



**Pre-Bid Webinar Question & Answers**  
Office of the Small Business Advocate  
Governor's Office of Business and Economic Development

- 1. Do individual centers also save as CSV, or is that just for the lead center?** Only the lead center (Authorized Representative) must submit as both .csv and .xls/.xlsx.
- 2. Please advise if the applicant will need to submit Letters of Support for the subject application?** Letters of Support are optional. However, if you are a new federally designated Center then you need to attach letters of recommendation.
- 3. Letters of support – we sent many of these last year. Do we need to send them from the same partners this year?** Yes, you will need to resubmit letters of support.
- 4. On page 13, under "Financial Report" it says financial reports are due 15 days after the quarter end and 30 days at year end. This has been for state grant reporting 45 days after the quarter. For accurate GLs, 15 days after the quarter is an impossibility, as is 30 days after year end. Was this in error?** We are taking this under consideration and will post any changes.
- 5. Do you want both Centers and A/Rs to submit Intake Sheets? If so, this seems like duplication.** No, only the Authorized Representative submits one Intake Sheet. It is up to the group and AR's how the budget and proposed metrics will be collected to upload into one Intake Sheet to be submitted with the application.
- 6. Is there a required match?** Match is not required to receive TAEP funds, however you must be able to demonstrate that you can fully draw down federal funds with nonfederal local cash match.

- 7. For quarterly outcomes specifically, number new businesses started, number of jobs created, number of contracts, dollar amount of loans, dollar amount of equity capital, there is often lag time. The first quarter might not be as strong as the last quarters. How do we handle that?** Our quarterly reports provide grantees with a performance and/or underperformance narrative. If you are not meeting the quarterly threshold then you will be required to complete an underperformance narrative which will allow you to describe your action plan to meet goals by the end of the performance period (i.e. ramp up period, hiring, etc.)
- 8. I work with a Chamber that works with its small business members on exporting. Could they partner with a center for apply for this grant?** No. Only federally designated small business technical assistance Centers may apply for the grant. However, we do encourage partnerships with the small business technical assistance Centers during the performance period to enhance and expand service offerings.
- 9. Please repeat what you said about the typo.** Under Section III: Center Strategies and Organizational Capacity, question 3 ends with “In addition, describe work.” Please disregard as the question ends at “success of small business.”
- 10. Please define “new” client.** A new client is a small business or pre-venture entrepreneur that completes the first consulting and or training session.
- 11. Please define “unique” client.** A unique client is a small business or pre-venture entrepreneur that has completed a consulting or training session and this metric restarts every program year; thus the client can achieve this metric year over year.
- 12. How many contracts is GO-Biz planning to award?** This is a competitive process and we can not yet determine how many Centers will be awarded. There is a total of \$17 Million available.
- 13. I am a little unclear about the benefits of submitting letters of support. We are an existing center. Per Section V, 1-2 (p. 23), only new centers receive points toward**

**their application total for submitting letters of recommendation. It appears that there is no point value assigned for existing centers to submit letters of support.** Section V asks two separate questions. As an existing Center, you will only address question 1 to describe special recognitions for past performance for a possible 10 points. Question 2 is only directed to newly designated federal small business technical assistance Centers who do not have special recognition for past performance as a federally designated small business technical assistance Center.

**14. Is there any point value or other benefit for existing centers to submit letters of support? And if there is a point value or other benefit to our application, can we re-submit the same letters of support that we submitted last year without detriment to our application?** There are no points awarded for letters of support, however it strengthens your answer to Section V, Question 1. You may resubmit letters from last year, however we encourage the Centers to work with partners to update the letters and/or secure additional letters of support.

**15. For Section 1 of the proposal, do we submit the “Applicant Info” for each individual SBDC or one for the Lead Center only?** The Lead Center should complete all fields in the section. Individual Centers, at minimum, need to complete the Center Information and Center Contact Information. This helps to map technical assistance service providers.