine requirements, expectations, products, services and preferences for each.

#### **Market Sector Focus**

Each Illinois SBDC and each specialty services program must identify its specific market sector (i.e. manufacturing, energy, retail, agri-business, etc...) and demographic focus (i.e. rural, women, etc...) and strengths. The applicant must clearly identify its key strengths and how the applicant plans to share these strengths and its special market sector focus with the other members of the SBDC Network. The market sector focus should be based on the strengths of the local economy as well as the abilities and strengths of the local SBDC. The support and expertise housed within the host institution will also play an important role in determining the key market sector focus of the SBDC.

#### **Marketing**

Each center shall implement a marketing and outreach plan designed to inform its various stakeholder groups and existing and prospective small business owners and entrepreneurs of the services available through the center. An annual marketing plan outline is required with the application.

Ongoing outreach and communication with stakeholders such as state and federal legislators are critical to educating them about the services available to their constituents. Regular communication regarding center impact and accomplishments with key stakeholders is required. Each center shall host at least two events per year in which state and/or federal legislators and other key stakeholders are invited to visit the center. Each center is also strongly encouraged to participate in all the Illinois SBDC sponsored conferences, exhibits, expositions and workshops.

The SBDC banner is provided to each center as a marketing tool and must be prominently displayed in a public place within the center office. Each center will provide a link from its website home page to the home pages of The Department of Commerce Illinois SBDC and the U. S. Small Business Administration (SBA).

#### **Resources**

Each center shall compile and maintain a listing of all area business assistance resources, including governmental, educational, and private sector resources. Business clients with adequate financial resources or firms whose requirements are beyond the capacity of the center or resource staff shall be referred to private consultants and other professionals. Each center shall refer clients equitably to at least three available private consultants. Such equitable distribution should prevent over-reliance on any one private consultant or professional. Centers/staff shall not receive compensation for any such referrals, either directly or indirectly.

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#### **Advisory Board**

Successful applicants shall create and/or maintain a board of advisors comprised of local/regional small business owners and other small business-related members such as lenders, equity investors, chamber of commerce representatives, other economic development individuals, educational institution personnel, governmental representatives, and other appropriate individuals who reflect the applicant's market sector focus. When two or more center programs within the Illinois SBDC Network are hosted by the same organization, one board of advisors can be utilized to support all center programs.

The local center advisory boards shall meet at least twice per year. Advance notice of the center's advisory board meetings and member listing shall be submitted to the Illinois SBDC office. All meetings of the center's advisory board must comply with the Open Meetings Act.

#### **Financial Management**

Each center must utilize an automated financial management system to maintain accurate and up-to-date financial records. This system must incorporate all program costs and written documentation must be maintained for back-up. Host institutions are subject to pertinent federal regulations, which govern administrative and financial management of the programs.

Each center must utilize either an existing in-house, automated financial management system or an appropriate financial management software program to maintain accurate and up-to-date financial records. This financial management system must incorporate all program costs, including both Grant funds and cash match, into one general ledger to insure that costs are tracked separately within the host institution. All program costs must be encumbered or expended by the last day of the cooperative agreement. A separate account must be established to be used solely for program income and each program has different requirements for reporting and maintaining program income.

Time and effort performance must be documented for all individuals contributing their time toward delivery of center services and who appear in the Cooperative Agreement as being paid with Department of Commerce funds or cash match dollars. Time and Effort Certification forms must be completed and signed, at minimum, on a monthly basis and kept on file at the local center office for fiscal monitoring. Time and effort documentation must specify how time was spent in direct support of the center operations.

Submission of a copy of the organization's general ledger and chart of accounts will be required in conjunction with an annual financial review. Documentation for costs incurred will also be solicited on a random basis throughout the grant period to insure compliance with rules and regulations. A lack of appropriate fiscal documentation may result in disallowed costs.

#### **Offices**

Each center shall maintain a visible, professional, fully equipped, Americans with Disabilities Act (ADA) compliant office location, with a separate and publicly listed phone number, so as to be easily accessible to small business clients. Each facility shall have adequate parking for business clients. Signage will clearly indicate the Illinois SBDC's location. The location of a center must be thoroughly described and justified in the application narrative. A center's location should be

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convenient to its constituent base. A proposed center located in a convenient, business like environment will receive special consideration in the application review process. Co-location of multiple programs at one location is also strongly encouraged.

#### **Hours and Holidays**

All centers shall be open for service and operate on a full-time, 5-day per week basis excluding weekends and holidays. Special consideration shall be given to applications which offer extended evening and/or weekend hours. The total number of holidays (days closed) during the program year shall not exceed 12 in a 12 month period. Center closures exceeding one working day shall require formal notification of the Illinois SBDC lead office.

#### **Office Support**

The CenterConnect site was developed to keep all Illinois SBDC Network information current and easily accessible. The Operations Manual, policy notes, forms, logos, recognition and identity requirements, and the Illinois SBDC directory are a small sampling of what is available on the CenterConnect site. URL links for dynamic information and publications such as federal regulations and SBA documents are provided on CenterConnect. Publications available through the Business Information Center, as well as Certified Business Development Advisor Modules, can also be found on CenterConnect. All employees at all Centers are strongly encouraged to check the site frequently for the Weekly Connection newsletter and other pertinent information that is posted regularly. Successful applicants will be provided access to this website.

#### **Client Files**

Each center must maintain a system of files which is both functional and efficient. Complete paperless information about each client must be securely maintained. All information must be easily retrievable. Centers should maintain paperless files to the fullest extent possible.

The following standards are applicable to center client files:

- All one time client files need to be maintained in alphabetical order
- A single electronic or hard copy file will be maintained for each one-time and ongoing client containing:
  - Request for Consultation (RFC) Form with an original signature or facsimiles
  - Client Activity Record (CAR)
  - advice history log (if ongoing) with all hand written notes (printed copies of the advisor notes are optional)
  - referral sheets (if applicable)
  - economic impact verification documents (if applicable)
  - copies of correspondence from the client
  - copies of reports provided for client
  - other materials as appropriate
- Client files must be maintained securely to preserve the confidentiality of their contents.
- General information requests should be maintained separately and organized by program year.
- Business Advisor notes for each session should contain complete information including:
  - the date services were provided

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- who attended the session
- what was the primary focus of the session
- what actions/steps had been accomplished since the last meeting
- what are the items that need addressed before the next meeting
- the next meeting date
- All economic impact results (i.e. debt financing, export dollars, equity investments, jobs created, jobs retained, new business starts, contracts, grants) must be verified by the client and attributed to the services provided by the center. The impact information must be for a specific amount.

#### **Training Files**

The following standards are applicable to center training files. A single folder will be maintained for each training activity, in the order of presentation and will include:

- Management Training Report, SBA form 888
- attendee list
- training evaluation forms and summary
- brochures or other marketing material
- financial information

#### **Personnel Files**

Each center shall maintain personnel files on all full and/or part-time staff. Personnel files shall include a copy of the signed Conflict of Interest Statement and resume. The original signed Conflict of Interest Statement shall be submitted with the annual Cooperative Agreement to the Illinois SBDC Lead Center Office. Signed monthly (at minimum) Time and Effort sheets are required on all staff included as part of the cooperative agreement.

#### **Technology Services**

Each Illinois SBDC application must include a plan to provide technology related services to program clients. These services, which may be provided directly by SBDC staff or secured through other resources, shall include, but are not limited to the following:

- make linkages for clients with appropriate resources for assistance on Federal research and development grants
- conduct seminars and/or training sessions aimed at furthering the technical and intellectual skills of Illinois business owners, managers and entrepreneurs in the area of technology
- assist with general feasibility studies of new venture ideas
- provide marketing assistance for technology clients
- assist Illinois innovators in locating Illinois manufacturers to produce and market their inventions

#### **Additional Resources**

All Illinois SBDCs shall bring the following minimum outside resources to the program:

- pro bono advisors/private consultants
- SBA Resource Partners
- faculty advisors (where available)
- student resources (where available)

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- identify women and minority business owners who can assist emerging business owners in mentor/protégé or coaching relationships
- high speed Internet access for center staff.
- provide other resources and services including:
  - A current file maintained in the form of a resource directory of federal, state, and local resources available to small businesses through the Illinois SBDC Network, including Illinois Manufacturing Excellence Centers (IMEC), Procurement Technical Assistance Centers, SBDC International Trade Centers, Small Business Environmental Assistance Program and Energy and Recycling programs
  - Referral and linkage to information specialists and technology transfer agents as well as lab, engineering, design, and technology adaptation facilities
  - Maintenance of cooperative working relationships with financial institutions, CPA associations, bar associations, management groups, trade associations, business organizations, chambers of commerce and SBA Resource Partners
  - Establishment and maintenance of a basic library for client usage that contains SBA and State of Illinois publications as well as small business related periodicals pertaining to business planning, marketing, financing, management materials, statistical data needed by small businesses, newspapers, and reference materials. Appropriate business video/audio tapes and software programs together with self-instructional and interactive materials are also encouraged
  - Utilization of financial analysis software when assisting clients with loan structuring

Small businesses which participate in Illinois SBDC activities may have requests for services that are beyond the expertise of the SBDC business advisor. In such cases, the SBDC shall assist the small business client by directing and arranging for assistance from other cooperating service providers or private sector resources.

#### **Education and Training**

The Illinois SBDC will provide for a core training program, at minimum, in the following areas:

- financial analysis/access to capital in small business
- starting a small business; business planning; business incorporation
- expanding a small business
- utilization of e-Business technology
- marketing a small business
- small business taxation
- availability and access to local, state and federal resources
- use of social media in small business

Applicants shall ensure that quality training designed to improve the skills and knowledge of existing and prospective small business owners/managers is provided within their respective service areas. A training unit may take the form of a complete course, conference, or workshop consisting of one or more sessions with a minimum of one hour of training.

Training in basic small business management subjects and in specialized areas shall be emphasized. Topics of special interest to women, minorities, veterans, persons with disabilities, farmers, exporters, and young entrepreneurs are also encouraged.

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Pre-business workshops are required of all SBDCs. The workshop should be titled “Starting Your Business in Illinois” with a minimum length of two hours. At least one per month must be offered by each SBDC. Although these seminars are to be called and marketed as, “Starting Your Business in Illinois” a local tag line is allowable in addition to the standardized title.

The First Stop Business Information Center publication, “Starting Your Business in Illinois” handbook, should be the basis for content in these workshops. Additional content is allowable. At a minimum, all of the major areas of business startup issues must be presented. Charging a reasonable fee to recover costs for these seminars is allowable.

In no event shall Illinois SBDCs compete with, or duplicate, small business educational programs offered by local colleges, chambers of commerce, private sector organizations, associations, and other small business assistance providers. Applicants are encouraged to utilize co-sponsored training arrangements with these entities to extend outreach and productivity. Final responsibility for the quality of the training rests with the SBDC.

#### **Screening and Referral**

Each Illinois SBDC is expected to provide basic screening of businesses to determine their potential to successfully export their products or services to international markets or sell in the government or private contracting arenas. Businesses which demonstrate the desire and ability to pursue such market expansion shall be referred to as an Illinois SBDC International Trade Center or Illinois Procurement Technical Assistance Center. Regular follow-up contact is required for all referrals.

#### **Disaster Operations Plan**

Each service center must have in place a disaster plan in coordination with the host institution to ensure delivery of services to small businesses in its area of operations, and such plans must be kept on file and available for review by Illinois SBDC and SBA officials. Plans should be reviewed annually and updated as needed. Illinois SBDCs individually, and in cooperation with SBA and other federal agencies as well as state and local entities, are encouraged to provide disaster recovery assistance to support impacted small businesses in local economies.

#### **Business Advice, Services and Assistance for ITC**

The Illinois SBDC ITC shall provide client advice on exporting to Illinois small and medium-sized businesses seeking international trade assistance. Advice shall be provided at the center and/or on site at the business location. Advice services shall include but not be limited to: pricing, documentation, finance options, shipping and logistics information, translation, foreign market and industry research, tariff schedules, and industry classifications.

Depending on the availability of funding each Illinois SBDC ITC should provide a full-time Trade Specialist to provide one-on-one trade assistance. This assistance may be provided either directly through contractual agreement with recognized experts, or indirectly through referrals to cooperating agencies or organizations. This assistance will provide international trade information, preliminary market research for clients, and assist clients in developing an international marketing plan and/or business strategy.

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The Illinois SBDC ITC shall promote and market the ITC and the SBDC services throughout the designated ITC service-delivery area. The ITC shall utilize such vehicles as newsletters, brochures, public speaking promotions, advertisements, and articles and work with other Centers/referrals as appropriate.

#### **Additional Resources for ITC**

The Illinois SBDC ITC shall serve as an outreach location of Department of Commerce's Illinois Office of Trade and Investment (OTI) promoting OTI services, trade shows and other programs. The ITC shall, when appropriate, refer clients to OTI staff for further assistance. The ITC shall closely coordinate activities with OTI domestic and foreign based offices.

The Illinois SBDC ITC shall develop and maintain follow-up contacts and network with other private and public sector international trade providers and resources.

The trade specialist shall schedule and visit, on a regular basis, designated SBDCs located in the ITC service/delivery area to provide client advice and other services as needed. The ITC will participate in coordination meetings of the SBDCs, all Illinois SBDC/IESBGA meetings and other meetings specified by program management.

The trade specialist shall provide other services and assistance as may be required to achieve the objectives of the ITC.

The Illinois SBDC ITC shall develop, maintain and update an international trade library of resource materials, resource providers, referral sources and other information necessary to assist small business exporters, including access to all materials provided through the National Trade Data Bank and other electronic resources.

Each Illinois SBDC ITC shall establish and maintain a basic international trade library that contains export-related periodicals, U.S. Department of Commerce, U.S. Small Business Administration, other federal agency publications and State of Illinois materials. Publications shall cover such topics as the basics of exporting, international marketing, country/market trends and statistics, industry statistical data, financing and other relevant reference materials. These materials will be used to help market and promote the services and activities of our private and public resource partners.

Access to these resource materials should be available for client use by the ITC as appropriate. Additional and more comprehensive resources shall be identified and made available through other area international trade providers such as public libraries, local colleges, state and federal government offices, and other community resource Centers.

Centers must have full time, high speed access to the Internet for center staff and clients.

#### **Education and Training for ITC**

The Illinois SBDC ITC shall develop, market, and present export training programs, workshops and/or seminars for new-to-export businesses.

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The Illinois SBDC ITC shall develop, market, and present Exporters Forums and other networking and training opportunities for new-to-market and more experienced exporting businesses.

The trade specialist shall participate in Illinois SBDC meetings in the ITC service delivery area as well as center designated meetings as directed by program management. Participation in the Annual Conference's and other training opportunities provided by America's SBDC Network and the National Association of Small Business International Trade Educators (NASBITE) is strongly encouraged.

#### **B. Funding Information**

This grant program utilizes both federal pass-through and state funds. The minimum annual funding request for an Illinois Small Business Development Center is \$80,000. Applications must cover a twelve month period (January 1, 2017 – December 31, 2017) project plan and must include a matching contribution of 100% of the grant amount. A minimum of 50% of the grant amount must be provided in cash match.

Each Illinois SBDC is expected to provide a minimum of 1100 hours of one on one consultation per \$80,000 in grant funds received from the Illinois Department of Commerce. The intent is to fund total awards up to \$5 Million in combined Federal and State funding. The total amount of program dollars awarded are subject to the availability of state and federal appropriations.

The Illinois Department of Commerce's regional focus facilitates reduced administrative costs, the maximum use of available resources and stronger regional coordination of all small business assistance services to better meet regional needs.

Applicants requesting funding through this opportunity must clearly demonstrate how small business and entrepreneurs' needs have been assessed and how the program services will be provided to address these needs throughout the regional service area. The applicant's service area must be clearly defined by county lines or the Department of Commerce's defined regions (except in Cook County which may be defined by street intersections). The Department of Commerce reserves the right to adjust the funding levels where it is determined to be in the best interests of the client base, the service area and the Illinois SBDC.

Applicants may submit an application for an Illinois SBDC or they may submit a consolidated application covering an Illinois SBDC and an Illinois SBDC International Trade Center. The consolidation of resources will help to reduce administrative costs, enhance regional cooperation, and foster synergy among all programs. In order to effectively serve an area, applicants may propose the use of "circuit riders," "satellites," video and/or internet advice and/or other methods of communication. Institutions are encouraged to establish coalitions with other service provider organizations within the region in order to deliver program services in the most effective and efficient manner possible.

Special consideration will be given to those applications which best demonstrate cost sharing, cooperation, coordination and consolidation within their respective regions.

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An entity may apply for a grant but will not be eligible for a grant award until the entity has pre-qualified through the Grant Accountability and Transparency Act (GATA) Grantee Portal, [www.grants.illinois.gov](http://www.grants.illinois.gov). During pre-qualification, Dun and Bradstreet verifications are performed including a check of Debarred and Suspended status and good standing with the Secretary of State. The pre-qualification process also includes a financial and administrative risk assessment utilizing an Internal Controls Questionnaire. If applicable, the entity will be notified that it is ineligible for award as a result of the Dun and Bradstreet verification. The entity will be informed of corrective action needed to become eligible for a grant award.

If an applicant has failed to meet an eligibility criterion at the time of an application deadline, the application will still be reviewed but the State will not make a State Award until all eligibility criteria are met.

#### **1. Eligible Applicants**

This package is intended to solicit applications from qualified Illinois universities, colleges, chambers of commerce and other non-profit business development related organizations that are interested in hosting and operating an Illinois SBDC.

The Department of Commerce and Economic Opportunity complies with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to: The Illinois Human Rights Act (775 ILCS 5/1-101 et seq.), The Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.), The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a-and 2000H-6), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), The Americans with Disabilities Act of 1990 (42 USC 12101 et seq.), and The Age Discrimination Act (42 USC 6101 et seq.).

#### **2. Cost Sharing or Matching**

A minimum overall matching contribution of 100% of the grant amount is required which includes a required minimum cash match of 50% of the grant amount. In-kind (non-cash) match of 50% of the grant amount may be provided to meet the full required matching contribution of 100% of the grant amount.

#### **3. Indirect Costs**

The Illinois SBDC does not allow grantees to recover indirect costs from the grant funding provided for this program. However, a grantee may utilize waived indirect costs towards the in-kind (non-cash) matching requirement. In order for a grantee to apply waived indirect costs toward the in-kind match requirement of this grant they must have an approved Indirect Cost Rate agreement from a cognizant federal agency, utilize the 24% indirect cost rate agreement approved by the U. S Small Business Administration for the SBDC program, take the 10% de minimums rate or negotiate a separate state rate.

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### **D. Application and Submission Information**

#### **1. Address to Request Application Package**

All application materials are provided through this announcement. Also, you may contact the First Stop Business Center at 1-800-252-2923 or utilize our TDD number of 1-800-785-6055.

#### **2. Content and Form of Application Submission**

Your detailed application, including Uniform Application, narrative and Uniform Budget, must be a single PDF document submitted as an e-mail attachment to [mark.petrilli@illinois.gov](mailto:mark.petrilli@illinois.gov) at the Illinois Department of Commerce **by 5:00 PM (CST) Monday, November 21, 2016.**

#### **3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM).**

Each applicant (unless the applicant is an individual or Federal or State awarding agency that is exempt from those requirements under 2 CFR § 25.110(b) or (c), or has an exception approved by the Federal or State awarding agency under 2 CFR § 25.110(d)) is required to:

(i) Be registered in SAM before submitting its application. If you are not registered in SAM, this link provides a connection for SAM registration:

<https://governmentcontractregistration.com/sam-registration.asp>

(ii) Provide a valid DUNS number in its application; and

(iii) Maintain an active SAM registration with current information at all times during the entire period of an active Federal, Federal pass-through or State award or an application or plan under consideration by a Federal or State awarding agency. The Department of Commerce and Economic Opportunity may not make a Federal pass-through or State award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with these requirements by the time the Department of Commerce and Economic Opportunity is ready to make a Federal pass-through or State award, the Department of Commerce and Economic Opportunity may determine that the applicant is not qualified to receive a Federal pass-through or State award and use that determination as a basis for making a Federal pass-through or State award to another applicant.

#### **4. Submission Dates and Times**

Your detailed application must be submitted as a PDF file and sent as an e-mail attachment to [mark.petrilli@illinois.gov](mailto:mark.petrilli@illinois.gov) at the Illinois Department of Commerce **by 5:00 PM (CST) Monday, November 21, 2016.** If the deadline is not met the application will not be reviewed until all others have been evaluated and given consideration.

#### **5. Intergovernmental Review, if applicable**

This funding opportunity is not subject to Executive Order 12372, "Intergovernmental Review of Federal Programs."

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### **6. Funding Restrictions**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Final Guidance”), located at 2 C.F.R. 200 *et seq.*, supersedes and combines the requirements of Office of Management and Budget (OMB) Circulars A-21, A-87, A-102, A-110, A-122, and A-133. The SBA has published exceptions to the Final Guidance at 2 C.F.R. Part 2701. Any reference to the OMB Circulars are subject to the Final Guidance.

The Final Guidance regulations may be viewed at:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=31c16b2c5bf9fe1fba6fda6e634d6fdf&mc=true&node=pt2.1.200&rgn=div5>

The most current versions of the OMB grants management circulars can be easily accessed at this frequently updated site: [www.whitehouse.gov/omb/circulars/index.html](http://www.whitehouse.gov/omb/circulars/index.html). We encourage each center director and fiscal staff to become familiar with the applicable federal regulations and use them as a reference.

### **E. Application Review Information**

#### **1. Criteria**

The Illinois Department of Commerce’s regional focus facilitates reduced administrative costs, the maximum use of available resources and stronger regional coordination of all small business assistance services to better meet regional needs.

Applicants requesting funding through this opportunity must clearly demonstrate how small business and entrepreneurs' needs have been assessed and how the program services will be provided to address these needs throughout the regional service area. The applicant’s service area must be clearly defined by county lines or The Department of Commerce’s defined regions (except in Cook County which may be defined by street intersections). The Department of Commerce reserves the right to adjust the funding levels where it is determined to be in the best interests of the client base, the service area and the Illinois SBDC.

Applicants may submit an application for an Illinois SBDC or they may submit a consolidated application covering an Illinois SBDC and an Illinois SBDC International Trade Center. The consolidation of resources will help to reduce administrative costs, enhance regional cooperation, and foster synergy among all programs. In order to effectively serve an area, applicants may propose the use of “circuit riders,” “satellites,” video and/or internet advice and/or other methods of communication. Institutions are encouraged to establish coalitions with other service provider organizations within the region in order to deliver program services in the most effective and efficient manner possible. Special consideration will be given to those applications which best demonstrate cost sharing, cooperation, coordination and consolidation within their respective regions. Applicants should indicate in the narrative if they are also submitting a separate funding application for an Illinois Procurement Technical Assistance Center.

The Illinois SBDC is a collaborative effort between universities, colleges, economic development groups, business organizations and local, state and federal governments to

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serve the management and technical assistance needs of Illinois small businesses, entrepreneurs and small technology companies. Applications must clearly demonstrate how the applicant will assess and coordinate these various resources in order to provide quality assistance. In order to effectively administer and deliver services the applicant is expected to secure additional support and cash resources beyond the minimum levels required in the application. The applicant will receive credit in the application review process for leveraging additional cash resources. Applicants are encouraged to detail these resources within the application narrative as part of the coordination/cooperation section.

### **2. Review and Selection Process**

Applicants are given approximately six weeks to prepare and submit the application with the designated attachments. The application and attachments should reflect the 12 month period for CY17.

The application process consists of a three phase approach to fully evaluate applicant's proposals.

#### **Phase 1: INITIAL REVIEW:**

The Illinois SBDC staff will perform an initial cursory review to ensure proposals are in compliance with basic form and content requirements. At this time the applications are logged in with applicant's name, submission date, center program, and funds requested.

#### **Phase 2: IN-DEPTH APPLICATION REVIEW**

All applications undergo an in-depth review by a minimum of three department staff persons. Reviewers utilize the Application Review Instrument to evaluate the strength and completeness of the application.. At least one of the reviewers must be a Illinois SBDC Network staff person. Reviewers may also be selected from other Bureaus/Divisions of the Department of Commerce and Economic Opportunity. Following in-depth review and scoring by at least three staff persons. The application scores are compiled.

#### **Phase 3: STAFF RECOMMENDATIONS/FINAL REVIEW:**

Following the completion of the Phase 2 Review, the Illinois SBDC staff develops funding recommendations, taking into account the available state and federal appropriation levels for the SBDC program. These recommendations are submitted for review, approval and processing through the Department of Commerce and Economic Opportunity and Small Business Administration for funding approval.

### **3. Anticipated Announcement and State Award Dates**

Applicants will be notified upon completion and approval of the funding plan, contingent on the availability of funds.

## **F. Award Administration Information**

### **1. State Award Notices**

A successful applicant will be notified in writing by the Agency.

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### **2. Administrative and National Policy Requirements**

All applicants must follow all Federal, State of Illinois, and Illinois SBDC Program rules, guidelines and policies.

### **3. Reporting**

Each center must maintain records in accordance with specific program guidelines and policies including the use of the current client tracking management information system (Neoserra), Fiscal Reporting in Grantee Reporting System (GRS) and Grantee Reports for the Department to monitor the grant. The components that are captured by the reporting system are:

#### Neoserra (Client tracking system)

- Program Activity Report - The activity report must be clear, concise and highlight significant program activities for the prior period, consistent with SBA guidelines (Appendix B). These center highlights must be entered into the designated electronic management information system (Neoserra) within ten (10) days after the end of the quarter.
- Economic Impact Reporting/Job Count FTE Certification Reporting - Signed verification for all economic impact results must be secured from center clients and maintained in the center's client files. Economic impact results must be maintained in the designated client tracking management information system (Neoserra) as it occurs. Required specified information must be secured from clients for each reported job created and each reported job retained as a result of the center services. All centers must use the economic impact survey feature to secure information on reported economic impact from clients.
- Success Stories - Each center is responsible for developing success stories (as they occur) and reporting them in the designated client tracking management information system.
- Management Training Reports (888's) - Shall be entered into the designated electronic management information system within five (5) business days of completion of the training event. Co-sponsored Management Training Reports shall also be completed for all co-sponsored events and entered into the MIS within five (5) business days of the event.

#### Grantee Reporting System (GRS)

- Grant Costs - Reporting of grant costs is to be done on an ongoing basis via GRS, more frequent reporting of costs are encouraged.
- Match Costs - Reporting of match costs are to be done on an ongoing basis via GRS, more frequent reporting of costs are encouraged.
- Cash Requests - Reimbursement requests are to be done on an ongoing basis via GRS, more frequent cash requests are encouraged to facilitate cash flow.
- Program Income Reporting - Earnings by the Grantee, including interest income, realized from Grant supported activities must be reported to the Department on an ongoing basis and expended only for purposes specified in the Scope of Work via GRS.

#### Department Required Reports

- Grantee Report (GR) – Submission of the GR is required at a minimum on a quarterly basis, but will be outlined in the Welcome Package's Reports Deliverable Schedule. The report is required for the Department of Commerce to monitor the expenditures and progress of the grant.

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- Final Grantee Report (FGR) – Submission of the FGR is required within 30 days of the end of the grant period or the effective date of the termination of this agreement, whichever comes first. The Grantee must report on the expenditure of Grant Funds provided by the grant and required cash matching funds. The report will be prepared based upon final entries into GRS and Neoserra. The Grantee is responsible for taking the necessary steps to correct any deficiencies disclosed by such FGR, including such action as the Department, based upon its review of the report, may direct. Submission of this report shall include a Property Inventory Form, if required.

### **G. State Awarding Agency Contact(s)**

If you have any questions regarding the Notice of Funding Opportunity and Uniform application, please use the contact information below.

Mark A. Petrilli  
State Director - Illinois SBDC Network  
Illinois Department of Commerce & Economic Opportunity  
O: 217.524.5700  
[Mark.Petrilli@illinois.gov](mailto:Mark.Petrilli@illinois.gov)  
[www.illinois.gov/dceo](http://www.illinois.gov/dceo) [www.ilsbdc.biz](http://www.ilsbdc.biz)

### **H. Other Information - Definitions** - Listed below are definitions of several terms commonly used in the Small Business Development Center Program.

- Applicant - An eligible organization that applies for funding.
- Budget Period - The 12-month period, in which expenditure obligations are incurred by an SBDC network coinciding with the calendar year.
- Businesses Created, Number of (Reporting) - Businesses are considered “Created” if, at the previous session (whether in the current fiscal year or a past one), the client was not “in business,” and at a subsequent session or update (in the fiscal year being reported) was “in business”.
- Capital Infusion - Capital infusion includes all forms of debt and investments from all sources (i.e. lines of credit, consumer debt products used specifically for the business, angel investors, owner’s capital contributions, etc.). Credit lines and other revolving debt facilities/instruments are to be recognized for the full amount of the line of credit when established and not to be based on individual draw-downs. Aggregate total of the following:
  - Dollar Amount of SBA Loans
  - Dollar Amount of non-SBA Loans
  - Dollar Amount of Equity Capital (to include private investment)
- Cash Match - Each grantee is required to ensure no less than a fifty (50%) percent cash matching contribution. This cash outlay shall not include indirect costs, in-kind contributions, or program income derived from activities supported in whole or in part with Federal, State or match funds. Direct cash match committed by the applicant organization (i.e., personnel services, fringe benefits, consultants, etc.) may be included in the cash match only to the extent that these costs were committed as part of the specific direct line costs verified by the Certifying Representative prior to funding. Further, the

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cash match shall not include: (1) Funds contributed from other Federal sources; (2) Program income or fees collected from recipients of assistance, whether collected by the lead SBDC or other service centers. (3) Amounts committed by the applicant organization for unidentified and/or contingent costs in the budget proposal.

The cash match must be committed up front and identified by source and amount in the grantee budget. In addition, the contributors, requirements, specifications, or deliverables must be clearly identified in the application. The cash account allocated to the program, as well as the entire budget, must be under the direct management of the Center Director. The availability of this cash contribution for program operations must be certified by the official from the applicant organization who signs the agreement. All cash match must be verifiable back to the SBDC ledger.

- Client - The client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving SBDC services. There are three types of clients:
  - In-Business: An “in business client” is defined as one that has completed required registration(s), if applicable, with the local, state, and/or Federal Government (e.g., DBA registration, get a business license, agency issued tax identifications, etc.) AND at least one of the following:
    - Has documented a transaction from the sale of a product or professional or personal service for the purpose of gain or profit;
    - Has contracted for or compensated an employee(s) or independent contractor(s) to perform essential business functions;
    - Has acquired debt or equity capital to pursue business operations (e.g., to purchase inventory, equipment, building, business, etc.); or,
    - Has incurred business expenses in the operation of a business.
  - Start-up: those individuals (entities) who have been in business up to 12 months.
  - Nascent (Pre-venture) Entrepreneur: those individuals who have taken one or more active steps to form a business, according to the Kauffman Foundation ([www.kauffman.org](http://www.kauffman.org)). This includes individuals seeking assistance from SBA and/or one of its resource partners.
- Consultation/Advising/Guidance - Services provided to an individual and/or business that are:
  - substantive in nature and require assistance from a resource partner or District Office personnel in the formation, management, financing, and/or operation of a small business enterprise; AND
  - specific to the needs of the business or individual; AND
  - require a signed Request for Consultation (RFC) or equivalent form that supports SBA’s management information database; AND
  - fees for advising may not be charged.
- Advising is one-on-one, in person (face-to-face), on the telephone or electronic. To allow for reporting of time invested in a client, preparatory time will be tracked separately from contact time but attributed toward advising time in data reporting. Travel time will not count toward advising time but will be tracked separately.
- SBDCs must provide advising to both current and nascent entrepreneurs (pre-venture).

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- An SBDC's advising clients should be reflective of its area's demographics. SBDCs must assist small businesses in solving problems concerning operations, manufacturing, engineering, technology exchange and development, personnel administration, marketing, sales, merchandising, finance, accounting, business strategy development and other disciplines required for small business growth and expansion, innovation, increased productivity, management improvement and maintaining the industrial base.
- Face-to-face Advising (in person): - Meets the definition of "advising" and includes any advising session thereafter regardless of time. The recipient of the advising must acknowledge, through a RFC or an SBA approved "electronic substitute," the requirements imposed by accepting advising assistance from the SBA or its resource partner(s). Each client will be counted once in a fiscal year, with the reporting to include both the number of sessions and the number of hours spent with each. If multiple people participate from one business, only one person will complete the RFC. The advisor will note how many people were in attendance so that the number of people served can be tracked.
- On-line Advising (electronic) - Meets the definition of "advising" and the recipient of the advising must acknowledge, through a RFC or an SBA approved "electronic substitute," the requirements imposed by accepting advising assistance from the SBA or its resource partner(s). Initial on-line advising must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting On-line Advising - At a minimum the following fields should be completed on a RFC or an SBA approved electronic substitute:
  - Client Name or approved client-coded name/number
  - Email Address
  - Zip Code
- Telephone Advising - Meets the definition of "advising" and the recipient of the advising must acknowledge, through a RFC or an SBA approved "electronic substitute," the requirements imposed by accepting advising assistance from the SBA or its resource partner(s). The initial telephone advising session must be no less than 30 minutes (can include prep time in this initial consultation).
- Reporting Telephone Advising: At a minimum the following fields should be completed the RFC:
  - Client Name or approved client-coded name/number.
  - Telephone Number.
  - Zip Code.
- Long-Term Clients (contact and prep time) - Meets the definition of "advising" and requires five or more advising hours of contact and prep time per individual or business during the fiscal year being reported.
- Contact Hours - The amount of time spent directly advising/interacting with a business or individual client.
- Contributions/Donations - Funds received by the SBDC with no conditions and may be used as match or overmatch in the year expended. Federal funds or amounts reported as match may not be used as contributions to others.
- Cooperative Agreement - A legal instrument reflecting a relationship between the Illinois Department of Commerce and a Recipient when the principal purpose of the relationship

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is to transfer a thing of value to the Recipient to carry out a public purpose of support or stimulation and substantial involvement is expected between the awarding agency and the Recipient when carrying out the activity contemplated in the agreement.

- Full-Time Director - The SBDC Center Director should be a full-time (100%) senior manager who shall direct and monitor the program activities and financial affairs of the SBDC network to deliver effective services to the small business community, ensure the SBDC's compliance with applicable laws, regulations, and Executive Orders, implement the Cooperative Agreement and serve as the principal contact point for all matters involving the SBDC. Any deviation from a full time manager must be preapproved by the Illinois State Director or designee. For these purposes, full-time is defined as 100% of time allocated between this grant and other grants that provide management and technical assistance to small businesses. These would include technical assistance programs that the Center may be conducting to fully utilize the resources of other federal, state, and local government, academic and private sector programs concerned with aiding small businesses in order to provide seamless but not duplicate business development assistance. Of that, at least 75% of the SBDC Center Director's time must be dedicated to the functions of the SBDC Cooperative Agreement. Once an SBDC receives its approved budget and program funding from the Illinois SBDC Office, the SBDC Center Director must have full authority to manage and implement the budget without restrictions from the host entity. The Center Director monitors and directs the program activities and financial affairs of the center to deliver effective services to the small business community, assures compliance with applicable laws, regulations, and Executive Orders and implements the cooperative agreement. The Director has the responsibility for negotiating the annual Cooperative Agreement with The Department of Commerce, ensuring that state and local needs are addressed. The Director must have the authority to control expenditures under the center's budget. Directors may not receive additional compensation for managing additional programs unless preapproved by the Illinois SBDC State Director's Office. The Director shall serve as the principal contact point for all matters involving the network.
- In Kind Match- Contribution of goods and or services that benefit the SBDC Program.
- Job Created - a new position, not in existence prior to the grant, to be developed and filled, or an existing unfilled position to be filled; the position could not be filled **but for** the assistance provided.
- Job Retained - an existing position projected to be maintained that otherwise would be eliminated **but for** the assistance provided. Note: a job previously reported as retained during the course of a previous grant cannot be projected again as retained in the current grant application if the end date of the previous grant is less than 24 months prior to the current application date. However, a job reported as retained during the course of a previous grant can be reported as retained in the current grant application, if the end date of the previous grant occurred more than 24 months prior to the date of the current application.
- Non-Debt Financing - Includes all funding (except loans) obtained by clients attributed to SBDC assistance including: grants, SBIR awards, equity investments, licensing fees, and government contracts.
- Prep Time - The amount of time spent preparing and researching information for a business or individual client.

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- Program Funds - Includes all SBA/SBDC federal funds, all match contributions, cash and non-cash, and program income. It does not include other funds under the SBDC umbrella.
- Program Income - Gross income earned by the recipient that is directly generated by an activity supported with project funds or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award and license fees and royalties on patents and copyrights.
- SBA Resource Partners - Organizations that provide services through SBA funding or through another recognized relationship with SBA. Resource partners include SBDCs, Service Corps of Retired Executives (SCORE), Veterans Business Outreach Centers (VBOCs), Women's Business Centers (WBCs), U.S. Export Assistance Centers (USEACs), the SBA Microloan Program micro-lenders and non-lender technical assistance providers and SBA Co-sponsorship and Memorandum of Understanding partners.
- SBDC Lead Center - The entity established by the SBDC Recipient Organization that has a current Cooperative Agreement with SBA to administer and operates the SBDC work. The Recipient Organization receives the federal funds and is responsible for establishing an SBDC network for a defined area.
- SBDC Network/SBDC Program - The "network" is the combination of the Lead Center, SBDC Service Centers and satellite locations.
- SBDC Program Announcement – A document developed annually by the U.S. SBA that outlines statutory requirements, goals, initiatives, and reporting requirements.
- SBDC Satellite Service Center - A geographic part-time point of service delivery provided by an SBDC sub-recipient. Any Satellite Office must be pre-approved by Illinois SBDC Center Director's Office.
- SBDC Service Center - An entity authorized by the Lead Center to perform SBDC advising and training services. Host organizations could include universities, community colleges, state entities, chambers of commerce, etc., that would enter into cooperative agreements with the Illinois SBDC Lead Office to provide full time small business assistance.
- Small Business - A business entity that is independently owned and operated, is not dominant in its field of operation, is organized for profit with a place of business located in the United States, and operates primarily within the United States; and does not exceed the applicable size standard for its industry as established under 13 C.F.R. § 121. In general, the most common size standards are:
  - 500 employees for most manufacturing and mining industries.
  - 100 employees for all wholesale trade industries.
  - \$33.5 million in average annual receipts for most general & heavy construction industries.
  - \$14 million in average annual receipts for all specialty trade contractors.
  - \$7 million in average annual receipts for most retail and service industries.
  - \$0.75 million in average annual receipts for most agricultural industries.
- Special Emphasis Groups - Groups whose members are underrepresented in the population of business owners compared to their representation in the overall population. Special Emphasis Groups may include: disabled individuals, Native Americans or Alaska Natives, Black or African Americans, Asian Americans, Native Hawaiians or other Pacific Islanders, Hispanics, women, veterans, service connected-disabled veterans, self-

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employed Reserve and Guard members, transitioning military personnel and spouses, individuals in rural areas, individuals in HUBZones and individuals in low to moderate income urban and rural areas as determined by Census Bureau information, among others.

- Training (Including long-term training) - An SBDC training workshop or seminar is defined as an activity or event in which an advisor from the SBDC, another resource partner, District Office, and/or a third party actively delivers a structured program of knowledge, information or experience on a business-related subject. The training must last for a minimum of one hour and include two or more clients in attendance.
  - On-line training (or webinars) - Is a structured program of knowledge, information or experience on an entrepreneurial or business-related subject. It must be of a quality and substantive nature, and include a registration process as well as an evaluation process (e.g. 1-5 star ranking). On-line training can be synchronous or asynchronous. The training must be for a minimum of 30 minutes and a course evaluation must be made available, e.g., a resource partner provides a registration and link to the training; it can count as on-line training. (Note: must meet other criteria listed above.)
  - Co-hosted Training (Collaborative) - Meets the definition of “training” and is further defined as an activity where each host organization actively participates and contributes substantially to the training.
    - Synchronous: A group of clients proceed through the training module(s) or program as a group.
    - Asynchronous: A client individually proceeds through the training module(s) or program individually and is self-paced.
  - Reporting Training - All training events should be reported and include the following:
    - Client Name or approved client-coded name/number.
    - E-mail Address.
    - Zip Code.
    - Every attempt should be made to collect data including Race, Ethnicity, Gender, Disability, Veteran Status and Military Status.
  - Reporting Co-Hosted Training: When reporting training numbers for a co-hosted training, the hosts must work together to determine how to equitably divide the number of clients among themselves. Double counting of clients is not permitted.
- Training Hours (Total Number of Training Hours) - Total hours of training are the number of hours that the trainer spends teaching the training session.
- Travel Time - The amount of time spent traveling to/from a location (separate from assigned post-of-duty) to meet with business or individual clients. If meeting with more than one client, travel time is only counted once. Travel time will not count toward advising time, but will be tracked separately.

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### **POSITION DESCRIPTIONS**

#### **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER DIRECTOR**

The center director position will be responsible for the day-to-day operations of the SBDC. The position calls for a wide variety of management skills due to the diversity of clientele the center serves. The advice and training work provided by the director and staff to small businesses give them the opportunity to learn new information. This information may affect hundreds of small businesses. Therefore, it is of the utmost importance that client confidentiality be maintained by the SBDC director and staff. The promotion of the Region to the public and private sectors through presentations is essential to the center.

The total work hours available for a full time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick and vacation time and 150 hours for professional and personal development, each Professional Full Time Staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per \$80,000. Each SBDC shall have, at minimum, one professional full time staff dedicated to the program.

#### **SPECIFIC DUTIES**

- plan and coordinate programs and activities consistent with the goals and objectives of the Illinois Small Business Development Center
- maintain an effective local Board of Advisors which reflects the centers market sector focus
- develop internal and external resources to accomplish program objectives including actively seeking additional funding resources
- provide direct business advice and training to clients
- supervise center personnel, both consultants and clerical
- manage center's operational budget
- maintain a current reference library and data base as required by the SBDC program
- establish linkages and working relationships with other Centers or small businesses that may provide additional resources to the center
- maintain current data on private sector consultants for referral to members of the small business community
- maintain client control records and management information system
- provide timely and accurate reports to the SBDC
- maintain and analyze data on program effectiveness
- promote the SBDC and the needs of the small business community
- establish a marketing plan that will allow for high visibility of the center
- coordinate and cultivate relationship with other SBA resource partners, local chambers of commerce, professional associations, and economic development groups

#### **MINIMUM QUALIFICATIONS**

- B.A. or B.S. degree in business, economics or other relevant field
- five (5) years of small business management or business consulting experience preferred

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### **Illinois Small Business Development Center (SBDC)**

- budget and program management experience
- strong marketing and sales orientation
- excellent communications skills, including public speaking

#### **ILLINOIS SMALL BUSINESS DEVELOPMENT CENTER SPECIALIST**

The position of Business Specialist will dedicate seventy-five percent (75%) of his/her time providing business advice and twenty-five percent (25%) in special activities. This position will be the primary business advisor for the center.

The total work hours available for a full time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick and vacation time and 150 hours for professional and personal development, each Professional Full Time Staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per \$80,000.

#### **SPECIFIC DUTIES**

- provide direct client advice assistance
- maintain client files with appropriate records included
- provide referrals to other appropriate Department of Commerce programs
- assist in the completion of monthly reporting
- skill in the use of computers and business related software
- research and developing material necessary for clients' needs
- assist in the production of promotional materials for center (e.g., flyers, newsletters, etc.)
- develop marketing plans for training programs
- develop SBDC training programs and analyze impact on participants

#### **MINIMUM QUALIFICATIONS**

- B.A. or B.S. degree in business, economics, accounting or equivalent field.
- experience in business management and/or financial business analysis (banking) is preferred
- excellent communications skills

#### **ILLINOIS SBDC INTERNATIONAL TRADE SPECIALIST**

The total work hours available for a full time professional are 1,950 hours, based on a 37.5 hours work week at 52 weeks/year. Allowing for 300 hours of holiday, sick and vacation time and 150 hours for professional and personal development, each Professional Full Time staff has a total of 1,500 hours of available time. Each center shall provide a minimum of 1,100 hours of direct one-on-one advice per each professional staff. Each ITC shall have, at minimum, one 100% staff dedicated to the program.

#### **SPECIFIC DUTIES**

- evaluate a company's export capability and readiness
- identify and analyze a company's international trade needs and hurdles
- provide in-depth advice on international trade techniques, the export processes and international market opportunities

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- conduct market research using appropriate reference material and data bases to assist companies to identify international markets with the greatest potential for their product or service
- develop and conduct seminars and workshops on the basics of exporting, international market opportunities and other appropriate topics
- develop and conduct Exporters Forums or similar networking sessions to assist new-to-export companies develop mentor relationships
- establish and maintain working relationships with federal, state, and local governments and private organizations involved in exporting and international trade

### **MINIMUM QUALIFICATIONS**

- B.A. or B.S. in Business Administration, International Business, or related field
- two to three years' experience in international trade business development with a business or economic development organization
- knowledge of, or experience, in international trade related activities
- excellent communication skills
- foreign language skills are preferred

### **ILLINOIS INNOVATION & TECHNOLOGY SPECIALIST**

The position of Technology, Innovation and Entrepreneurship specialist will dedicate seventy-five percent (75%) of his/her time providing one on one business guidance and twenty-five percent (25%) in special activities. This position will be the primary specialty services business advisor.

This position has been created to focus on strengthening the innovation and technological competitiveness of Illinois businesses. Through the development of long term relationships with high growth potential businesses and technology-based entrepreneurs this specialist should strive to improve the firm's participation in innovation development and commercialization of new technologies.

### **SPECIFIC DUTIES**

- provide direct one on one business advice to existing businesses and early stage technology-based entrepreneurs that demonstrate high growth potential
- demonstrate competency and provide assistance with intellectual property guidance; angel and venture financing advice and pitch presentation assistance
- provide strategic partnership support, business management assistance, technology assessment and commercialization planning assistance
- assist with marketing plan development and strategic business planning
- provide assistance with SBIR/STTR and other government programs
- develop, plan and implement training programs for in business subject matters that target the needs of high growth businesses and technology-based entrepreneurs.
- research current and future business trends related to new technology development
- organize groups and networks of angels interested in investing in Illinois entrepreneurs and small businesses
- maintain client files with appropriate records included

## **NOFO Supplement**

Illinois Small Business Development Center (SBDC)

- provide referrals to other appropriate Department of Commerce programs and other relevant resources
- complete required reports
- highly skilled and experience in the use of computers and business related software
- develop innovation and technology materials to meet clients' needs
- assists in the production of promotional materials for Center (e.g., flyers, newsletters, etc.)

### **MINIMUM QUALIFICATIONS**

- B.A. or B.S. degree in business, economics, accounting or equivalent field
- experience in innovation, technology development, and commercialization field
- experience with SBIR/STTR proposal's, requirements and agencies
- excellent communications skills
- entrepreneurial experience is preferred

### **Mandatory Forms -- Required for All Agencies**

- a. Uniform State Grant Application
  - Authorized Signature  
Application must be signed by authorized representative of the host applicant.
  - Additional Support Documentation  
This includes any pieces that may be submitted separately by third parties (e.g., references or letters confirming commitments from third parties that will be contributing a portion of any required cost sharing.
- b. Project Narrative  
This should include an executive summary of the application. Each of the Program requirements should be address in this area.
- c. Budget
- d. Budget Narrative