



## **Instructions for 2016 SBDC/ITC Budget and Scope of Work with Definitions**

Separate budget pages (Personnel Detail Form and Budget Form) must be completed for the SBDC budget and another for SBDC ITC, if applicable. The preparation of the budget should begin with the completion of the Personnel Detail Form and finish with the automatic calculation of the total budget columns on the Budget Form. All information should be clear and concise and checked for accuracy and completeness. Once the grant is executed, a maximum of 30% flexibility is allowed for each budget category without doing a formal budget modification.

In the document labeled [2016 Budget Detail.xls](#)

List the Host Institution and Name of SBDC Center - mark funding source (Federal or State)

### **Personnel Detail Form Instructions**

- (1) List the names and position titles for all personnel employed by the program
- (2) List the grant funds requested for each position listed in column 1
- (3) List the proposed cash match for each position listed in column 1
- (4) List the proposed in-kind match for each position listed in column 1
- (5) List the Total Annual Salary of the position listed in column 1
- (6) List the number of months the position listed in column 1 is dedicated to the grant, if full time the number of months should be 12
- (7) List the level of effort in percentage for position listed in column 1
- (8) Will automatically calculate the Total Amount Required for each position listed in column 1 based upon amounts listed in columns 2, 3 and 4.

The Total Personnel Detail Form at the bottom of the grid will automatically calculate for columns 2, 3, 4, 5 and 8. These fields will automatically populate the Total Personnel row in the Budget Form.

### **Budget Form Instructions**

List the Host Institution and name of SBDC Center - mark funding source (Federal or State)

A. Personnel

Grant Funds Requested, Proposed Cash Match, Proposed In-Kind Match and Total Personnel will automatically populate based upon entries in the Personnel Detail Form. Please fill in PFTE (Permanent Full Time Equivalent) field.

B. Fringe Benefits

Indicate the fringe benefit percentage rate for full time staff and part time staff Fringe Benefits. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for Fringe Benefits for both full time staff and part time staff. The total column for full time staff and the total column for part time staff will automatically calculate as well as the total Fringe Benefits row.

C. Travel

List eligible travel expenses for all personnel employed by the program. Provide detail regarding the purpose of travel, destination, mode of transportation, mileage, per diem rates, number of trips and number of travelers, in corresponding In State Detail and Out of State Detail fields. Divide costs into the proper category of In-State or Out of State Travel. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for both types of travel. Complete the mileage rate and number of miles traveled projected for both types of travel. Total column will automatically calculate as well as the Total Travel row. Each out-of-state and out-of-country travel request must be identified separately and completely justified in the detail. All out-of-state and out-of-country travel has to be preapproved by the Lead Office 60 days prior to commencement of any travel.

D. Equipment Purchase

Each piece of equipment reflecting a cost per unit of \$1,000 or above must be listed separately. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for each piece of equipment in the provided rows. Each

piece of equipment line must detail the name of the item, quantity and cost per unit. The total column for each piece of equipment purchased will automatically calculate as well as the Total Equipment row.

E. Supplies

Supplies listed in rows provided should include detail necessary to support costs in that line. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for supplies categorized in the provided rows. Separate lines are prepopulated concerning the types of supply items such as general office, computer supplies, training supplies and operational supplies. The Total column for each supply category will automatically calculate as well as the Total Supplies row.

F. Contractual Services

All Contractual Services will be required to detail the name of vendor, type of service, number of hours and hourly rate in the spaces provided. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for each contractual service in the provided rows. The Total column for each contractual service will automatically calculate as well as the Total Contractual Services row.

G. Consultant Services

All Consultant Services will be required to detail the name of the vendor, purpose, number of hours and rate of pay for each service in the spaces provided. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for each consultant services in the provided rows. The Total column for each consultant services will automatically calculate as well as the Total Consultant Services row.

H. Other Direct Costs

All Other Direct Costs require detail necessary to support costs in that line. Total rent, total square footage and cost per square foot is required if rent is included in other direct costs. Complete the Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match for all Other Direct Costs in the provided rows. The Total column for each Other Direct Costs category will automatically calculate as well as the Total Other Direct Costs row.

**Total Budget - The Total Budget will automatically calculate for Grant Funds Requested, Proposed Cash Match and Proposed In-Kind Match based upon entries in all of the categories listed.**

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### **Scope of Work Instructions**

In the document labeled [2016 Scope of Work.pdf](#)

List the Host Institution and Name of SBDC Center - mark funding source (Federal or State)

### **Illinois SBDC**

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 jobs created – in Neoserra Change in Staff
- 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

Education and Training for Business – Training for small businesses planned by the center that can include either sponsored or co-sponsored workshops/seminars/events to provide education and training. 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 our client and is a minimum of 40 hours per full time equivalent employee. Performance Indicators:

- Number of hours of Professional Development Training (40 per PFTE)

Public Relations/Marketing Efforts - The development of an overall evaluation and marketing scheme of the services provided by the center and documented with success stories submitted through the year via the designated Illinois SBDC Client Information Tracking System. Performance Indicators:

- Number of success stories submitted (Minimum 6)

## **ILLINOIS SBDC INTERNATIONAL TRADE CENTER**

Economic Impact Resulting From ITC Assistance - Performance indicators:

- Number of jobs created – in Neoserra is Change in Staff
- Number of jobs retained
- Dollar value of export sales (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

Education and Training for Business - Performance indicator:

- Number of business training events

Trade Specialist Training & Professional Improvement - Performance indicator:

- Number of hours of professional development (40 per PFTE)

Public Relations/Marketing Efforts - Performance indicator:

- Number of success stories submitted (Minimum 6)

# **Definitions**

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 provide 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 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, amount, and account number in the grantee budget proposal. In addition, the contributors, requirements, specifications, or deliverables must be clearly identified in the proposal. 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).
- 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 Department of Commerce and Economic Opportunity and a Recipient when the principal purpose of the relationship 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.

Debt Financing - A method of financing by borrowing money without giving up ownership; includes loans, lines of credit, and other forms of consumer debt products,

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, OMB circulars 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, OMB circulars, 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 - The value of noncash contributions the from Non- Federal sources such as real property, good or service limited to a maximum of 25% of the grant award. Some examples of In-Kind match are donated printing, supplies, or the value of volunteer services. SCORE services cannot be used as In-Kind match.

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 grant provided.

Job Retained - An existing position projected to be maintained that otherwise would be eliminated by the grantee **but for** the grant 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.

Match – The grantee contribution required to match the grant award, minimum 75% of grant award. The required contribution may be comprised of a minimum 50% cash match and maximum 25% in-kind match.

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.

Performance Indicator: Program goals used to track the performance of each center.

Projected Performance Measure: Specific quantitative measures that will be used to evaluate the program's effectiveness and to assess whether or not all activities have been completed and objectives met. The minimum for the performance indicator is noted in parenthesis where applicable.

Prep Time - The amount of time spent preparing and researching information for a business or individual client.

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 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 Department of Commerce, Illinois SBDC 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-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.