



WESTERN IOWA TECH COMMUNITY COLLEGE

BOARD MEETING

Date: July 14, 2025

Time: 4:00 pm

Location: WITCC Sioux City Campus

Join virtually at: <https://witcc.zoom.us/j/3695445549>

WITCC Mission

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

Board Members

Linnea Fletcher, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Hanna Reinders
| Mary Parker | Jeremy Ogle | Erin Muck | Russell Wray

Brenda Wright, Board Secretary

Administration:

Terry Murrell, College President | Troy Jasman, VP of Finance and Administrative Services | Erin Volk, Vice President of Learning | Darin Moeller, Executive Dean of Instruction | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Dean of Outreach and Information Technology | Revathi Vongsiprasom, Dean of Opportunity and Engagement

Presenters:

Carmen Wilson, Associate Dean – Corporate College | Teri Peterson, Associate Dean – Health Sciences

Item	Presenter
I. Call Meeting to Order	Linnea Fletcher
II. Roll Call of Directors	Brenda Wright
III. Public Hearing – 2025 WITCC Building B Chiller Replacement Project. Published in the Sioux City Journal, June 28, 2025.	
IV. Oral Communications	
V. Written Communications	
A. Thank You – Siouxland Mental Health in addendum JUL 25 1, pages 1-2.	
B. Thank You – McMahon Family in addendum JUL 25 2, page 3	
VI. Consent Items	
A. The minutes of the regular Board of Directors meeting held June 16, 2025	
B. The minutes of the Joint Board meeting with the Northwest Iowa AEA and Northwest Community College	

Item	Presenter
C. The Financial Report for June 2025 will be presented with the July 2025 Report at the August 2025 Board Meeting.	
D. A list of General Fund bills in addendum JUL-25-3, pages 4-24. Additional bills may be presented at the Board Meeting.	
E. The Personnel Report Regular Appointments in addendum JUL-25-4a, pages 25-27. The Community and Continuing Education instructor list in addendum JUL-25-4b, page 28. Additional Personnel Report may be presented at the meeting.	
F. Application and Certificate for Payment #10 in the amount of \$501,521.36 to Story Construction for the Denison Regional Academy Project in addendum JUL-25-5, pages 29-33.	
G. Application and Certificate for Payment #2 in the amount of \$145,364.25 to Bainbridge Construction, LLC for the Ring Road Paving Improvements Project in addendum JUL-25-6, pages 34-37.	
<i>Motion needed for Consent Items</i>	
VII. Administrative Reports	
A. Appointment of Secretary and Treasurer, Chapter 279.3, Oath of Office, Chapter 277.28, Code of Iowa, 2024 and required bond Chapter 291.2. <i>Motion Needed</i>	Linnea Fletcher Brenda Wright Troy Jasman
B. Employment and Wage Report in addendum JUL 25 7, pages 38-39.	Erin Volk
C. Second Reading – Board Policy Updates in addendum JUL 25 8, pages 40-49. <i>Motion Needed</i>	Jackie Plendl Erin Volk
D. First Reading of Voluntary Early Retirement Board Policy 400.5j in addendum JUL 25 9, pages 50-53	Troy Jasman
E. Clinical Sites in addendum JUL 25 10, pages 54-60.	Darin Moeller Teri Peterson
F. WIT Small Business Development Center Subcontract 029847J Agreement with Iowa State University of Science and Technology in addendum JUL 25 11, pages 61-166 <i>Motion Needed</i>	Darin Moeller Carmen Wilson
G. Equity and Title IX Designations in addendum JUL 25 12, page 167. <i>Motion Needed</i>	Terry Murrell
H. 2024 WITCC Parking Lot 4 Paving Improvements Project Closeout in addendum JUL 25 13, pages 168-184. <i>Motion Needed</i>	Troy Jasman
I. Change Order #1 – Ring Road Paving Project in addendum JUL 25 14, pages 185-187 <i>Motion Needed</i>	Troy Jasman
J. President Report 1. FY25 and FY26 Budgets 2. Fall Enrollment 3. WITCC In the News in addendum JUL 25 15, pages 188-189. 4. Other	Terry Murrell
VIII. Executive Session – Finalize Administrative Contract Strategy Executive Session, Chapter 21.9, Code of Iowa <i>Motion Needed</i>	
IX. Unfinished Business	
A. Individual Board Member comments	
B. August 11, 2025 – 4:00 WITCC Board Meeting	
C. August 25, 2025 – Fall Semester Begins – Face to Face and Online	
D. September 1, 2025 – Labor Day – Office Closed	

Item

Presenter

For complete Sports schedule, click [here](#)

For more information about Student Activities on Campus, check out the Campus Calendar [here](#)

X. Adjournment

Motion Needed

WIT's Vision

*Unwavering commitment to the personalized success
of every student, every employee, every time.*

WIT's 2024-2027 Strategy

Advance Completion - Elevate WIT's completion to the top
4 among Iowa community colleges

Close the Gap - Close the completion gap for at-risk groups (first-time,
part-time, online, racial/ethnic minorities).

Transform the Culture - Strengthen the culture of belonging for employees through
increased communication, engagement, and support



Transformation



Engagement



Community



Harmony

WESTERN IOWA **TECH** VALUES

www.sioxlandmentalhealth.com



SIouxLAND
MENTAL HEALTH CENTER

Teresa & WITT.

Thank you for supporting our Stand Up, Lets Talk fundraising event. Because of your generosity, we raised \$32,532.48 to expand youth mental health services in our community. We also raised \$20,001 for The Rory McKenna You Matter Fund, which helps ensure every child has access to important mental health care, no matter their financial situation.

Your support is making a real difference in the lives of those in need. We hope you enjoyed the event and felt inspired by the positive changes your support is creating. Thank you for being an essential part of our mission. We look forward to working together to improve mental health care for youth and families in our community.

Morgan Haskell

Western Iowa Tech friends,
Thank you for the generous
monetary gift and beautiful flower
arrangement you gave in honor of
our parents. Your thoughtfulness
and support brought comfort to
our family during this difficult
time. With heart felt appreciation.
Nancy & Christine McMahon family

BOARD MEETING MINUTES

Date: June 16, 2025

Time: 4:00 pm

Location: WITCC Sioux City Campus

Join virtually at: <https://witcc.zoom.us/j/3695445549>

WITCC Mission

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

Board Members

Present: Linnea Fletcher, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Hanna Reinders | Mary Parker | Jeremy Ogle | Erin Muck | Russell Wray

Absent: NA

Brenda Wright, Board Secretary

Administration:

Terry Murrell, College President | Troy Jasman, VP of Finance and Administrative Services | Erin Volk, Vice President of Learning | Darin Moeller, Executive Dean of Instruction | Jackie Plendl, Dean of Human Resources | Tawnya Beermann, Dean of Students | Christina Brandon, Dean of Outreach and Information Technology | Revathi Vongsiprasom, Dean of Opportunity and Engagement

Presenters:

Mark Munger, General Manager, KWIT

Item

Meeting called to order by Linnea Fletcher at 4:00 pm.

Brenda Wright took the Roll Call of Directors.

Linnea Fletcher opened the floor for any Oral Communications to be brought forward to the Board. Tricia Sutherland introduced DT Magee, Executive Director of IASB (Iowa Association of School Boards). DT thanked the board for allowing Tricia assist the IASB. He also complimented our great campus.

Linnea also wished Dr. Erin Volk a happy birthday on behalf of the Board.

Linnea Fletcher reviewed the written communications with the Board.

Linnea Fletcher asked the Board to review the Consent Items. Jeremy Ogle made a motion to approve the Consent Items and Micah Lang seconded the motion. All were in favor and the motion carried.

Tawnya Beermann presented the Graduation Report for May 2025. There was a huge crowd that filled the arena. There were over 550 students that walked. We chose to not have a commencement speaker so we could give more time to the students walking. There were 1882 credentials awarded. 50 athletes graduated. We also had a digital program with limited quantities of printed programs. Our communications program students streamed live for our YouTube channel with a record 1425 live views.

Tawnya and Christina Brandon presented the Summer Semester Credit Enrollment Report. We are comparing our numbers to Summer 2023 as Summer 24 had a large number of student athletes that started. Summer 2023 was much more comparable of our current term.

Item

Darin Moeller presented the Project Home Agreement for the 2025-2026 Academic Year. This is our 22nd year with this agreement. This house will also be built in South Sioux City. This is an excellent opportunity for our students. Russell Wray made a motion to approve the contract and it was seconded by Tricia Sutherland. All were in favor and the motion carried.

Revathi Vongsiprasom introduced Mark Munger to present the KWIT KOJI Fundraising Campaign results. There were over \$280,000 in contributions.

Troy Jasman presented the bid to publish the Annual Report. Sergeant Bluff Advocate submitted the lowest bid. The Annual Report will be published on Aug 2, 2025.

Troy Jasman and Erin Volk presented the lease for AEA/Cherokee Campus. Troy and Erin reviewed the lease agreement with AEA and the Cherokee WITCC campus. This will be presented at the AEA board meeting later tonight. Brad Griffin made a motion to approve the lease and it was seconded by Russell Wray. All were in favor and the motion carried.

Erin Volk reviewed the Denison Community School Amended College Now Contract. The contract was amended because of the new 28E agreement we approved in September of 2024. This new College Now contract aligns with the price adjustments we agreed on. Tricia Sutherland made a motion to approve and it was seconded by Erin Muck. All were in favor and the motion carried.

Erin Volk presented some Board Policy Updates for a first reading. Jackie and Erin reviewed the changes to some board policies. A second reading will be brought to future meeting.

Jackie Plendl introduced Matt Pfister to talk about his experiences in the ICCLI program this past year. Jackie then nominated Dr. Frank Arpan to be the 2025-26 participant. Micah Lang made a motion to approve and it was seconded by Hanna Reinders. All were in favor and the motion carried.

Jackie introduced Holly Olson and Wendy Iverson to talk about their experiences in the LINC program this past year. They both talked about how great of an experience it was and how well-organized it was. Jackie then nominated Amy Hueser and Ben Mohning to be the 2025-26 participants. Tricia Sutherland made a motion to approve and it was seconded by Russell Wray. All were in favor and the motion carried.

Jackie introduced Sam Pribl to talk about her experience in the Leadership Siouland Program. Sam talked about her how great it was and she learned so much. Jackie nominated Nick Demke to be the 2025-26 participant. Brad Griffin made a motion to approve and it was seconded by Russell Wray. All were in favor and the motion carried.

Terry Murrell presented the proposed 2026 Board Meeting and Conference Schedule. The dates align with what we did this year. The June date is pending the AEA's schedule, which will be approved in December. Jeremy Ogle made a motion to approve and it was seconded by Hanna. All were in favor and the motion carried.

Tricia Sutherland that there are no updates for the Community Colleges for Iowa. They have not met since our last meeting. They will meet at the conference in July. Hanna, Tricia, and Linnea all plan to attend.

Terry Murrell gave his President Report and talked about the

1. FY25 and FY26 Budgets
2. CCFI Conference Registration
 - In Fort Dodge, July 9-10

Micah Lang made a motion to adjourn and it was seconded by Russell Wray. All in favor and motion carried. Meeting adjourned at 4:43 pm.

The next regular scheduled board meeting will be Monday, July 14, 2025, at 4:00 pm on the Sioux City campus in the Boardroom.

Linnea Fletcher, Board President

Brenda Wright, Board Secretary



JOINT BOARD MEETING MINUTES

Date: June 16, 2025

Time: 5:00 pm

Location: Zoom, hosted by WITCC

Join virtually at: <https://witcc.zoom.us/j/97347323533>

WITCC Mission

We elevate our diverse learners and strengthen our communities through inclusive and innovative education.

Board Members

Western Iowa Tech Community College:

Present: Linnea Fletcher, President | Tricia Sutherland, Vice President | Micah Lang | Brad Griffin | Hanna Reinders | Jeremy Ogle | Erin Muck | Russell Wray

Absent: Mary Parker

Brenda Wright, Board Secretary

Northwest Iowa Community College:

Present: Adam Besaw, President | Stephen Simons, Vice President | | Loretta Berkland | Steve Loshman | Ron Heemstra

Absent: Cynthia Porter | Leroy Van Kekerix

Laura Nachtigal, Board Secretary

Northwest AEA:

Present: Roger Brinkert | Mike McAlpine | Patrick Murphy | Chris Spicer, | Henry Jessen | Connie Richardson Smith | Amy Hueser | Amy Jurrens

Absent: Julie DeGroot

Sherri Wing, Board Secretary

College Presidents:

Dr. Terry Murrell, WITCC | Dr. John Hartog, NCC | Dr. Dan Cox, Northwest AEA

Linnea Fletcher called the Meeting to Order at 5:00 pm.

Brenda Wright took a roll call of WITCC Directors

Laura Nachtigal took a roll call of NCC Directors

Sherri Wing took a roll call of AEA Directors

Jeremy Ogle made a motion to approve the agenda. Erin Muck seconded the motion. All were in favor and the motion carried.

In accordance to Iowa Code § 273.3(16) Discuss coordination of programs and services and other matters of mutual interest to the boards.

Terry Murrell, Western Iowa Tech Community College, Thanked everyone for agreeing to join virtually. We can decide for future meetings to continue virtually. Some updates included:

- I. Aviation program. Have a facility and staff. Still waiting for FAA approval. FAA had massive cuts and we are waiting for final approval.
- II. Board approved AEA leasing space on our Cherokee campus.
- III. We are on schedule for Denison Career academy. Should be done in July for fall.
- IV. Excited to expand our electrician program. We've added a section that we expect to be full. We will have close to 60 students in our program.

John Hartog, Northwest Iowa Community College, gave the following updates:

- I. Regional Center for Sioux Center for 4 high schools is up and running
- II. Starting regional center in the Marcus area.
- III. Building a transportation training center. Small facility for motorcycle/CDL/bus driver training.
- IV. We enjoy working with AEA on our campus.

Dan Cox, Northwest AEA, gave the following updates:

- I. Undergoing annual accreditation site.
- II. Appreciate the collaboration with WIT's Project Success with Ben Mohning and also the collaboration with WIT's High School Equivalency program with Laura Grell, both are strong programs partnerships between WIT and the AEA.
- III. Appreciate sharing space with NCC and WITCC.
- IV. Shout out to Darin and Sarah for attending the superintendent meetings.
- V. Dan thanked Tricia Sutherland (WITCC) for serving on the AEA board. This is Dan's final meeting. As Seth will be taking over for Dan Cox.

Linnea Fletcher asked for any individual board member comments. None were received. Micah Lang made a motion to adjourn the meeting and it was seconded by Russell Wray. All were in favor and the motion carried. Meeting adjourned at 5:11 pm.

Linnea Fletcher, Board President

Brenda Wright, Board Secretary

WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be approved at the board meeting July 14, 2025

June 2025

	Operating	Special Federal Funds	Funds Held For Others	Plant Fund	House File	Total
Warrants	\$ 5,175,511.51	\$ 670,090.66		\$ 32,007.00	\$ 569,983.09	\$ 6,447,592.26
Cancelled warrants	2,896.00					\$ 2,896.00
Subtotal	5,172,615.51	670,090.66	-	32,007.00	569,983.09	\$ 6,444,696.26
Estimated amount	\$ 1,195,000.00					\$ 1,195,000.00
Total	\$ 6,367,615.51	\$ 670,090.66	\$ -	\$ 32,007.00	\$ 569,983.09	\$ 7,639,696.26

Western Iowa Tech Community College
Board Approval Voucher Detail Report
General & Auxiliary
7/3/2025

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
6/1/2025	Wells Fargo Bank	\$2,345.41	CASH IN BANK-PAYROLL
6/21/2025	Wells Fargo Bank	\$1,673,864.17	CASH IN BANK-PAYROLL
6/26/2025	Frontier Communications	\$750.30	COMMUNICATION
6/12/2025	Iowa Communications	\$5,713.30	COMMUNICATION
6/18/2025	Qwest Corporation	\$453.00	COMMUNICATION
6/26/2025	Qwest Corporation	\$566.50	COMMUNICATION
6/18/2025	Burke Engineering Sales	\$930.60	CONSTRUCTION SUPPLIES
6/26/2025	Burke Engineering Sales	\$28.00	CONSTRUCTION SUPPLIES
6/5/2025	Concrete Products Co	\$605.47	CONSTRUCTION SUPPLIES
6/18/2025	Diamond Products	\$2,488.50	CONSTRUCTION SUPPLIES
6/5/2025	Echo Group Inc	\$245.14	CONSTRUCTION SUPPLIES
6/12/2025	Echo Group Inc	\$4,807.15	CONSTRUCTION SUPPLIES
6/26/2025	Echo Group Inc	\$1,242.90	CONSTRUCTION SUPPLIES
6/5/2025	Elder Joel Ortiz Ramirez	\$686.98	CONSTRUCTION SUPPLIES
6/26/2025	Filter Specialists Inc	\$1,150.00	CONSTRUCTION SUPPLIES
6/5/2025	Menards Inc	\$90.63	CONSTRUCTION SUPPLIES
6/5/2025	Menards Inc	\$83.69	CONSTRUCTION SUPPLIES
6/12/2025	Menards Inc	\$10.97	CONSTRUCTION SUPPLIES
6/12/2025	Menards Inc	\$86.95	CONSTRUCTION SUPPLIES
6/12/2025	Menards Inc	\$44.99	CONSTRUCTION SUPPLIES
6/18/2025	Menards Inc	\$202.36	CONSTRUCTION SUPPLIES
6/18/2025	Menards Inc	\$144.87	CONSTRUCTION SUPPLIES
6/26/2025	Menards Inc	\$4.00	CONSTRUCTION SUPPLIES
6/26/2025	Menards Inc	\$39.84	CONSTRUCTION SUPPLIES
6/26/2025	Menards Inc	\$2,114.75	CONSTRUCTION SUPPLIES
6/12/2025	Sherwin Williams	\$50.70	CONSTRUCTION SUPPLIES
6/18/2025	Sherwin Williams	\$353.15	CONSTRUCTION SUPPLIES

6/26/2025	Sherwin Williams	\$1,022.63	CONSTRUCTION SUPPLIES
6/5/2025	Sioux City Winnelson	\$241.79	CONSTRUCTION SUPPLIES
6/12/2025	Sioux City Winnelson	\$129.12	CONSTRUCTION SUPPLIES
6/18/2025	Sioux City Winnelson	\$201.78	CONSTRUCTION SUPPLIES
6/5/2025	Juline S Albert	\$4,167.00	CONTRACTED SERVICES
6/12/2025	Maya M. Augustine	\$200.00	CONTRACTED SERVICES
6/5/2025	Jeffery D. Barnes	\$44.00	CONTRACTED SERVICES
6/5/2025	Bunkers Feed and Supply	\$445.44	CONTRACTED SERVICES
6/26/2025	CHN Garbage Service Inc	\$67.50	CONTRACTED SERVICES
6/12/2025	Convergint Technologies	\$1,974.32	CONTRACTED SERVICES
6/5/2025	Amber Dammann	\$2,310.00	CONTRACTED SERVICES
6/5/2025	Delta Papa Aviation LLC	\$3,750.00	CONTRACTED SERVICES
6/5/2025	Document Depot &	\$147.00	CONTRACTED SERVICES
6/26/2025	Ellucian Company LLC	\$279.00	CONTRACTED SERVICES
6/18/2025	Gill Hauling Inc	\$4,015.54	CONTRACTED SERVICES
6/12/2025	Great Western Dining	\$16,479.72	CONTRACTED SERVICES
6/5/2025	Courtney S. Greene	\$44.00	CONTRACTED SERVICES
6/14/2025	HealthEquity Inc	\$87.50	CONTRACTED SERVICES
6/5/2025	Alison Hertenstein	\$44.00	CONTRACTED SERVICES
6/18/2025	IMKO Enterprises Inc	\$3,216.12	CONTRACTED SERVICES
6/18/2025	IMKO Enterprises Inc	\$2,860.62	CONTRACTED SERVICES
6/18/2025	IMKO Enterprises Inc	\$55,350.27	CONTRACTED SERVICES
6/18/2025	IMKO Enterprises Inc	\$9,185.36	CONTRACTED SERVICES
6/26/2025	Iowa Community College	\$13,642.08	CONTRACTED SERVICES
6/12/2025	Iowa Law Enforcement	\$1,625.00	CONTRACTED SERVICES
6/26/2025	Iowa State University	\$120.00	CONTRACTED SERVICES
6/5/2025	Ben Jefferies	\$65.00	CONTRACTED SERVICES
6/26/2025	K&S Janitorial Services LLC	\$6,429.00	CONTRACTED SERVICES
6/12/2025	Lindblom Services Inc	\$2,285.17	CONTRACTED SERVICES
6/5/2025	Jose Martinez	\$265.00	CONTRACTED SERVICES
6/12/2025	Travis J. Morgan	\$500.00	CONTRACTED SERVICES
6/12/2025	Panefully Clear Window	\$3,605.00	CONTRACTED SERVICES
6/5/2025	Plunketts Pest Control Inc	\$55.00	CONTRACTED SERVICES

6/26/2025	Plunketts Pest Control Inc	\$60.00	CONTRACTED SERVICES
6/5/2025	Trenton M. Powell	\$44.00	CONTRACTED SERVICES
6/18/2025	R&S Waste Disposal LLC	\$153.42	CONTRACTED SERVICES
6/18/2025	Red Line Recycling	\$225.00	CONTRACTED SERVICES
6/18/2025	Rentokil North America	\$1,800.76	CONTRACTED SERVICES
6/18/2025	Rentokil North America	\$52.47	CONTRACTED SERVICES
6/5/2025	Thomas M. Rice	\$1,200.00	CONTRACTED SERVICES
6/18/2025	Robert Ferrilli LLC	\$4,672.50	CONTRACTED SERVICES
6/5/2025	Kay F. Scott	\$200.00	CONTRACTED SERVICES
6/12/2025	Sd Lining Solutions	\$24,610.00	CONTRACTED SERVICES
6/18/2025	Dennis R Semple	\$900.00	CONTRACTED SERVICES
6/12/2025	Siouxland Certified Testing	\$573.00	CONTRACTED SERVICES
6/12/2025	Steve Harris Construction	\$8,000.00	CONTRACTED SERVICES
6/18/2025	Tri State Nursing	\$6,389.24	CONTRACTED SERVICES
6/5/2025	Tieryn Tucker	\$44.00	CONTRACTED SERVICES
6/12/2025	Vans Sanitation Inc	\$84.31	CONTRACTED SERVICES
6/12/2025	WageWorks Inc	\$127.50	CONTRACTED SERVICES
6/21/2025	Weat Dae Hak	\$4,500.00	CONTRACTED SERVICES
6/18/2025	Western Iowa Tech General	\$1,400.00	CONTRACTED SERVICES
6/5/2025	Becky J. Whited	\$44.00	CONTRACTED SERVICES
6/12/2025	Woodbury County Firemans	\$1,194.86	CONTRACTED SERVICES
6/18/2025	Iowa Department of	\$885.00	COURSE FEE EXPENSE
6/18/2025	Southwestern Community	\$700.00	COURSE FEE EXPENSE
6/18/2025	Pinnacle Heating & Cooling	\$5,593.05	DEFERRED INCOME
6/12/2025	Western Iowa Tech Comm	\$4,446.00	DEFERRED INCOME
6/18/2025	Western Iowa Tech Comm	\$2,730.00	DEFERRED INCOME
6/18/2025	Western Iowa Tech Comm	\$2,400.00	DEFERRED INCOME
6/18/2025	Western Iowa Tech Comm	\$814.95	DEFERRED INCOME
6/18/2025	AFP Corp	\$750.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Amsimpkins and Associates	\$600.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Loni Bannavong	\$399.00	DUE FROM OTHERS-ASSET ACCOUNT
6/5/2025	Breathe Clean Dry Ice	\$1,800.00	DUE FROM OTHERS-ASSET ACCOUNT
6/5/2025	Brightly Software Inc	\$11,014.26	DUE FROM OTHERS-ASSET ACCOUNT

6/18/2025	Hunter Bryan	\$150.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Coil US Buyer Inc	\$8,580.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Coil US Buyer Inc	\$750.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Coil US Buyer Inc	\$299.80	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Dunwell LLC	\$3,300.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Dunwell LLC	\$106,839.98	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Echo Group Inc	\$398.68	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Foulk Brothers Plumbing &	\$30,341.00	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	Foulk Brothers Plumbing &	\$200.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Foulk Brothers Plumbing &	\$1,226.58	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	FRSecure LLC	\$15,311.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Pamela Handke	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	Ericka Heiser	\$399.00	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	High Point Networks LLC	\$8,652.60	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Linda Kadlub	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Anyi P. Martinez Garcia	\$175.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Metro & Son Electric Inc	\$22,454.52	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Metro & Son Electric Inc	\$540.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Mid Iowa Refrigeration Inc	\$216.17	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	Mid Iowa Refrigeration Inc	\$1,233.88	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Otis Elevator Company	\$1,800.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Neva Pierce	\$50.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Van Osdel Plastering &	\$7,371.00	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	ScriptPro USA Inc	\$1,376.50	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Ralph A. Swain	\$10.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Contessia M. Thompson	\$150.00	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Trane US Inc	\$608.00	DUE FROM OTHERS-ASSET ACCOUNT
6/5/2025	Visual Edge IT Inc	\$37.02	DUE FROM OTHERS-ASSET ACCOUNT
6/5/2025	Visual Edge IT Inc	\$160.51	DUE FROM OTHERS-ASSET ACCOUNT
6/5/2025	Visual Edge IT Inc	\$1,958.29	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Visual Edge IT Inc	\$112.30	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Visual Edge IT Inc	\$1,629.71	DUE FROM OTHERS-ASSET ACCOUNT
6/18/2025	Ward Electric Company Inc	\$3,140.00	DUE FROM OTHERS-ASSET ACCOUNT

6/25/2025	Western Iowa Tech 125	\$5,175.64	DUE FROM OTHERS-ASSET ACCOUNT
6/12/2025	Sue Wingert	\$50.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	WITCC CNOW Scholarship	\$1,000.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	WITCC CNOW Scholarship	\$100.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	WITCC Presidential	\$1,250.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	WITCC UBTS Scholarship	\$500.00	DUE FROM OTHERS-ASSET ACCOUNT
6/26/2025	Amara N. Door	\$200.00	DUE FROM STUDENTS
6/26/2025	Amara N. Door	\$200.00	DUE FROM STUDENTS
6/26/2025	Amara N. Door	\$200.00	DUE FROM STUDENTS
6/26/2025	Amara N. Door	\$130.75	DUE FROM STUDENTS
6/18/2025	Cindy L. Drees	\$80.00	DUE FROM STUDENTS
6/17/2025	Moise K. Kanyiki	\$476.41	DUE FROM STUDENTS
6/12/2025	Connor T. Kirkpatrick	\$268.00	DUE FROM STUDENTS
6/5/2025	Briana M. Marino	\$249.00	DUE FROM STUDENTS
6/5/2025	Jackelyn Martinez	\$532.00	DUE FROM STUDENTS
6/26/2025	Brittany M. Mickelson	\$1,157.00	DUE FROM STUDENTS
6/26/2025	Earl Miller	\$2,084.17	DUE FROM STUDENTS
6/26/2025	Caitlyn J. Sanow	\$1.00	DUE FROM STUDENTS
6/26/2025	Jace M. Schramm	\$1,679.00	DUE FROM STUDENTS
6/18/2025	Elijah J. Snake	\$96.50	DUE FROM STUDENTS
6/12/2025	State Bank of Schaller	\$4,691.67	DUE FROM STUDENTS
6/5/2025	Arazeli Vazquez	\$181.00	DUE FROM STUDENTS
6/5/2025	Arazeli Vazquez	\$10.75	DUE FROM STUDENTS
6/26/2025	Witcc	\$1,500.00	DUE FROM STUDENTS
6/26/2025	Witcc	\$700.00	DUE FROM STUDENTS
6/12/2025	Western Iowa Tech Agency	\$4,539.13	DUE TO AGENCY FUND
6/26/2025	Western Iowa Tech	\$25,868.29	DUE TO PLANT FUND
6/14/2025	Western Iowa Tech Plant	\$600,000.00	DUE TO PLANT FUND
6/18/2025	Arnold Motor Supply LLP	\$90,872.00	EQUIPMENT - \$5000 AND OVER
6/12/2025	Laerdal Medical	\$61,000.00	EQUIPMENT - \$5000 AND OVER
6/12/2025	Laerdal Medical	(\$8,282.00)	EQUIPMENT - \$5000 AND OVER
6/18/2025	Laerdal Medical	\$87,040.51	EQUIPMENT - \$5000 AND OVER
6/26/2025	Graves Graduation	\$20,139.32	GRADUATION EXPENSE

6/12/2025	Tawnya L. Beermann	\$138.66	GROUP MEETINGS AND WORKSHOPS
6/12/2025	Great Western Dining	\$1,038.10	GROUP MEETINGS AND WORKSHOPS
6/12/2025	Great Western Dining	\$4,156.80	GROUP MEETINGS AND WORKSHOPS
6/12/2025	Great Western Dining	\$680.45	GROUP MEETINGS AND WORKSHOPS
6/26/2025	Great Western Dining	\$8,091.96	GROUP MEETINGS AND WORKSHOPS
6/5/2025	Sioux City AI1 LLC	\$4,000.00	GROUP MEETINGS AND WORKSHOPS
6/28/2025	HealthEquity Inc	\$11,397.15	HSA Payable
6/12/2025	Leadernship Institute	\$250.00	INSTRUCTIONAL PART TIME
6/21/2025	BusinessSolverComInc	\$504,121.67	INSURANCE PREMIUMS PAYABLE
6/21/2025	Iowa Public Employees	\$139,659.09	IPERS TAX PAYABLE
6/5/2025	Eakes Inc	\$68.08	JANITOR MATERIALS AND SUPPLIES
6/5/2025	Eakes Inc	\$874.07	JANITOR MATERIALS AND SUPPLIES
6/12/2025	Eakes Inc	\$557.11	JANITOR MATERIALS AND SUPPLIES
6/12/2025	Eakes Inc	\$211.96	JANITOR MATERIALS AND SUPPLIES
6/18/2025	Eakes Inc	\$3,060.92	JANITOR MATERIALS AND SUPPLIES
6/26/2025	Eakes Inc	\$49.61	JANITOR MATERIALS AND SUPPLIES
6/26/2025	Eakes Inc	\$329.76	JANITOR MATERIALS AND SUPPLIES
6/26/2025	Eakes Inc	\$1,849.25	JANITOR MATERIALS AND SUPPLIES
6/18/2025	Arthur J Gallagher & Co	\$49,829.00	LIABILITY INSURANCE
6/12/2025	Ricks Computers Inc	\$187.50	MAINT & REPAIR-SU EQUIP
6/12/2025	Ricks Computers Inc	\$112.50	MAINT & REPAIR-SU EQUIP
6/18/2025	ARR Roofing of Iowa LLC	\$1,575.26	MAINT AND REPAIR BUILDINGS
6/5/2025	Elder Joel Ortiz Ramirez	\$16,560.00	MAINT AND REPAIR BUILDINGS
6/26/2025	Scott Klemmensen	\$130.00	MAINT AND REPAIR BUILDINGS
6/12/2025	Metro & Son Electric Inc	\$5,633.37	MAINT AND REPAIR BUILDINGS
6/12/2025	Metro & Son Electric Inc	\$19,570.93	MAINT AND REPAIR BUILDINGS
6/26/2025	Metro & Son Electric Inc	\$206.63	MAINT AND REPAIR BUILDINGS
6/5/2025	Mikes Sioux City Carpet	\$218.00	MAINT AND REPAIR BUILDINGS
6/12/2025	Mikes Sioux City Carpet	\$334.00	MAINT AND REPAIR BUILDINGS
6/18/2025	Mikes Sioux City Carpet	\$498.00	MAINT AND REPAIR BUILDINGS
6/12/2025	Van Osdel Plastering &	\$49,715.00	MAINT AND REPAIR BUILDINGS
6/12/2025	Van Osdel Plastering &	\$326.00	MAINT AND REPAIR BUILDINGS
6/12/2025	Thompson Solutions Group	\$2,937.87	MAINT AND REPAIR BUILDINGS

6/26/2025	Thompson Solutions Group	\$5,932.00	MAINT AND REPAIR BUILDINGS
6/18/2025	Ward Electric Company Inc	\$237.50	MAINT AND REPAIR BUILDINGS
6/12/2025	Breathe Clean Dry Ice	\$10,494.00	MAINT AND REPAIR EQUIPMENT
6/26/2025	Breathe Clean Dry Ice	\$10,474.00	MAINT AND REPAIR EQUIPMENT
6/18/2025	Eakes Inc	\$343.58	MAINT AND REPAIR EQUIPMENT
6/26/2025	Eakes Inc	\$248.25	MAINT AND REPAIR EQUIPMENT
6/5/2025	Foulk Brothers Plumbing &	\$47.38	MAINT AND REPAIR EQUIPMENT
6/5/2025	Foulk Brothers Plumbing &	\$389.98	MAINT AND REPAIR EQUIPMENT
6/12/2025	Foulk Brothers Plumbing &	\$115.00	MAINT AND REPAIR EQUIPMENT
6/12/2025	Foulk Brothers Plumbing &	\$1,095.63	MAINT AND REPAIR EQUIPMENT
6/12/2025	Foulk Brothers Plumbing &	\$2,791.95	MAINT AND REPAIR EQUIPMENT
6/18/2025	Foulk Brothers Plumbing &	\$406.38	MAINT AND REPAIR EQUIPMENT
6/18/2025	Foulk Brothers Plumbing &	\$150.00	MAINT AND REPAIR EQUIPMENT
6/26/2025	Foulk Brothers Plumbing &	\$21,687.08	MAINT AND REPAIR EQUIPMENT
6/26/2025	GreatAmerica Financial	\$3,109.41	MAINT AND REPAIR EQUIPMENT
6/26/2025	GreatAmerica Financial	\$456.40	MAINT AND REPAIR EQUIPMENT
6/18/2025	Luesebrink Clifford	\$1,920.00	MAINT AND REPAIR EQUIPMENT
6/12/2025	Phillips Floors Inc	\$6,710.00	MAINT AND REPAIR EQUIPMENT
6/12/2025	Riekes Equipment	\$114.07	MAINT AND REPAIR EQUIPMENT
6/12/2025	Townsend Ventures LLC	\$2,000.00	MAINT AND REPAIR EQUIPMENT
6/12/2025	Robert Baker	\$640.00	MAINTENANCE GROUNDS
6/18/2025	Flewelling Farms LLC	\$475.50	MAINTENANCE GROUNDS
6/18/2025	Western Iowa Windbreaks	\$2,882.25	MAINTENANCE GROUNDS
6/5/2025	Bomgaars Supply Inc	\$320.51	MATERIALS AND SUPPLIES
6/5/2025	Bomgaars Supply Inc	\$369.98	MATERIALS AND SUPPLIES
6/12/2025	Bomgaars Supply Inc	\$361.63	MATERIALS AND SUPPLIES
6/12/2025	Bomgaars Supply Inc	\$40.97	MATERIALS AND SUPPLIES
6/26/2025	Bomgaars Supply Inc	\$234.98	MATERIALS AND SUPPLIES
6/26/2025	Bomgaars Supply Inc	\$35.98	MATERIALS AND SUPPLIES
6/12/2025	BSN Sports LLC	\$43.98	MATERIALS AND SUPPLIES
6/12/2025	BSN Sports LLC	\$2,724.20	MATERIALS AND SUPPLIES
6/26/2025	BSN Sports LLC	\$699.84	MATERIALS AND SUPPLIES
6/26/2025	BSN Sports LLC	\$622.08	MATERIALS AND SUPPLIES

6/5/2025	Community Action Agency	\$388.01	MATERIALS AND SUPPLIES
6/5/2025	Community Action Agency	\$262.53	MATERIALS AND SUPPLIES
6/5/2025	Community Action Agency	\$412.46	MATERIALS AND SUPPLIES
6/18/2025	Sima Dabir	\$94.65	MATERIALS AND SUPPLIES
6/5/2025	Freeland Corporation	\$1,578.67	MATERIALS AND SUPPLIES
6/18/2025	Iowa Office Supply Inc	\$370.00	MATERIALS AND SUPPLIES
6/18/2025	Laerdal Medical	(\$333.00)	MATERIALS AND SUPPLIES
6/18/2025	Laerdal Medical	(\$978.00)	MATERIALS AND SUPPLIES
6/26/2025	Leading Edge Group LLC	\$261.75	MATERIALS AND SUPPLIES
6/26/2025	SCM LLC	\$300.00	MATERIALS AND SUPPLIES
6/5/2025	Sysco Lincoln	\$814.74	MATERIALS AND SUPPLIES
6/18/2025	Sysco Lincoln	\$1,650.59	MATERIALS AND SUPPLIES
6/5/2025	Veel Hoeden Consulting	\$2,000.00	MATERIALS AND SUPPLIES
6/18/2025	Veel Hoeden Consulting	\$2,000.00	MATERIALS AND SUPPLIES
6/26/2025	Visual Edge IT Inc	\$1,115.94	MATERIALS AND SUPPLIES
6/26/2025	Western Iowa Tech Petty	\$30.00	MATERIALS AND SUPPLIES
6/12/2025	Iowa Schools Buildings & Grounds Association	\$50.00	MEMBERSHIP
6/18/2025	National Junior College	\$5,400.00	MEMBERSHIP
6/18/2025	Rotary Intl	\$100.00	MEMBERSHIP
6/12/2025	Siouxland Chamber of	\$205.50	MEMBERSHIP
6/12/2025	Western Iowa Tech GF	\$70.00	MEMBERSHIP
6/18/2025	Cunningham Associates Inc	\$5,648.00	NON-CAPITAL EXP & EQUIP <5000
6/12/2025	Iowa Office Supply Inc	\$3,540.00	NON-CAPITAL EXP & EQUIP <5000
6/18/2025	Iowa Office Supply Inc	\$4,710.00	NON-CAPITAL EXP & EQUIP <5000
6/26/2025	Iowa Office Supply Inc	\$49,595.29	NON-CAPITAL EXP & EQUIP <5000
6/26/2025	Midwest Technology	\$19,412.00	NON-CAPITAL EXP & EQUIP <5000
6/26/2025	Riverside Technologies Inc	\$2,245.82	NON-CAPITAL EXP & EQUIP <5000
6/12/2025	Zoom Communications Inc	\$138.00	NON-CAPITAL EXP & EQUIP <5000
6/21/2025	Collection Services Center	\$60.00	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	Friends Of FM 90	\$64.50	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	Nebraska Child Support	\$128.00	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	United Way of Siouxland	\$616.34	OTHER EMPLOYEE PR DEDUCTIONS

6/25/2025	Western Iowa Tech Agency	\$25.00	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	Western Iowa Tech	\$1,720.43	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	Western Iowa Tech GF	\$634.34	OTHER EMPLOYEE PR DEDUCTIONS
6/25/2025	Winnebago Tribe of	\$626.78	OTHER EMPLOYEE PR DEDUCTIONS
6/18/2025	Quadient Finance Usa, Inc.	\$408.83	POSTAGE
6/1/2025	UPS	\$43.33	POSTAGE
6/7/2025	UPS	\$107.11	POSTAGE
6/14/2025	UPS	\$66.82	POSTAGE
6/18/2025	Iowa Community College	\$98,883.73	PREPAID EXPENSES
6/26/2025	Anderson Brothers Printing	\$7,679.00	PRINTING & REPRODUCTION SVC
6/5/2025	Omaha Paper Company	\$519.64	PRINTING & REPRODUCTION SVC
6/26/2025	Omaha Paper Company	\$342.96	PRINTING & REPRODUCTION SVC
6/5/2025	Record Printing & Copy	\$681.00	PRINTING & REPRODUCTION SVC
6/12/2025	Record Printing & Copy	\$778.00	PRINTING & REPRODUCTION SVC
6/12/2025	Record Printing & Copy	\$770.00	PRINTING & REPRODUCTION SVC
6/18/2025	Record Printing & Copy	\$473.00	PRINTING & REPRODUCTION SVC
6/12/2025	Visual Edge IT Inc	\$58.71	PRINTING & REPRODUCTION SVC
6/5/2025	Ahlers & Cooney PC	\$1,308.00	PROFESSIONAL SERVICES
6/5/2025	Stamats	\$6,250.00	PROFESSIONAL SERVICES
6/5/2025	Stamats	\$6,250.00	PROFESSIONAL SERVICES
6/1/2025	Wells Fargo Bank	\$670,563.02	PURCHASE CARD CHECKING
6/5/2025	Evertex Inc	\$875.00	RENTED BUILDINGS & FACILITIES
6/26/2025	Evertex Inc	\$875.00	RENTED BUILDINGS & FACILITIES
6/18/2025	Chesterman Company	\$850.37	RESALE PURCHASES
6/18/2025	Core Mark Midcontinent Inc	\$638.46	RESALE PURCHASES
6/12/2025	Pearson Education	\$27.60	RESALE PURCHASES
6/5/2025	Susan Wolcott	\$20.00	RESALE PURCHASES
6/26/2025	Western Iowa Tech	\$21,641.00	RESIDENT TUITION
6/18/2025	CMVost Grant Funds	\$3,275.00	SCHOLARSHIPS
6/12/2025	Western Iowa Tech GF	\$175.00	SCHOLARSHIPS
6/12/2025	Tyson Foods, Inc.	\$2,100.00	SPONSORED BILLING RECEIVABLE
	ATTN: AR07694		
6/12/2025	Unitypoint Health-St Lukes	\$30.00	SPONSORED BILLING RECEIVABLE

6/5/2025	Hinton Community School	\$536.00	SPONSORED BILLING RECEIVABLE
6/5/2025	Hinton Community School	\$59.20	SPONSORED BILLING RECEIVABLE
6/5/2025	Sioux City Fire Rescue	\$6.00	SPONSORED BILLING RECEIVABLE
6/12/2025	Mercy Medical Center -	\$18.00	SPONSORED BILLING RECEIVABLE
6/12/2025	Sioux City Fire Rescue	\$0.10	SPONSORED BILLING RECEIVABLE
6/12/2025	Hinton Community School	\$172.20	SPONSORED BILLING RECEIVABLE
6/18/2025	US Army Tuition Assistance	\$292.00	SPONSORED BILLING RECEIVABLE
6/26/2025	Woodbury Central Comm	\$30.00	SPONSORED BILLING RECEIVABLE
6/26/2025	Tonya Alcorn	\$250.00	STUDENT DEPOSITS
6/18/2025	Aimar Aramendia Zabalza	\$250.00	STUDENT DEPOSITS
6/26/2025	Rhanda Augustine	\$250.00	STUDENT DEPOSITS
6/26/2025	Sarah Beitelspacher	\$250.00	STUDENT DEPOSITS
6/26/2025	Gladys Bosire	\$250.00	STUDENT DEPOSITS
6/26/2025	Leslie Gray	\$250.00	STUDENT DEPOSITS
6/26/2025	Tracy Ann Gruis	\$250.00	STUDENT DEPOSITS
6/26/2025	Eloise M Haptonstall	\$250.00	STUDENT DEPOSITS
6/26/2025	Lisa Jansma	\$250.00	STUDENT DEPOSITS
6/26/2025	Ashley N Joines	\$250.00	STUDENT DEPOSITS
6/26/2025	Emma M. Jolly	\$250.00	STUDENT DEPOSITS
6/26/2025	Jeff Koons	\$250.00	STUDENT DEPOSITS
6/26/2025	Randy Kruse	\$250.00	STUDENT DEPOSITS
6/26/2025	Lee Shell Lewis	\$250.00	STUDENT DEPOSITS
6/26/2025	Stephanie McSparran	\$250.00	STUDENT DEPOSITS
6/26/2025	Trinette Monzon	\$250.00	STUDENT DEPOSITS
6/26/2025	Peter Mwiva	\$250.00	STUDENT DEPOSITS
6/26/2025	Mary Peterson	\$250.00	STUDENT DEPOSITS
6/26/2025	Melissa Richter	\$250.00	STUDENT DEPOSITS
6/26/2025	Shane Sampson	\$250.00	STUDENT DEPOSITS
6/26/2025	Joshua Scott	\$250.00	STUDENT DEPOSITS
6/26/2025	Thomas Sebastiani	\$250.00	STUDENT DEPOSITS
6/26/2025	Brooke Smith	\$250.00	STUDENT DEPOSITS
6/26/2025	Jennifer L Strachan	\$250.00	STUDENT DEPOSITS
6/26/2025	Dan Thayer	\$250.00	STUDENT DEPOSITS

6/26/2025	Aubrianna Weatherspoon	\$250.00	STUDENT DEPOSITS
6/26/2025	Linda Willits	\$250.00	STUDENT DEPOSITS
6/26/2025	Todd Wilson	\$250.00	STUDENT DEPOSITS
6/18/2025	Eventide	\$660.00	STUDENT WORK STUDY FEDERAL
6/21/2025	Teachers Insurance &	\$106,802.43	TIAA-CREF PAYABLE
6/18/2025	Brian Acosta	\$120.00	TRAINING EXPENSE
6/18/2025	Valeria Acosta	\$120.00	TRAINING EXPENSE
6/18/2025	Andrea Alcaraz	\$120.00	TRAINING EXPENSE
6/18/2025	Ismael Alfaro	\$120.00	TRAINING EXPENSE
6/18/2025	Mario Alfaro	\$120.00	TRAINING EXPENSE
6/18/2025	Miriam Alvarez	\$80.00	TRAINING EXPENSE
6/18/2025	Lilia Bolles	\$120.00	TRAINING EXPENSE
6/18/2025	Okihinyanpiwin Bolles	\$140.00	TRAINING EXPENSE
6/18/2025	Tenanjilawin Bolles	\$140.00	TRAINING EXPENSE
6/18/2025	Keaghan Bracy	\$40.00	TRAINING EXPENSE
6/18/2025	Jasmynne Brenner	\$120.00	TRAINING EXPENSE
6/18/2025	Dianne Castillo	\$60.00	TRAINING EXPENSE
6/18/2025	Abdiel Corona	\$120.00	TRAINING EXPENSE
6/18/2025	Abdiel Corona	\$60.00	TRAINING EXPENSE
6/18/2025	Kevin Dionicio	\$120.00	TRAINING EXPENSE
6/18/2025	Anthony Duarte-Valdez	\$120.00	TRAINING EXPENSE
6/18/2025	Heidi Duarte-Valdez	\$120.00	TRAINING EXPENSE
6/18/2025	Joselyn Factor	\$40.00	TRAINING EXPENSE
6/18/2025	Joselyn Factor	\$60.00	TRAINING EXPENSE
6/18/2025	Andrea E. Flores	\$40.00	TRAINING EXPENSE
6/18/2025	Evelin Y. Franco	\$120.00	TRAINING EXPENSE
6/18/2025	Emily Grap	\$60.00	TRAINING EXPENSE
6/18/2025	Angelina Gutierrez	\$40.00	TRAINING EXPENSE
6/18/2025	Isadora Gutierrez	\$20.00	TRAINING EXPENSE
6/18/2025	Leila L. Jaime	\$120.00	TRAINING EXPENSE
6/18/2025	Nyadaang Koang	\$60.00	TRAINING EXPENSE
6/18/2025	Dakota Kropf	\$80.00	TRAINING EXPENSE
6/18/2025	Yaretsy Landeros	\$60.00	TRAINING EXPENSE

6/18/2025	Ayla Leach	\$120.00	TRAINING EXPENSE
6/18/2025	Aiden Leclair	\$40.00	TRAINING EXPENSE
6/18/2025	Carly S. Ledesma	\$40.00	TRAINING EXPENSE
6/18/2025	Ivan Ledesma	\$100.00	TRAINING EXPENSE
6/18/2025	Emmaleigh L. List	\$120.00	TRAINING EXPENSE
6/18/2025	Johnny J. Lopez	\$60.00	TRAINING EXPENSE
6/18/2025	Genesis P. Lopez-	\$60.00	TRAINING EXPENSE
6/18/2025	Yessica Y. Lucas	\$120.00	TRAINING EXPENSE
6/18/2025	Jimena C. Lupian	\$40.00	TRAINING EXPENSE
6/18/2025	Aiden G. Medrano	\$120.00	TRAINING EXPENSE
6/18/2025	Mia Morales-Magana	\$120.00	TRAINING EXPENSE
6/18/2025	Montzerrath Morales-	\$120.00	TRAINING EXPENSE
6/18/2025	Roselyn Murillo	\$60.00	TRAINING EXPENSE
6/18/2025	Darlyn L. Orellana	\$60.00	TRAINING EXPENSE
6/18/2025	Peytin Palmer	\$60.00	TRAINING EXPENSE
6/18/2025	Ruvy Pena	\$40.00	TRAINING EXPENSE
6/18/2025	Abimeris C. Perez	\$40.00	TRAINING EXPENSE
6/18/2025	Tiffany Ramirez	\$40.00	TRAINING EXPENSE
6/18/2025	Joshua Ramos	\$120.00	TRAINING EXPENSE
6/18/2025	Mallory Randol	\$60.00	TRAINING EXPENSE
6/18/2025	Remigia Raymundo Lopez	\$40.00	TRAINING EXPENSE
6/18/2025	David Raymundo-Lopez	\$60.00	TRAINING EXPENSE
6/18/2025	Wilson Riphin II	\$40.00	TRAINING EXPENSE
6/18/2025	Wilmide Riphin	\$40.00	TRAINING EXPENSE
6/18/2025	Janelly P. Rivas	\$40.00	TRAINING EXPENSE
6/18/2025	Silvia Salazar	\$120.00	TRAINING EXPENSE
6/18/2025	Ashley Saravia Gomez	\$40.00	TRAINING EXPENSE
6/18/2025	Paola Sartun	\$120.00	TRAINING EXPENSE
6/18/2025	Carina J. Sartun Vasquez	\$80.00	TRAINING EXPENSE
6/18/2025	Jasmine Schild	\$120.00	TRAINING EXPENSE
6/18/2025	Guadalupe K. Soria Prado	\$120.00	TRAINING EXPENSE
6/18/2025	Guadalupe K. Soria Prado	\$60.00	TRAINING EXPENSE
6/18/2025	Alexis J. Tarr	\$60.00	TRAINING EXPENSE

6/18/2025	Emma Urwiller	\$80.00	TRAINING EXPENSE
6/18/2025	Kiara J. Vallecillo	\$120.00	TRAINING EXPENSE
6/18/2025	Emily M. Wanberg	\$60.00	TRAINING EXPENSE
6/18/2025	Emily M. Wanberg	\$60.00	TRAINING EXPENSE
6/12/2025	Curt A. Brodsky	\$360.36	TRAVEL IN STATE
6/18/2025	Sima Dabir	\$3,206.83	TRAVEL IN STATE
6/18/2025	Rex K. Hawkins	\$139.36	TRAVEL IN STATE
6/5/2025	Iowa Literacy Council	\$1,800.00	TRAVEL IN STATE
6/12/2025	Terry A. Murrell	\$276.64	TRAVEL IN STATE
6/12/2025	Terry A. Murrell	\$85.28	TRAVEL IN STATE
6/12/2025	Kevin L. Stover	\$442.00	TRAVEL IN STATE
6/18/2025	Brandy L. TenHulzen	\$171.50	TRAVEL IN STATE
6/26/2025	Tom Utesch	\$108.16	TRAVEL IN STATE
6/26/2025	Russell C. Wray	\$860.60	TRAVEL IN STATE
6/18/2025	Mellisa T. Flanigan	\$100.88	TRAVEL OUT OF STATE
6/12/2025	Troy A. Jasman	\$484.29	TRAVEL OUT OF STATE
6/12/2025	Teri L. Peterson	\$150.80	TRAVEL OUT OF STATE
6/12/2025	Brandon P. Treft	\$289.56	TRAVEL OUT OF STATE
6/21/2025	Voya Retirement Insurance	\$12,380.80	TSA PAYABLE
6/5/2025	Laura J. Ayala Caballero	\$221.00	TUITION
6/12/2025	Ann M. Chartier	\$1,377.00	TUITION
6/5/2025	Kristi K. Erickson Wilken	\$2,716.00	TUITION
6/26/2025	Amy L. Hueser	\$3,000.00	TUITION
6/18/2025	Michael E. Meister	\$1,980.00	TUITION
6/12/2025	Berkshire Hathaway Energy	\$2,506.59	UTILITIES
6/12/2025	Berkshire Hathaway Energy	\$48,923.90	UTILITIES
6/18/2025	Berkshire Hathaway Energy	\$594.77	UTILITIES
6/18/2025	Berkshire Hathaway Energy	\$455.77	UTILITIES
6/18/2025	Berkshire Hathaway Energy	\$4,025.52	UTILITIES
6/18/2025	Black Hills Utility Holding	\$141.92	UTILITIES
6/26/2025	City Of Cherokee	\$332.86	UTILITIES
6/18/2025	City Of Mapleton	\$203.61	UTILITIES
6/5/2025	City of Sioux City	\$2,192.27	UTILITIES

6/5/2025	City of Sioux City	\$486.13	UTILITIES
6/5/2025	City of Sioux City	\$706.40	UTILITIES
6/5/2025	City of Sioux City	\$559.55	UTILITIES
6/5/2025	City of Sioux City	\$248.95	UTILITIES
6/5/2025	City of Sioux City	\$290.90	UTILITIES
6/5/2025	City of Sioux City	\$301.39	UTILITIES
6/5/2025	City of Sioux City	\$189.30	UTILITIES
6/5/2025	City of Sioux City	\$259.44	UTILITIES
6/5/2025	City of Sioux City	\$248.95	UTILITIES
6/5/2025	City of Sioux City	\$3,002.59	UTILITIES
6/5/2025	City of Sioux City	\$1,317.08	UTILITIES
6/5/2025	City of Sioux City	\$247.72	UTILITIES
6/5/2025	City of Sioux City	\$106.16	UTILITIES
6/5/2025	City of Sioux City	\$30.47	UTILITIES
6/18/2025	Constellation Energy	\$15,503.50	UTILITIES
6/18/2025	Constellation Energy	\$13,297.37	UTILITIES
6/18/2025	Denison Municipal Utilities	\$2,660.96	UTILITIES
6/18/2025	Woodbury County Rural	\$3,503.72	UTILITIES
6/18/2025	City of Sioux City	\$2,096.26	VEHICLES-MATERIALS & SUPPLIES
6/18/2025	City of Sioux City	\$797.14	VEHICLES-MATERIALS & SUPPLIES
6/18/2025	City of Sioux City	\$16.08	VEHICLES-MATERIALS & SUPPLIES
6/26/2025	Craft Auto Body Inc	\$294.00	VEHICLES-MATERIALS & SUPPLIES
6/26/2025	Craft Auto Body Inc	\$378.00	VEHICLES-MATERIALS & SUPPLIES
6/18/2025	Heartland Tire, Inc	\$69.90	VEHICLES-MATERIALS & SUPPLIES
6/1/2025	Customers Bank	\$8,020.00	WITCC ONECARD PAYABLE
6/7/2025	Customers Bank	\$737.00	WITCC ONECARD PAYABLE
6/14/2025	Customers Bank	\$3,698.00	WITCC ONECARD PAYABLE
6/21/2025	Customers Bank	\$20,445.94	WITCC ONECARD PAYABLE
6/26/2025	Arthur J Gallagher & Co	\$2,815.00	WORKMANS COMPENSATION
		<u>\$ 5,175,511.51</u>	

Western Iowa Tech Community College
Canceled Warrants Using Check Date
General & Auxiliary
7/3/2025

CHK DATE	VENDOR NAME	CHK AMOUNT	DESCRIPTION
11/26/2024	Abdiel Corona	\$60.00	TRAINING EXPENSE
5/29/2025	Kristi K. Erickson Wilken	\$2,716.00	TUITION
11/26/2024	Joselyn Factor	\$60.00	TRAINING EXPENSE
11/26/2024	Guadalupe K. Soria Prado	\$60.00	TRAINING EXPENSE
		<u>\$2,896.00</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be approved at the board meeting July 14, 2025

GENERAL FUND

Estimated for the month of July

Federal tax	\$	147,000.00
State tax	\$	42,000.00
FICA	\$	255,000.00
Insurance	\$	504,000.00
IPERS	\$	140,000.00
TIAA-CREF	\$	107,000.00
Total	\$	<u>1,195,000.00</u>

Western Iowa Tech Community College
Board Approval Voucher Detail Report
Special Federal
7/3/2025

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
6/14/2025	Western Iowa Tech General	\$302,000.00	ACCOUNTS PAYABLE
6/7/2025	Western Iowa Tech General	\$107,287.11	OTHER FEDERAL
6/7/2025	Western Iowa Tech General	\$27,203.17	OTHER FEDERAL
6/7/2025	Western Iowa Tech General	\$16,375.00	OTHER FEDERAL
6/14/2025	Western Iowa Tech General	\$50,000.00	OTHER FEDERAL
6/14/2025	Western Iowa Tech General	\$97,695.32	OTHER FEDERAL
6/14/2025	Western Iowa Tech General	\$55,575.91	OTHER FEDERAL
6/14/2025	Western Iowa Tech General	\$1,201.90	OTHER FEDERAL
6/14/2025	Western Iowa Tech General	\$7,879.00	OTHER FEDERAL
6/21/2025	Western Iowa Tech General	\$2,203.00	OTHER FEDERAL
6/21/2025	Western Iowa Tech General	\$2,133.00	OTHER FEDERAL
6/21/2025	Western Iowa Tech General	\$95.25	OTHER FEDERAL
6/28/2025	Western Iowa Tech General	\$442.00	OTHER FEDERAL
		\$670,090.66	

Western Iowa Tech Community College
Board Approval Voucher Detail Report
Plant Fund
7/3/2025

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
6/23/2025	Jensen Motors	<u>\$32,007.00</u>	VEHICLES
		<u><u>\$32,007.00</u></u>	

Western Iowa Tech Community College
Board Approval Voucher Detail Report
House File
7/3/2025

CHECK DATE	VENDOR NAME	AMOUNT	DESCRIPTION
6/24/2025	Western Iowa Tech GF	\$825.12	DUE TO GENERAL FUND
6/21/2025	Security National Bank	\$13,930.00	SNB INVEST
6/21/2025	Security National Bank	\$10,494.99	SNB INVEST
6/21/2025	Security National Bank	\$67,429.92	SNB INVEST
6/21/2025	Security National Bank	\$15,563.91	SNB INVEST
6/21/2025	Security National Bank	\$14,345.61	SNB INVEST
6/17/2025	Hyvee Distribution	\$1,417.58	TRAINING EXPENSE
6/17/2025	Hyvee Distribution	\$4,230.00	TRAINING EXPENSE
6/17/2025	Hyvee Distribution	\$214.81	TRAINING EXPENSE
6/17/2025	Hyvee Distribution	\$1,500.00	TRAINING EXPENSE
6/17/2025	Hyvee Distribution	\$55,140.00	TRAINING EXPENSE
6/17/2025	Knife River Midwest LLC	\$58,917.60	TRAINING EXPENSE
6/17/2025	Pinnacle Heating & Cooling	\$1,200.00	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$5,088.02	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$18,000.00	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$36,971.04	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$26,115.69	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$5,322.22	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$43,437.66	TRAINING EXPENSE
6/17/2025	Seaboard Triumph Foods	\$55,609.01	TRAINING EXPENSE
6/17/2025	Smithfield Packaged Meats	\$37,008.00	TRAINING EXPENSE
6/10/2025	Superior Industrial	\$3,809.21	TRAINING EXPENSE
6/24/2025	TEC-CORP	\$875.00	TRAINING EXPENSE
6/17/2025	Wells Enterprises Inc	\$13,709.92	TRAINING EXPENSE
6/24/2025	Wells Enterprises Inc	\$11,400.00	TRAINING EXPENSE
6/10/2025	Western Iowa Tech Comm	\$2,000.00	TRAINING EXPENSE
6/10/2025	Western Iowa Tech Comm	\$4,000.00	TRAINING EXPENSE

6/10/2025	Western Iowa Tech Comm	\$2,000.00	TRAINING EXPENSE
6/10/2025	Western Iowa Tech Comm	\$8,554.00	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$21,100.00	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$14,160.73	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$11,000.00	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$3,185.05	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$158.00	TRAINING EXPENSE
6/17/2025	Western Iowa Tech Comm	\$1,270.00	TRAINING EXPENSE
		<u>\$569,983.09</u>	

PERSONNEL REPORT
Regular Appointments
July 14, 2025

I. INSTRUCTIONAL STAFF

- A. **Barbara M. Fitzgerald** has been selected for the position as Nursing Instructor effective August 21, 2025, at an annualized salary of \$55,321, (MA, Step 10). This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- B. **Dylan S. Okerbloom** has been selected for the position as Automotive Technology Instructor effective August 21, 2025, at an annualized salary of \$49,970, (VC, Step 5). This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- C. **Amanda J. Birch** has been selected for the position as Business Instructor effective August 21, 2025, at an annualized salary of \$55,321, (MA, Step 10). This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- D. **Carter H. Feathers** has been selected for the position as Electrician Instructor effective August 21, 2025, at an annualized salary of \$49,013, (VC, Step 3). This is a previously authorized position, eligible for full time benefits.

II. ADMINISTRATIVE STAFF

- A. It is recommended that the position of **Associate Dean of Student Experience** be authorized as a grade 12 exempt administrative position. It is further recommended that the position of **Manuelito A. Parker**, Associate Dean of Students be changed to Associate Dean of Student Experience effective July 16, 2025. No change in salary or full-time benefits.
- B. It is recommended that the position of **Director of Distance Learning and Academic Center for Excellence** be authorized as a grade 8 exempt administrative position. It is further recommended that the position of **Amy L. Hueser**, Director of Distance Learning be changed to Director of Distance Learning and Academic Center for Excellence effective July 16, 2025. No change in salary or full-time benefits.
- C. **Bailey Clapper**, Athletic Trainer has completed the additional course work to a doctorate degree and her annual wage is to be increased by \$750 effective July 1, 2025.

PERSONNEL REPORT
Regular Appointments
July 14, 2025

- D. **Hodeis Hadadi** Adult Basic Education Specialist has been selected for the position as Educational Coordinator effective July 16, 2025 at an annual salary of \$56,847, grade 7, administrative position. This is a previously authorized position, vacant due to retirement. Full time benefits to be changed accordingly.
- E. **Nicholas R. Demke**, Educational Coordinator has been selected for the position as Director of Small Business Development Center effective July 16, 2025, at an annual salary of \$74,611, grade 9 administrative position. This is a previously authorized position, vacant due to resignation. Full time benefits to be changed accordingly.
- F. **Katey L. Fritz** has been selected for the position as Faculty Development Specialist effective July 28, 2025, at an annual salary of \$54,063, grade 7 administrative position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- G. It is recommended that the employment of **Hailey A. Murphy** Adult Basic Education Specialist be changed to full time status effective July 15, 2025, at an annual salary of \$50,006. This is a previously authorized position vacant due to reassignment, eligible for full time benefits.

III. SUPPORT STAFF

- A. **Melissa J. Bosman** has been selected for the position as Department Assistant effective July 15, 2025, at an annualized salary of \$40,884, grade 4 support position. This is a previously authorized position, vacant due to resignation, eligible for full time benefits.
- B. It is recommended that the position of **Nicole L. Nelson**, Administrative Assistant be changed to Testing Center Assistant effective July 16, 2025. No change in hourly wage or full-time benefits.
- C. It is recommended that the position of **Carrie C. Lammers**, Administrative Assistant be changed to Testing Center Assistant effective July 16, 2025. No change in hourly wage or full-time benefits.
- D. **Logan A. Brown Veen-Strege** has submitted his voluntary resignation as Help Desk Technician effective July 2, 2025. He is to be paid for all time worked through that date and for all earned and unused vacation.

PERSONNEL REPORT
Regular Appointments
July 14, 2025

- E. **Dereck A. DeLong** has submitted his voluntary resignation as Safety Officer effective August 15, 2025. He is to be paid for all time worked through that date and for all earned and unused vacation.
- F. **Estefany Aguilar** has been selected for the position as Administrative Assistant effective July 15, 2025, at an annualized wage of \$40,884 grade 4 support position. This is a previously authorized position, eligible for full time benefits.

IV. TEMPORARY STAFF

- A. The attached list of temporary appointments includes temporary employees, adjunct, substitute, work study, and community and continuing education instructors selected since the last report and not previously presented to the Board for approval in the position stated, not eligible for benefits.

Personnel Report
Temporary Employees
(not eligible for benefits)

July 14, 2025

NAME	DEPARTMENT OR COURSE # - SECT	APPOINTMENT	FROM	THROUGH	APPT \$/HR	SALARY
Cagley, Michael	MAT-777-01	Independent Study	05/24/25	08/02/25		\$ 480.00
Dunkelberger, Ethan	EMT	Adjunct Instructor	07/01/25	07/01/27	\$ 41.50	Time Entry
Fitch, Bill	WEL-424-01	Independent Study	05/27/25	06/23/25		\$ 240.00
Fitch, Bill	WEL-421-01	Independent Study	05/27/25	08/01/25		\$ 320.00
Fitch, Bill	WEL-420-01	Independent Study	06/24/25	08/01/25		\$ 240.00
Flanigan, Mellisa	ADM-932-01	Internship	05/27/25	07/20/25		\$ 240.00
Frenchman, Jered	WEL-424-01	Independent Study	05/27/25	06/23/25		\$ 240.00
Frenchman, Jered	WEL-421-01	Independent Study	05/27/25	08/01/25		\$ 320.00
Frenchman, Jered	WEL-420-01	Independent Study	06/24/25	08/01/25		\$ 80.00
Frenchman, Jered	WEL-110-01	Independent Study	05/27/25	08/01/25		\$ 160.00
Garibay, Keit	Womens Soccer	Assistant Coach	07/01/25	11/30/25		\$ 3,750.00
Irineo, Edson	Womens Soccer	Assistant Coach	07/01/25	11/30/25		\$ 3,750.00
Jasa, Kristi	Verizon Camp	Instructor	06/30/25	07/24/25		\$ 3,400.00
Lyons, Jayne	Verizon Camp	Instructor	06/30/25	07/24/25		\$ 3,400.00
McCumber, Mitchel	Athletics	Sports Information Director	06/16/25	12/15/25	\$ 23.09	Time Entry
Neeser, Stephanie	Womens Soccer	Assistant Coach	07/01/25	11/30/25		\$ 3,750.00
Rodriguez, Rogelio	Womens Soccer	Assistant Coach	07/01/25	11/30/25		\$ 3,750.00
Sampson, Shane	AUT-947-01	Practicum	05/27/25	08/01/25		\$ 5,760.00
Sturgeon, Leif	Camp	Classroom Aid	07/01/25	07/25/25	\$ 9.00	Time Entry

APPLICATION FOR PAYMENT

JUL 25 5
CAP702
Page: 1 of 4

To:
WITCC REGIONAL ACADEMY DENISON
11 NORTH 35TH STREET
DENISON, IA 51442

PROJECT:
516-24W-B
WITCC REGIONAL ACADEMY DENISON
11 NORTH 35TH STREET
DENISON, IA 51442

From Contractor:
STORY CONSTRUCTION CO.
D/B/A L & L BUILDERS
2205 4TH STREET, PO BOX 1497
SIOUX CITY, IA 51102

VIA ARCHITECT:
CMBA
302 JONES STREET, SUITE 200
SIOUX CITY, IA 51101

Application No.:	Application Date:	Period To:	Contract Date:
10	JUN 12, 2025	JUN 13, 2025	JUL 3, 2024
Project Nos:			
Distribution List:	<input type="checkbox"/> Owner	<input type="checkbox"/> Construction Mgr	
	<input type="checkbox"/> Architect	<input type="checkbox"/> Field	
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other	

CONTRACT FOR:

Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

1. Original Contract Amount: \$ 6,357,000.00
2. Net of Change Orders: \$ 82,740.00
3. Net Amount of Contract: \$ 6,439,740.00
4. Total Completed & Stored to Date: \$ 5,346,362.00
5. Retainage Summary:
 - a. 5.00 % of Completed Work \$ 267,318.10
 - b. 5.00 % of Stored Material \$ 0.00

Total Retainage: \$ 267,318.10
6. Total Completed Less Retainage: \$ 5,079,043.90
7. Less Previous Applications: \$ 4,573,522.54

8. Current Payment Due, This Application: \$ 505,521.36

9. Contract Balance (Including Retainage): \$ 1,360,696.10

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	74,158.00	0.00
Total approved this Month:	8,582.00	0.00
Sub Totals:	82,740.00	0.00
NET of Change Orders:	82,740.00	

CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature)

L & L BUILDERS CO.

Date: JUN 12, 2025

State Authorized: Iowa

County of: WOODBURY

Subscribed and sworn to before me this 12th day of June,
Notary Public: Charna L. Pierce
My Commission expires: 2/16/27



ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED: \$505,821.36

Todd Campbell
(Architects Signature)

Date: 6/15/2025

[Handwritten Signature] 6/24/25

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

Page 2 of 4 Pages

<u>From:</u> STORY CONSTRUCTION CO D/B/A L & L BUILDERS 2205 4TH STREET, PO BOX 1497 SIOUX CITY, IA 51102	<u>To:</u> WITCC REGIONAL ACADEMY DENISON 516-24W-B 11 NORTH 35TH STREET DENISON, IA 51442	<u>Project:</u> WITCC REGIONAL ACADEMY DENISON 11 NORTH 35TH STREET DENISON, IA 51442	<u>Application No:</u> 10 <u>Application Date:</u> 6/12/2025 <u>Period To:</u> 6/13/2025 <u>Contract Date:</u> 7/03/2024 <u>Architects Project#:</u>
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A Item No	B Description of Work	C Contract Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
1	GENERAL CONDITIONS	308,827.00	253,305.00	28,075.00	0.00	281,380.00	91	27,447.00	14,069.00
2	PERMIT	22,655.00	22,655.00	0.00	0.00	22,655.00	100	0.00	1,132.75
3	PERFORMANCE & PAYMENT BOND	34,262.00	34,262.00	0.00	0.00	34,262.00	100	0.00	1,713.10
4	FINAL CLEANING	7,942.00	0.00	0.00	0.00	0.00	0	7,942.00	0.00
5	DEMO	41,510.00	16,877.00	23,950.00	0.00	40,827.00	98	683.00	2,041.35
6	SITWORK	660,110.00	285,934.00	1,200.00	0.00	287,134.00	44	372,976.00	14,356.70
7	CONCRETE	243,377.00	228,907.00	6,500.00	0.00	235,407.00	97	7,970.00	11,770.35
8	MASONRY	547,148.00	542,400.00	0.00	0.00	542,400.00	99	4,748.00	27,120.00
9	STRUCTURAL & STEEL MAT'L	305,865.00	305,865.00	0.00	0.00	305,865.00	100	0.00	15,293.25
10	ROUGH CARPENTRY	42,492.00	40,231.00	2,261.00	0.00	42,492.00	100	0.00	2,124.60
11	FINISH CARPENTRY MILLWORK	76,042.00	57,093.00	13,325.00	0.00	70,418.00	93	5,624.00	3,520.90
12	THERMAL & MOISTURE	278,750.00	230,158.00	11,659.00	0.00	241,817.00	87	36,933.00	12,090.85
13	DOORS HRDWARE	99,884.00	78,126.00	0.00	0.00	78,126.00	78	21,758.00	3,906.30
14	SECTIONAL DOORS	45,357.00	0.00	22,000.00	0.00	22,000.00	49	23,357.00	1,100.00
15	GLASS AND GLAZING	132,273.00	99,675.00	20,000.00	0.00	119,675.00	90	12,598.00	5,983.75
16	DRYWALL	364,218.00	355,962.00	8,256.00	0.00	364,218.00	100	0.00	18,210.90
17	ACOUSTICAL CEILINGS	23,421.00	0.00	18,810.00	0.00	18,810.00	80	4,611.00	940.50
18	CERAMIC TILE	36,446.00	18,850.00	14,877.00	0.00	33,727.00	93	2,719.00	1,686.35
19	CARPET/RESIL	52,202.00	34,821.00	5,000.00	0.00	39,821.00	76	12,381.00	1,991.05
20	PAINTING	65,694.00	15,000.00	19,708.00	0.00	34,708.00	53	30,986.00	1,735.40
21	SPECIALTIES	19,616.00	18,294.00	0.00	0.00	18,294.00	93	1,322.00	914.70
22	FURNISHINGS	4,684.00	0.00	0.00	0.00	0.00	0	4,684.00	0.00
23	GEO THERMAL WELL	292,337.00	45,000.00	45,000.00	0.00	90,000.00	31	202,337.00	4,500.00
			THIS WAS BILLED ON PAY APP 1. WORK HAS NOT BEEN COMPLETED CREDIT BACK ON PAY APP 2						
		3,705,112.00	2,683,415.00	240,621.00	0.00	2,924,036.00	79	781,076.00	146,201.80

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

Page 3 of 4 Pages

From: STORY CONSTRUCTION CO. D/B/A L & L BUILDERS 2205 4TH STREET.... PO BOX 1497 SIOUX CITY, IA 51102	To: WITCC REGIONAL ACADEMY DENISON 11 NORTH 35TH STREET DENISON, IA 51442	Project: 516-24W-B WITCC REGIONAL ACADEMY DENISON 11 NORTH 35TH STREET DENISON, IA 51442	Application No: 10 Application Date: 6/12/2025 Period To: 6/13/2025 Contract Date: 7/03/2024 Architects Project#:
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A Item No	B Description of Work	C Contract Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
24	FIRE SUPPRESSION ENG	4,500.00	4,500.00	0.00	0.00	4,500.00	100	0.00	225.00
25	FIRE SUPPRESSION MAT'L / LABOR	95,137.00	80,000.00	25,623.00	0.00	85,623.00	90	9,514.00	4,281.15
26	MOBILIZATION MECHANICAL	37,603.00	37,603.00	0.00	0.00	37,603.00	100	0.00	1,880.15
27	UNDERGROUND WASTE STORM MAT L	43,972.00	43,972.00	0.00	0.00	43,972.00	100	0.00	2,198.60
28	ABOVE GROUND WAST STORM MAT LA	66,836.00	66,836.00	0.00	0.00	66,836.00	100	0.00	3,341.80
29	ABOVE GRND DOMESTIC WTR MAT LA	71,643.00	70,293.00	1,350.00	0.00	71,643.00	100	0.00	3,582.15
30	ABOVE GROUND PLUMBING INSULATI	25,995.00	25,995.00	0.00	0.00	25,995.00	100	0.00	1,299.75
31	COMPRESSED AIR GAS PIPING	52,332.00	51,500.00	0.00	0.00	51,500.00	98	832.00	2,575.00
32	HYDRONIC PIPING MAT LABOR	104,054.00	97,600.00	4,702.00	0.00	102,302.00	98	1,752.00	5,115.10
33	HYDRONIC PIPE INSULATION	25,853.00	25,053.00	800.00	0.00	25,853.00	100	0.00	1,292.65
34	HYDRONIC ANTIFREEZE MAT LAB	20,756.00	11,924.00	4,365.00	0.00	16,289.00	78	4,467.00	814.45
35	PLUMBING EQUIP MATL LABOR	93,088.00	90,245.00	2,275.00	0.00	92,520.00	99	568.00	4,626.00
36	PLUMBING FIXTURES MAT LABOR	92,593.00	87,327.00	4,066.00	0.00	91,393.00	99	1,200.00	4,569.65
37	HYDRONIC EQUIP MAT LABOR	70,054.00	56,281.00	1,765.00	0.00	58,046.00	83	12,008.00	2,902.30
38	DUCTWORK MAT LABOR	144,179.00	121,892.00	11,534.00	0.00	133,426.00	93	10,753.00	6,671.30
39	DUCTWORK INSULATION	23,408.00	15,215.00	8,193.00	0.00	23,408.00	100	0.00	1,170.40
40	HVAC EQUIP MATL LABOR	373,574.00	307,584.00	65,990.00	0.00	373,574.00	100	0.00	18,678.70
41	TESTING AND BALANCING	40,190.00	0.00	0.00	0.00	0.00	0	40,190.00	0.00
42	CONTROLS ENGINEERING	10,000.00	5,000.00	2,500.00	0.00	7,500.00	75	2,500.00	375.00
43	CONTROLS MAT'L LABOR	87,747.00	20,000.00	40,000.00	0.00	60,000.00	68	27,747.00	3,000.00
44	MOBILIZATION ELECTRICAL	31,547.00	31,547.00	0.00	0.00	31,547.00	100	0.00	1,577.35
45	DEMOLITION ELECTRICAL	21,327.00	21,237.00	0.00	0.00	21,237.00	100	90.00	1,061.85
46	CONDUIT BOXES FITTING MATL LAB	330,025.00	317,178.00	12,849.00	0.00	330,025.00	100	0.00	16,501.25
47	WIRING DEVICES MATL LABOR	48,325.00	15,104.25	28,512.00	0.00	43,616.25	90	4,708.75	2,180.81
48	PANELS / GEAR MATL LABOR	173,325.00	135,205.00	20,799.00	0.00	156,004.00	90	17,321.00	7,800.20
		5,793,175.00	4,402,504.25	475,944.00	0.00	4,878,448.25	79	914,726.75	243,922.41

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

Page 4 of 4 Pages

From:
 STORY CONSTRUCTION CO.
 D/B/A L & L BUILDERS
 2205 4TH STREET... PO BOX 1497
 SIOUX CITY, IA 51102

To:
 WITCC REGIONAL ACADEMY DENISON516-24W-B
 11 NORTH 35TH STREET
 DENISON, IA 51442

Project:
 WITCC REGIONAL ACADEMY DENISON
 11 NORTH 35TH STREET
 DENISON, IA 51442

Application No: 10
Application Date: 6/12/2025
Period To: 6/13/2025
Contract Date: 7/03/2024
Architects Project#:

A Item No	B Description of Work	C Contract Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
49	WIRE / CABLE MATL LABOR	92,525.00	71,021.00	12,028.25	0.00	83,049.25	90	9,475.75	4,152.46
50	LIGHTING FIXTURES MATL LABOR	143,325.00	118,506.00	1,032.75	0.00	119,538.75	83	23,786.25	5,976.94
51	FIRE ALARM MATL LABOR	78,325.00	47,505.00	14,881.75	0.00	62,386.75	80	15,938.25	3,119.34
52	INTERCOM SYSTM MATL LABOR	16,325.00	10,032.00	3,101.75	0.00	13,133.75	80	3,191.25	656.69
53	DATA & FIBER CONDUIT INFRASTRU	133,325.00	95,066.00	11,999.25	0.00	107,065.25	80	26,259.75	5,353.26
54	CONTINGENCY	100,000.00	0.00	0.00	0.00	0.00	0	100,000.00	0.00
55	CC1 UNSUITABLE MATERIAL	38,202.00	38,202.00	0.00	0.00	38,202.00	100	0.00	1,910.10
56	CC2 UNSUITABLE MAT'L FOUNDATIO	13,308.00	13,308.00	0.00	0.00	13,308.00	100	0.00	665.40
57	CC3 ADDED ROOF BLOCKING	1,462.00	1,462.00	0.00	0.00	1,462.00	100	0.00	73.10
58	CC3 FINAL CAMERA LAYOUT	1,178.00	1,178.00	0.00	0.00	1,178.00	100	0.00	58.90
59	CC3 REMOVE BL6 WINDOW/ADD D12	2,399.00	2,399.00	0.00	0.00	2,399.00	100	0.00	119.95
60	CC3 MODIFY CASEWORK, FLOORING, PLUMBING, ELEC	7,483.00	7,483.00	0.00	0.00	7,483.00	100	0.00	374.15
61	CC4 AUTO LAB OVERHEAD DOORS	5,568.00	5,568.00	0.00	0.00	5,568.00	100	0.00	278.40
62	CC5 AUTO LAB CHANGES	3,300.00	0.00	3,300.00	0.00	3,300.00	100	0.00	165.00
63	CC5 FUR OUT WALLS FOR HEAD WAL	1,258.00	0.00	1,258.00	0.00	1,258.00	100	0.00	62.90
64	CC6 CAPTURE UPDATES	464.00	0.00	464.00	0.00	464.00	100	0.00	23.20
65	CC6 PAINT BOOTH ELEC HVAC	8,118.00	0.00	8,118.00	0.00	8,118.00	100	0.00	405.90
		6,439,740.00	4,814,234.25	532,127.75	0.00	5,346,362.00	79	1,093,378.00	267,318.10



2205 FOURTH STREET
 P.O. BOX 1497
 SIOUX CITY, IOWA 51102
 PHONE 712-255-0657
 FAX 712-255-8205
 www.llbuilders.com

WITCC REGIONAL ACADEMY DENISON _____ CUSTOMER# 2234 INVOICE 10071
 11 NORTH 35TH STREET _____ JOB# 516-10 DATE 6/13/2025
 DENISON, IA 51442 _____

Past due accounts subject to interest at maximum legal rate.
 TERMS: NET 30 DAYS

RE: WITCC REGIONAL ACADEMY DENISON
 PO NO. B0013966

CONTRACT AMOUNT:	\$ 6,357,000.00
APPROVED CHANGE ORDERS:	\$82,740.00
REVISED CONTRACT AMOUNT:	\$ 6,439,740.00

	WORK COMPLETED	PREVIOUSLY BILLED	THIS BILLING
COMPLETED	\$ 5,346,362.00	\$ 4,814,234.25	\$ 532,127.75
RETAINAGE	\$ 267,318.10	\$ 240,711.71	\$ 26,606.39
NET	\$ 5,079,043.90	\$ 4,573,522.54	\$ 505,521.36

THANK YOU

CERTIFICATE FOR PAYMENT

Contractor: Bainbridge Construction, LLC
 202 E.1st Street
 PO Box 293
 Kingsley, IA 51028

Payment No.: 2
 DGR Engineering

Project: 2025 WITCC Ring Road Paving Improvements Project

DGR Project No.: 274075

Owner: Western Iowa Tech Community College

Contract Date: April 14, 2025

For Period From: May 16, 2025 through June 16, 2025

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
1	18.8	UNIT Clear and Grub Existing Trees	\$ 106.00	\$ 1,992.80		\$ -
2	500	C.Y. Excavation, Class 10	\$ 6.70	\$ 3,350.00	250	\$ 1,675.00
3	2875	S.Y. Subgrade Preparation, 24"	\$ 1.00	\$ 2,875.00	1933	\$ 1,933.00
4	3026	S.Y. Subgrade Treatment, Non-Woven Geotextile	\$ 1.75	\$ 5,295.50	2333	\$ 4,082.75
5	641	C.Y. Subbase, Modified	\$ 55.00	\$ 35,255.00	322	\$ 17,710.00
6	401	L.F. Storm Sewer, Trenched, RCP, 15"	\$ 79.50	\$ 31,879.50	511	\$ 40,624.50
7	17	L.F. Storm Sewer, Trenched, RCP, 18"	\$ 91.00	\$ 1,547.00	17	\$ 1,547.00
8	77	L.F. Removal of Storm Sewer, ≤27"	\$ 2.50	\$ 192.50	46	\$ 115.00
9	1793	L.F. Subdrain, 6"	\$ 14.50	\$ 25,998.50	1372	\$ 19,894.00
10	16	Ea. Subdrain Outlet	\$ 95.00	\$ 1,520.00	17	\$ 1,615.00
11	4	Ea. Intake, SW-501	\$ 2,470.00	\$ 9,880.00	4.75	\$ 11,732.50
12	2	Ea. Intake, SW-505	\$ 3,375.00	\$ 6,750.00	1	\$ 3,375.00
13	1	Ea. Intake, SW-509	\$ 4,990.00	\$ 4,990.00		\$ -
14	1	Ea. Manhole Adjustment, Minor	\$ 1,250.00	\$ 1,250.00		\$ -
15	3	Ea. Remove Intake	\$ 50.00	\$ 150.00	3	\$ 150.00
16	1	Ea. Replace Ex. SW-509 Intake Top	\$ 1,585.00	\$ 1,585.00		\$ -
17	1	L.S. Remove Ex. SW-508 Intake Top and Replace With Flat Top Manhole Lid	\$ 2,240.00	\$ 2,240.00		\$ -
18	2485	S.Y. Pavement, PCC, 8"	\$ 55.00	\$ 136,675.00	1667	\$ 91,685.00
19	3787	S.F. Removal of Sidewalk	\$ 0.35	\$ 1,325.45	305	\$ 106.75
20	60	S.F. Detectable Warnings	\$ 40.00	\$ 2,400.00		\$ -
21	480	S.Y. Driveway, Paved, PCC, 7"	\$ 76.00	\$ 36,480.00		\$ -
22	4116	S.F. Sidewalk, PCC, 6"	\$ 8.00	\$ 32,928.00		\$ -
23	71	S.Y. Full Depth Patches, PCC, 8"	\$ 112.50	\$ 7,987.50		\$ -
24	2946	S.Y. Pavement Removal	\$ 1.00	\$ 2,946.00	1852	\$ 1,852.00
25	230	L.F. Permanent Tape Markings, 4"	\$ 4.40	\$ 1,012.00		\$ -
26	144	L.F. Permanent Tape Markings, 24"	\$ 27.50	\$ 3,960.00		\$ -
27	9	Ea. Arrow Symbol (Permanent Tape Marking)	\$ 770.00	\$ 6,930.00		\$ -
28	1	L.S. Temporary Traffic Control	\$ 21,450.00	\$ 21,450.00	0.5	\$ 10,725.00
29	1	L.S. SWPPP Management	\$ 1,000.00	\$ 1,000.00	0.5	\$ 500.00
30	977	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 5.50	\$ 5,373.50	45	\$ 247.50
31	1	L.S. Erosion Control	\$ 3,000.00	\$ 3,000.00	0.3	\$ 900.00
32	1	L.S. Mobilization	\$ 20,000.00	\$ 20,000.00	0.5	\$ 10,000.00
33	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 3,715.80	\$ 3,715.80	1	\$ 3,715.80
34	1	Ea. Ring Road Twin Light Pole & Base	\$ 4,592.50	\$ 4,592.50		\$ -
35	3	Ea. Ring Road Single Light Pole & Base	\$ 4,510.00	\$ 13,530.00		\$ -
36	5	Ea. Ring Road Fixture	\$ 1,180.00	\$ 5,900.00		\$ -
37	365	L.F. Conduit, PVC, Schedule 40, 1.25"	\$ 5.50	\$ 2,007.50		\$ -
38	155	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 6.60	\$ 1,023.00		\$ -
39	234	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.25	\$ 2,164.50		\$ -
40	60	L.F. Conduit, PVC, Schedule 80, 4"	\$ 26.20	\$ 1,572.00		\$ -
41	60	L.F. Conduit, PVC, Schedule 80, 6"	\$ 67.50	\$ 4,050.00		\$ -

Item No.	Estimated Units		Description	Unit Price	Contract Cost	Completed Units	Value of Work
42	650	L.F.	Conductor, 3/C-#6, Cu, 600 Volts	\$ 6.00	\$ 3,900.00		\$ -
43	700	L.F.	Trench, 30" Deep	\$ 15.45	\$ 10,815.00		\$ -
44	3	Ea.	Junction Box	\$ 1,695.00	\$ 5,085.00		\$ -
			Total		\$ 478,573.55		\$ 224,185.80
Total Original Contract					\$ 478,573.55		\$ 224,185.80

Payment No.: 2
 Value of Work Completed \$ 224,185.80

STORED MATERIALS				
Item No.	Description	No. Units	Unit Cost (Matl. Only)	Total

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 224,185.80

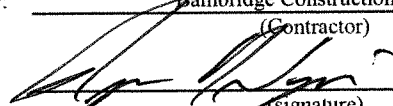
Less Retainage 5% \$ 11,209.29

Amount Due This Certificate for Payment \$ 212,976.51

Less Previous Estimates \$ 67,612.26

AMOUNT DUE THIS ESTIMATE \$ 145,364.25

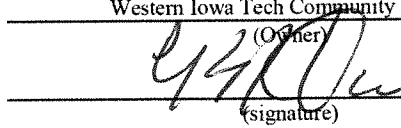
Payment Requested by: Bainbridge Construction, LLC
 (Contractor)

 June 25, 2025
 (signature) (Date)

Payment Recommended by: DGR Engineering

 6/27, 2025
 (signature) (Date)

Payment Approved by: Western Iowa Tech Community College
 (Owner)

 6/27, 2025
 (signature) (Date)

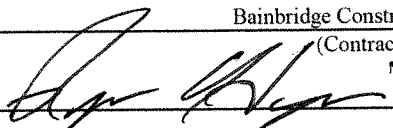
_____, 2025
 (signature) (Date)

CONTRACTOR'S DECLARATION
For submittal each month with partial payment requests
Must list change order items
Items list and/or proposed prices required

I hereby declare that I have not, during the period May 16, 2025 through June 16, 2025, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated April 14, 2025 for 2025 WITCC Ring Road Paving Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: June 25, 2025

Bainbridge Construction, LLC
(Contractor)

By: 

Title: Estimator/ Project Manager



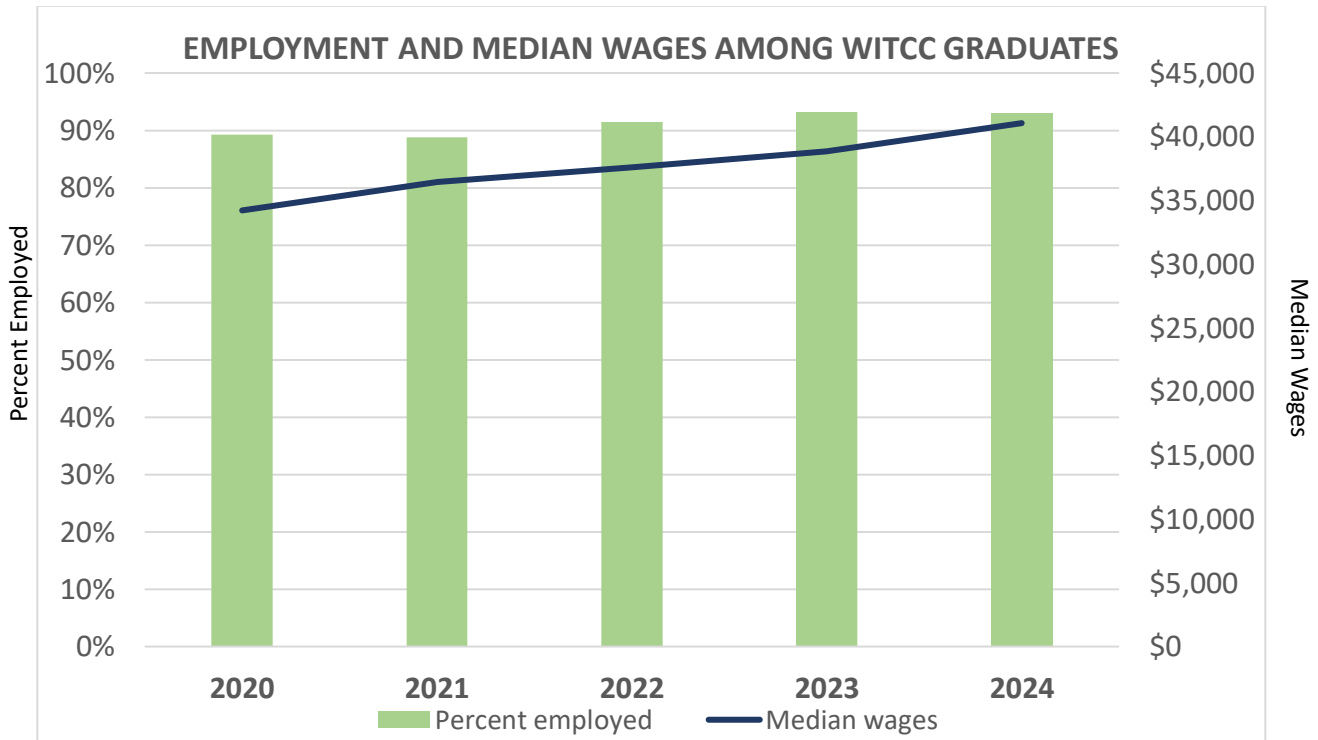
TO: Dr. Terry Murrell, President

FROM: Erin Volk, Vice President of Learning

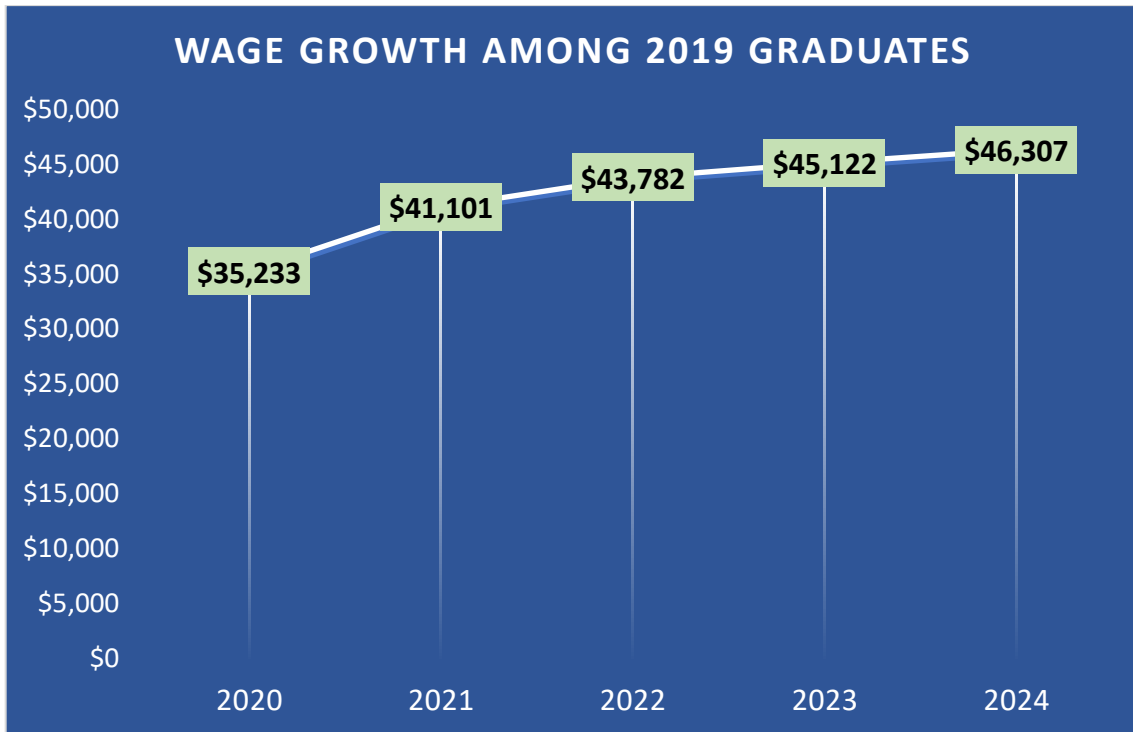
DATE: June 29, 2025

SUBJECT: Employment and Wage Report

The College evaluates the educational outcomes of graduates with respect to employment and wages using several tools provided by the Iowa Department of Education. The Department assesses students who have earned a credential and left postsecondary education using a nationwide wage match system to determine their participation in the workforce. The following figures contain data from the *2024 Credit Program Outcomes Report*.



Source: IDE Credit Outcomes Report, graduation cohorts 2019-2024



Source: IDE Credit Outcomes Report, 2019 graduation cohort

TOP EARNING PROGRAMS AMONG 2023 GRADUATES

	Program	Degree	Median Wage
1	Technical Studies	AAS	\$83,203
2	Truck Driving	Certificate	\$81,417
3	Robotics	AAS	\$73,915
4	Nursing	AAS	\$73,518
5	Mechanical Engineering	AAS	\$61,787
6	Surgical Technologist	AAS	\$61,386

Source: IDE Credit Outcomes Report, 2023 graduation cohort



DATE: June 23, 2025

TO: Dr. Terry A. Murrell, President

FROM: Erin Volk, Vice President of Learning
Jackie Plendl, Dean of Human Resources

RE: Board Policy Revisions

The following revised Board Policies are being presented to the Western Iowa Tech Board of Directors for a second reading as follows:

- 206.1 – Nondiscrimination Policy
- 301 – Statement of Guiding Principles – Administration
- 302.1 – President of the College Qualifications, Recruitment, and Appointment
- 302.3 – President of the College Duties and Responsibilities
- 304.1 – Policy Implementation – Development and Enforcement of Administrative Procedures
- 307 – Communications Channels
- 502.2 – Confidentiality of Student Records

The proposed changes are a result of the 5-year review cycle for all Board policies by the Executive Council team.

Administrative Recommendation

It is the administrative recommendation to approve these board policy changes.

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 206.1
Title	All Personnel
	Nondiscrimination Policy

Western Iowa Tech Community College's official Nondiscrimination Policy will be as follows;

Nondiscrimination Statement

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex (including pregnancy), national origin, religion, age, disability, sexual orientation, **gender identity**, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 2887; equity@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, **John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604-7204** **Cesar E. Chavez Memorial Building, 1244 Speer Blvd, Ste 310, Denver, CO 80204-3582**, phone number **303-844-5695 (312) 730-1560**, fax **303-844-4303 (312) 730-1576**, TDD 800-877-8339; email: OCR.Denver@ed.gov OCR.Chicago@ed.gov. Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The College's Title IX Coordinator is the same as the Dean of Human Resources, with the contact information set forth above.

The College's Nondiscrimination Statement and grievance procedures can be found prominently posted on the College's website, and/or by request from the Title IX/Equity Coordinator. Please refer to these policies and procedures to report information that may constitute discrimination, including a report of sex discrimination under Title IX.

Abbreviated Equity Statement:

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex (including pregnancy), national origin, religion, age, disability, sexual orientation, **gender identity**, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation. Individuals who feel they have been discriminated against can reference the Western Iowa Tech website, www.witcc.edu, for more information and contacts. Individuals may report concerns or questions to the Title IX/Equity Coordinator at equity@witcc.edu. The Notice of Nondiscrimination is located at Board Policy 206.1.

Date of Adoption	11/12/2019	Legal Reference: (Code of Iowa)
Date of Last Revision	7/8/24	
Date of Current Revision	5/28/25	Date of Last Review: 5/1/25
Related Administrative Procedures and Cross References		302.1, 303.3, 400.17, 400.19, 400.2, 400.5(h), 502.4, 805.3, 806.1

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 301
Title	Statement of Guiding Principles – Administration

In this series of the Board Policy Manual, the Board defines the role and the employment of the College President and his/her cabinet (hereafter in this series referred to as the President's Cabinet, Administrators, or the Administration). Policies in the 400 Series Personnel also apply to these administrators unless a more specific policy exists in this series.

College administrators have been given a great opportunity and responsibility to manage the College, to provide educational leadership, and to implement the educational philosophy of the College. They are responsible for the day-to-day operations of the College. Carrying out these operations, the administrators are guided by Board policies, the law, the needs of the students, and the wishes of the residents citizens in Merged Area XII.

It shall be the responsibility of the administrators to implement and enforce the policies of the Board, to oversee employees, to monitor educational issues confronting the College, and to inform the Board about College operations.

While the Board holds the President ultimately responsible for these duties, the administrators are more directly responsible for educational results, for the administration of the school facility, and for the employees.

The Board and the administration shall work together to share information and decisions under the management team concept, striving toward continuous quality improvement.

Date of Adoption	11/22/1966		Legal Reference: (Code of Iowa)
Date of Last Revision	5/13/1991		260C.14; 279.8
Date of Current Revision	1/8/1996		Date of Last Review: 6/4/25
Related Administrative Procedures and Cross References			

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 302.1
Title	President of the College
	Qualifications, Recruitment, and Appointment

The Board shall employ a President to serve as the chief executive officer of the ~~Board~~College, to conduct the daily operations of the College, and to implement Board policy with the power and duties prescribed by the Board and the law.

The Board shall consider applicants that meet or exceed the qualifications established in the job description for the President position. In employing a President, the Board shall consider the qualifications, credentials, and records of the applicants while following the Non-Discrimination Board Policy (206.1).

In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill, and demonstrated competence of qualified applicants in making its final decision.

In choosing a President, the Board shall also consider the College's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the Board.

The Board may contract for assistance in the search for a President.

Date of Adoption	5/13/91		Legal Reference: (Code of Iowa)
Date of Last Revision	1/8/2018		Chapter 25C, 216, and 260C.14
Date of Current Revision	11/11/19		Date of Last Review: 6/4/25
Related Administrative Procedures and Cross References			

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 302.3
Title	President of the College
	Duties and Responsibilities

The Board employs a President to serve as the chief executive officer of the ~~Board~~-College. The Board delegates to the President decisions made by the Board concerning the internal operations of the College, unless specifically stated otherwise.

The basic functions of the President of the College shall be to formulate and implement plans and policies for the administration of the College and to have full responsibility for the total education program and all College personnel, facilities, and equipment.

In executing the duties stated herein, the President shall consider the financial situation of the College as well as the needs of the students and employees. Specifically, the President shall:

1. Administer the College in conformity with the adopted policies of the Board, the rules and regulations of the Iowa Department of Education and the U.S. Department of Education, all state and federal statutes, and the policies and criteria of any accrediting association which the Board approves.
2. Direct the preparation and presentation of the budget of the College.
3. Provide direction and coordination of all programs and services of the College.
4. Keep the public informed regarding the activities and programs of the College through a variety of media, including personal addresses to constituent groups.
5. Direct a continuous study of the development and needs of the College.
6. In the absence of policies or direction by the Board, exercise the authority necessary to deal effectively with unforeseen situations.
7. Participate in meetings of the Board, except where his/her employment is concerned, and keep the Board informed on all matters vital to the College.
8. Evaluate and/or direct the evaluation of all persons employed by the College.
9. ~~Insure~~ Ensure development of ~~a~~ continuous ~~in-service program~~ professional development for all personnel employed by the College.
10. Coordinate the activities and programs of the College with community and governmental agencies.
11. Direct the preparation of reports requested by the Board or otherwise necessary to the activities and program of the College.
12. ~~Insure~~ Ensure channels of communications from the Board to employees of the College and from employees to the Board.
13. Act as the official representative of the Board in all negotiations.
14. Provide direction and support to the College Foundation and work with the Foundation Board for the betterment of the College.

Date of Adoption	11/22/66	Legal Reference: (Code of Iowa)
Date of Last Revision	5/13/91	Chapter 260C.14; 279.8; 21
Date of Current Revision	1/8/96	Date of Last Review: 6/4/2025
Related Administrative Procedures and Cross References		

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

15. Recommend employee compensation policies for consideration by the Board.
16. Recommend or approve all employees for appointment, change of status, transfer, dismissal, or suspension, depending upon existing law and policy of the Board.
17. Administer the ~~building program~~ facilities of the College.
18. Suspend, dismiss, or place on probation those students who are guilty of gross misconduct or insubordination in relation to the policies, rules, and regulations of the College and the statutes of the state of Iowa.
19. Recommend programs and ~~materials~~ equipment for the College to the Board.
20. ~~Insure~~ Ensure initial orientation of ~~professional staff~~ personnel of the College.

This list of duties and responsibilities shall not act to limit the Board's authority and responsibility over the President.

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 304.1
Title	Policy Implementation
	Development and Enforcement of Administrative Procedures

Administrative procedures are necessary to implement Board policy. It shall be the responsibility of the President to insure development of administrative procedures.

In developing the administrative procedures, the President and/or designee(s) shall consult with those likely to be affected by the procedures. Once procedures are developed, employees, students, and other members of the College community shall be informed.

The Board ~~may shall~~ be kept informed of administrative procedures and subsequent revisions. The Board may review and recommend change of administrative procedures if deemed contrary to the intent of Board policy.

It shall be the responsibility of the President to enforce administrative procedures.

Date of Adoption	1/8/1996		Legal Reference: (Code of Iowa)
Date of Last Revision			260C.14
Date of Current Revision	1/8/1996		Date of Last Review: 6/4/25
Related Administrative Procedures and Cross References			

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 307
Title	Communication Channels

Questions and ~~concerns~~ ~~problems~~ shall be resolved at the lowest organizational level in relation to the origin of the question or problem. It is expected that all persons will feel free to express their opinions and voice their concerns through open, ~~frank~~, and honest dialogue and without fear of ~~retaliation~~ ~~retribution~~.

~~College~~ ~~School~~ employees are encouraged to confer with their immediate supervisor on questions and concerns. If issues remain unresolved, employees may contact the Human Resources Office for advice, counsel, and clarification of policies, etc., and/or elect to formalize their concerns through the appropriate Grievance Procedures as described in the Series 400 Board Policies.

Students with questions and concerns relating to their program(s) of study ~~should~~ are advised to discuss these issues with their instructor(s) and/or academic advisor. The Student ~~Services~~ ~~Affairs~~ staff is always available to assist and answer questions.

All patrons, visitors, and members of the general public are encouraged to make direct contact with the person or persons having responsibility for the program area or other activity of the College, if known. Every employee of the College is expected to offer assistance in directing inquiries to the appropriate person or office.

The President shall be responsible for ~~ensuring~~ ~~insuring~~ that open lines of communication are maintained throughout the College and that administrative procedures are in place to facilitate efficient utilization.

Date of Adoption	12/27/1966		Legal Reference: (Code of Iowa)
Date of Last Revision	5/13/1991		260C.14; 279.24
Date of Current Revision	1/8/1996		Date of Last Review: 6/4/25
Related Administrative Procedures and Cross References			

B O A R D P O L I C Y

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 502.2
Title	Student Records and Requirements
	Confidentiality of Student Records

The policy of Western Iowa Tech Community College is to keep a student's education record confidential as provided by law. It is the intention of the College to fully comply with the provisions of the "Family Education Rights and Privacy Act" (FERPA). The College has established policies and procedures to implement compliance. ~~These may be reviewed during normal business hours in the Enrollment Services Office.~~ Information regarding this law and WITCC FERPA policies and procedures may be reviewed during normal business hours in the WITCC Student Records office.

FERPA generally provides that personally identifiable information from student education records may not be disclosed without prior written consent of the eligible student. A full list of ~~However, there are several~~ exceptions in which disclosure is authorized without consent ~~as are~~ set forth in § 99.31 of the FERPA regulations. ~~Some commonly exercised exceptions at WITCC are:~~

Directory Information

~~One FERPA exception for disclosure is directory information.~~ The College considers the following information as directory information and may release it without the student's consent unless the student ~~has filed an official request to withhold directory information: directs otherwise:~~ name, mailing address, telephone number, college email address, ~~photograph, date and place of birth,~~ major/field of study, dates of attendance, participation in officially recognized activities, degrees, honors, ~~and~~ awards earned, ~~and dates,~~ and educational institution most recently attended. ~~Request to Withhold Directory Information forms are made available through the Student Records office.~~

School Officials with Legitimate Educational Interest

~~Any students objecting to the public release of this information must file a written objection with the Enrollment Services Office. Directory information will be furnished to law enforcement officials at their request. Forms are available in the Enrollment Services Office.~~

~~Another FERPA exception for disclosure is information to school officials with legitimate educational interests.~~ A school official includes a person employed by the College or member of the Board of Directors. A school official also includes a volunteer or contractor outside of the College who performs an institutional service of function for which it would otherwise use its own employees and who is under its direct control with respect to the use and maintenance of personally identifiable information from education records. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill professional responsibilities for the College.

Solomon Amendment

The Solomon Amendment (10 U.S.C. § 983) is a federal law that allows military recruiters to access some Personally Identifiable Information from a student's education record--for students age 17 and older. The Department of Education has determined the Solomon Amendment supersedes most elements of FERPA. As such, WITCC is obligated to release data when a military recruiter requests it. However, if the student has submitted an official Request to Withhold Directory Information with the Student Records office, restricting the release of directory information, no information from the student's education record will be released under the Solomon Amendment. The following is a list of information that may be released to military recruiters pursuant to the Solomon Amendment:

- Name,

Date of Adoption	12/11/1995		Legal Reference: (Code of Iowa)
Date of Last Revision	11/9/2020		
Date of Current Revision	1/27/2025		Date of Last Review: 1/27/2025
Related Administrative Procedures and Cross References			

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

- address,
- telephone,
- year of birth,
- level of education,
- academic major,
- degrees received,
- educational institution in which the student was most recently enrolled.

Under the Solomon Amendment, information will be released for *military recruitment purposes only*. The military recruiters may request student recruitment information once each term or semester for each of the 12 eligible units within the five branches of the service.



DATE: July 2, 2025

TO: Dr. Terry A. Murrell, President

FROM: Troy A. Jasman, Vice President of Finance
and Administrative Services

RE: VOLUNTARY EARLY RETIREMENT PROGRAM POLICY – FIRST READING

In consideration of the uncertainty of student enrollment and in anticipation of future General State Aid and federal funding, the College continues to take steps to examine and reduce expenditures. This proposed new Board Policy 400.5j Voluntary Early Retirement Program is being presented to the Western Iowa Tech Community College Board of Director for a first reading. This Board Policy would include an early retirement option for eligible employees in the faculty Education Association (EA) bargaining unit, the Meet & Confer employee group, and the College President. This proposed policy has been reviewed by College legal counsel.

This proposed Board Policy would include a cash payment and contributions to the premium for continued health and dental insurance coverage for eligible employees. This proposed Board Policy will be presented to the Western Iowa Tech Community College Board of Directors for a second reading and approval at their August Board meeting. No action is required at this meeting.

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

	Series Number: 400.5(j)
Title	EA Faculty, UE Support Staff and Meet and Confer Employees
	Voluntary Early Retirement

1. PURPOSE

It is the expressed intent of the Board, through this policy, to acknowledge employees in the Education Association faculty bargaining unit in Mathematics and Police Science, ("EA employee"), the Meet and Confer employees in Career Services Specialist, Director of Adult Education and Literacy, and Director of Information Technology Support Services ("M&C employee"), and the College President who have provided years of service to the College by offering them a voluntary early retirement incentive subject to the terms and conditions set out in this Policy.

2. STATEMENT OF NON-DISCRIMINATION

The College will not discriminate against any eligible employees or participants on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, actual or potential parental, family or marital status or any other protected basis as defined in Iowa or federal law through the application or administration of this policy.

3. ELIGIBILITY

A full-time EA or M&C employee or the College President is eligible for early retirement under this program if the employee:

- a. has reached the age of 57,
- b. is actively employed (i.e., not on an extended leave of absence) during the last fiscal year prior to early retirement
- c. Has at least eighteen (18) years of continuous service at WITCC as of October 1, 2025,
- d. notifies the Board as provided by this Policy, and, in any event, prior to October 1, 2025, and retires on or between January 2, 2026 and August 1, 2026,
- e. applies for a retirement allowance under Iowa Code Chapter 97B (IPERS) or Iowa Code Chapter 294,
- f. has not received a notice concerning termination of the EA, M&C employee or the College President's contract, unless the notice is based upon reasons which are related to staff reduction,
- g. has not previously received early retirement benefits from the College, and
- h. is not receiving benefits under IPERS or another WITCC-sponsored retirement plan.

4. DEFINITION OF TERMS

- a. Years of service – Years of service must be consecutive, and all years used to establish eligibility must be years of service as a full-time EA, M&C employee or the College President.
- b. Full-time employee - An EA, M&C employee or the College President generally scheduled to work 37½ to 40 hours per week for an indefinite period of time.
- c. Continuous Employment – Continuous employment must be without any voluntary interruptions of service. Absences due to reductions in force or due to approved leaves will not constitute a voluntary interruption in service, unless the absence or leave exceeds twenty- four (24) consecutive months in length. However, the period of time during which an EA, M&C employee, or the College President is absent due to a reduction in force or due to approved leaves will not be counted for purposes of determining the minimum length of service required to establish eligibility.

5. APPLICATION

- a. Applications must be received by the Chief Human Resources Officer between August 12, 2025, and September 30, 2025.
- b. The date of retirement for an EA, M&C employee or the College President may be any date selected by the retiree and approved by the Board that is on or between January 2, 2026 and August 1, 2026.

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

- c. Application materials must include the following forms:
 - 1. Voluntary Early Retirement Policy Agreement
 - 2. Election to Participate Form
 - 3. Continuation of Health and Dental Coverage Election Form

An EA, M&C employee or the College President's application for early retirement benefits is not, in itself, a resignation from employment with the College nor does it require the Board to accept the application. However, acceptance by the Board of an EA, M&C employee or the College President's application for early retirement will be considered a voluntary resignation and termination of employment.

6. BOARD'S RIGHT TO LIMIT OR DENY BENEFITS

- a. a. The Board reserves the right to determine whether any early retirement benefits will be paid in a given year, and, if so, to determine how many EA, M&C employees or the College President will be granted benefits. The Board expressly reserves the right to reject any application for early retirement benefits.
- b. If the Board decides that only a limited number of EA, M&C employees or the College President will be granted early retirement benefits, the Board will then determine the maximum number of EA, M&C employees or the College the President who may receive benefit. EA, M&C employees or the College President who are eligible may apply immediately following the Board's announcement. Recipients will be determined on a first-come, first-served basis. If there is a tie between or among EA, M&C employees or the College President using the first-come, first-served basis rule, the tie will be broken by drawing lots.
- c. Any reserves or liabilities set up on the College's books of account with respect to any benefits to be paid under this program shall continue for all purposes to be a part of the general funds or assets of the college. To the extent that any person acquires a right to receive payments from the College under this program, such right shall be no greater than the right of any other unsecured general creditor of the College.

7. EARLY RETIREMENT BENEFITS

- a. Early retirement benefits are offered as an inducement to, and consequence of, retirement and are not to be construed as a continuation of the salary.
- b. An EA, M&C employee or the College President approved for early retirement will receive a cash payment based on the employee's annualized salary in effect at the date of the request for early retirement and insurance benefits, as described in detail in Paragraphs 8 and 9.
- c. The cash payment portion of early retirement will be payable in a fifty percent (50%) payment in the month following the date of retirement and the remaining fifty percent (50%) at the end of January 2027. All payments will be subject to any applicable state and federal taxes. If an otherwise eligible employee dies after payments have commenced but prior to the payment of the full amount of the benefit, the amount remaining to be paid shall be paid in cash to the beneficiary designated on the employee's application form. No cash payment will be paid if the employee dies on or prior to the effective date of his/her retirement. It is intended that these cash installment payments not constitute deferred compensation under IRS Code 409A; the College reserves the right, and participants agree, to accelerate or alter the installment payment schedule if needed to avoid deferred compensation and related tax consequences.
- d. EA, M&C employees or the College President are advised to seek independent advice with regard to tax or financial consequences associated with any action taken by them under this policy.

8. SALARY-RELATED BENEFIT

Approved program participants will receive cash payment equal to: One hundred percent (100%) of the employee's annualized salary as of the date of application for participation in this program, excluding stipends, overtime, or other supplemental wages. This cash payment will be paid to the participant in accordance with Paragraph 7(c).

9. INSURANCE BENEFIT

Date of Adoption	12/10/2018	Legal Reference: (Code of Iowa)
Date of Last Revision		279.46, 97B, 294
Date of Current Revision	7/7/2025	
Related Administrative Procedures and Cross References		

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

- a. For approved program participants who are enrolled in the College's group health and dental plan as of the date of their application, the College will pay an amount equal to the employer-portion of the premium at the premium rate for the participant's coverage which is in effect on the date of retirement, until the approved program participant is Medicare eligible.
- b. This benefit is contingent on the approved program participant, and any dependents, remaining eligible under the terms of the applicable plan(s). If an approved program participant or dependent becomes ineligible for coverage under plan provisions, their nonpayment of premium, or any other reason, the College's obligation to continue this benefit ceases.
- c. The coverage provided for the approved program participants and dependents will be that coverage the employee has on the date of retirement for whatever group plan is authorized by the Board during the period of time that insurance benefits are provided.
- d. Nothing herein shall limit the College's ability to change the terms of its existing health and major medical insurance plan(s). This policy in no way guarantees that an approved program participant will be provided any certain level of benefits during the time of their participation in the insurance benefits portion of the early retirement program.
- e. In the event of the death of approved program participant, all insurance benefit contributions by the College shall cease.
- f. The approved program participants shall retain all COBRA rights as appropriate and determined by the College's insurance carrier, consistent with applicable law.

10. TERMINATION AND RIGHT TO WAIVE REQUIREMENTS

This Voluntary Early Retirement Program policy will terminate on August 1, 2026. Notwithstanding the termination of this program, approved program participants will continue to receive such benefits as set forth herein. The Board reserves the right to waive any requirement or condition of this policy at its discretion and at any time. Any decision by the Board to waive a requirement or condition which is a part of this policy shall not establish any precedent with regard to any other request for a waiver.

Date of Adoption	12/10/2018		Legal Reference: (Code of Iowa)
Date of Last Revision			279.46, 97B, 294
Date of Current Revision	7/7/2025		
Related Administrative Procedures and Cross References			



TO: Dr. Terry Murrell
FROM: Darin Moeller, Executive Dean of Instruction
Dr. Teri Peterson, Associate Dean-Health Sciences
DATE: June 24, 2025
SUBJECT: Clinical Sites 2024-2025



The following pages list the clinical sites that have partnered with Western Iowa Tech Community College over the past year to enable us to provide a quality educational experience in the following programs:

- Dental Assisting
- Emergency Medical Services – Paramedic
- Medical Assisting
- Nursing – Practical
- Nursing – Associate Degree
- Pharmacy Technician
- Physical Therapist Assistant
- Surgical Technology
- Certified Nursing Assistant

Many of these partners serve as clinical sites for multiple academic programs and have employees who serve on Advisory Boards for our programs. We sincerely appreciate their ongoing support and fully recognize the value of these partnerships.



**Western Iowa Tech
Community College**

Dental Assistant

SITE

LOCATION

Aspen Dental	Sioux City, IA
Bridgeview Dental	South Sioux City, NE
Broadway Dental	Denison, IA
Carroll Dental Associates	Carroll, IA
Carroll Dental Clinic	Carroll, IA
Children's Dental Center	Sioux Center, IA
Drake Orthodontics	Sioux Falls, SD
Dr. Ryan Bygness	Denison, IA
Dr. Ryan Canada	Sioux City, IA
Dr. Ryan McKenna	North Sioux City, SD
Dunes Dental 4 Kids	Dakota Dunes, SD
Dunes Periodontics	Dakota Dunes, SD
Elite Dentistry	Sioux City, IA
Family First Dental	Primghar
Family First Dental	Sioux City, IA
Family First Dental	South Sioux City, NE
Fort Dodge O.S. & Implant Center	Carroll, IA
Dr. Daniel Hiserote Jr.	Sioux Center, IA
Dr. Kaitlin Hoogeveen	Sioux Center, IA
Hansen Family Dentistry	Storm Lake, IA
Holton Oral and Maxillofacial Surgery	Spencer, IA
Dr. Renee Husen & Dr. Scott Wilmes	Sergeant Bluff, IA
Drs. Jeneary & Erdmann	LeMars, IA
Drs. Kaler & Dick	Sioux City, IA
Kapperman Dental Clinic	Sioux Falls, SD
Kingsley Dental Clinic	Kingsley, IA
Knutson Family Dentistry	Vermillion, SD
LeMars Dental Center	LeMars, IA
Lilly Family Dentistry	Sioux City, IA
Lohr Family Dentistry	Sioux City, IA
Dr. Arron J. Cleaver-McWilliams	Denison, IA
Dr. Monif-Winnebago Dental Clinic	Winnebago, NE



**Western Iowa Tech
Community College**

Oral Surgery & Implant Specialist	Dakota Dunes, SD
Prodenco Dental Lab	Sioux City, IA
Rider Family Dentistry	Cherokee, IA
Rock Valley Dental	Rock Valley, IA
Dr. Mark Scallon & Dr. Cara Vander Feen	Orange City, IA
Sioux City Endodontics	Sioux City, IA
Sioux City Implant & Oral Surgery	Sioux City, IA
Spencer-Geyer & Binzer Orthodontics	Storm Lake, IA
Sunnybrook Dental	Sioux City, IA
Summit Dental Health	Sioux City, IA
Summit Dental Health	South Sioux City, NE
Tri-State Dental	Dakota Dunes, SD
Drs. Wagner, Kuntz, Grabouski & Kopf	Sioux City, IA
Drs. Wheelock and Associates	Sioux City, IA
Whispering Creek Dental	Sioux City, IA
32 & You	Denison, IA

EMS

Buena Vista Regional Medical Center	Storm Lake, IA
Burgess Health Center	Onawa, IA
Carl T. Curtis Health Center	Macy, NE
Carroll County Ambulance Service	Carroll, IA
Cherokee Regional Medical Center	Cherokee, IA
Crawford County Memorial Hospital	Denison, IA
Floyd Valley Healthcare	Le Mars, IA
Hinton Fire Rescue	Hinton, IA
Holstein Fire Rescue	Holstein, IA
Horn Memorial Hospital	Ida Grove, IA
Humboldt County Memorial Hospital	Humboldt, IA
Ida County EMS	Ida Grove, IA
Lakes Regional Healthcare	Spirit Lake, IA
Le Mars Ambulance Service	Le Mars, IA
Loring Hospital	Sac City, IA
MercyOne Siouxland Medical Center	Sioux City, IA



**Western Iowa Tech
Community College**

	Midwest Medical Transport	Sioux City, IA
	North Sioux City Fire/Rescue/EMS	North Sioux City, SD
	Orange City Area Health System	Orange City, IA
	Pocahontas Community Hospital	Pocahontas, IA
	Sac County Ambulance	Sac City, IA
	Sergeant Bluff Fire Rescue	Sergeant Bluff, IA
	Sioux Center Ambulance	Sioux Center, IA
	Sioux Center Health Center	Sioux Center, IA
	Sioux City Fire Rescue	Sioux City, IA
	South Sioux City Fire Rescue	South Sioux City, NE
	St. Anthony Regional Hospital	Carroll, IA
	UnityPoint Health-St. Luke's	Sioux City, IA
	Woodbury County Emergency Services	Climbing Hill, IA
Medical Assistant	APS, PC	Sioux City, IA
	CCMH Medical Clinic-City Center	Denison, IA
	CNOS	Multiple Clinical Sites
	Family Healthcare of Siouxland	Multiple Clinical Sites
	Unity Point Cardiovascular	Sioux City
	UnityPoint Clinics	Multiple Clinical Sites
	Vison Care Clinic	Sioux City and Merville
Nursing – PN	Accura Healthcare of Cherokee	Cherokee IA
	Accura Healthcare of Carroll	Carroll, IA
	Accura Healthcare of Le Mars	Le Mars, IA
	Accura Health Care of Sioux City	Sioux City, IA
	Avera Sister James	Yankton, SD
	Black Hawk Life Center	Lake View, IA
	Burgess Health Center	Onawa, IA
	Careage Hills	Cherokee, IA
	Cherokee Mental Health Institute	Cherokee, IA
	Cherokee Specialty Care	Cherokee, IA
	Cherokee Home Health	Cherokee, IA
	CRMC	Cherokee, IA



**Western Iowa Tech
Community College**

CNOS	Dakota Dunes, IA
Crawford County Memorial Hospital	Denison, IA
Crawford County Home Health	Denison, IA
Dunes Surgical Hospital	Dakota Dunes, SD
Dunlap Specialty Care	Dunlap, IA
Denison Care Center	Denison, IA
Elm Crest Senior Living	Harlan, IA
Elmwood Care Center	Onawa, IA
Eventide Lutheran Home	Denison, IA
Floyd Valley Healthcare	Le Mars, IA
Friendship Home	Audubon, IA
Good Samaritan Society-Holstein	Holstein, IA
Heartland Care Center	Marcus, IA
Mytrue Medical Center	Harlan, IA
Maple Heights	Mapleton, IA
Manning Regional Healthcare Center	Manning, IA
Methodist Manor	Storm Lake, IA
MercOne Home Health	Sioux City, IA
MercyOne Siouxland Medical Center	Sioux City, IA
Midstep Services	Sioux City, IA
Regency Park of Carroll	Carroll, IA
Rose Vista	Woodbine, IA
St. Anthony Hospital	Carroll, IA
St. Anthony Nursing Home	Carroll, IA
Sunrise Retirement Community	Sioux City, IA
Twilight Acres	Wall Lake, IA
Unity Point Health-St. Luke's	Sioux City, IA
Universal Pediatrics	Sioux City, IA
Willowdale	Battle Creek, IA
Winnebago Comprehensive Healthcare System	Winnebago, NE
Avera Floyd Valley Healthcare	Le Mars, IA



**Western Iowa Tech
Community College**

Nursing – ADN

Avera Floyd Valley Healthcare	Le Mars, IA
Avera Sacred Heart Hospital	Yankton, SD
Burgess Health Center	Onawa, IA
BVRMC	Storm Lake, IA
Cass County Health	Atlantic, IA
Cherokee Mental Health Institute	Cherokee, IA
Cherokee Regional Medical Center	Cherokee, IA
Crawford County Memorial Hospital	Denison, IA
Dunes Surgical Hospital	Dakota Dunes, SD
Horn Memorial	Ida Grove, IA
Lakes Regional Healthcare	Spirit Lake, IA
Loring Hospital	Sac City, IA
Manning Regional Healthcare Center	Manning, IA
MercyOne	Sioux City, IA
Myrtue Memorial Hospital	Harlan, IA
Sanford-Sheldon Medical Center	Sheldon, IA
Spencer Regional Hospital	Spencer, IA
St. Anthony Regional Hospital	Carroll, IA
Stewart Memorial Community Hospital	Lake City, IA
UnityPoint Health-St. Luke's	Sioux City, IA
Winnebago Comprehensive Healthcare System	Winnebago, NE
Orange City Area Health System	Orange City, IA

CNA-Long Term Care

Akron Care Center	Akron, IA
Accura Healthcare of Cherokee	Cherokee, IA
Accura Healthcare of Sioux City	Sioux City, IA
Elmwood Nursing Home	Onawa, IA
Eventide Lutheran/Gracewell	Denison, IA
Good Samaritan Society- Le Mars	Le Mars, IA
Sunrise Retirement Community	Sioux City, IA
Willow Dale Wellness Village	Battle Creek, IA



**Western Iowa Tech
Community College**

Pharmacy Technician

Drilling Pharmacy	Sioux City, IA
Hy-Vee Pharmacy-Hamilton Blvd.	Sioux City, IA
Hy-Vee Pharmacy – Gordon Dr.	Sioux City, IA
MercyOne Pharmacy	Sioux City, IA

Physical Therapist Assistant

Briar Cliff University	Sioux City, IA
Buena Vista Regional Medical Center	Storm Lake, IA
Burgess Health Center/Burgess PT CNOS	Mapleton, IA
Cardinal Physical Therapy	Dakota Dunes, SD
Floyd Valley Healthcare	South Sioux City, NE
Fyzical Dizziness & Balance Centers	LeMars, IA
Hawarden Regional Healthcare	Dakota Dunes, SD
Impact Physical Therapy & Wellness	Hawarden, IA
LeMars Physical Therapy PLLC	Sioux City, IA
MercyOne	Sioux City, IA
Pender Community Hospital	LeMars, IA
Physical Therapy Specialists/Rock Valley Therapy	Sioux City, IA
Pender, NE	Pender, NE
Sioux Center Health	Sioux City, IA
Stewart Memorial Hospital	Sioux City, IA
UnityPoint-St. Luke's	Sioux City, IA
Twelve Clans Unity Hospital	Sioux Center, IA
	Lake City, IA
	Sioux City, IA
	Winnebago, NE

Surgical Technology

Dunes Surgical Hospital	Dakota Dunes, SD
MercyOne Siouxland Medical Center	Sioux City, IA
UnityPoint Health-St. Luke's	Sioux City, IA
Riverview Surgical Center LLC	South Sioux City, NE



TO: Dr. Terry Murrell, President

FROM: Darin Moeller, Executive Dean of Instruction
Carmen Wilson, Associate Dean - Corporate Training and Consulting

DATE: July 2, 2025

RE: WIT Small Business Development Center Subcontract 029847J Agreement with Iowa State University of Science and Technology

Background Information

The U. S. Small Business Administration (SBA) through the Office of Small Business Development Centers (SBDC) provides management assistance to current and prospective small business owners. SBDCs offer one-stop assistance to individuals and small businesses by providing a wide variety of information and guidance in central and easily accessible branch locations.

Iowa State University (ISU) has the prime agreement with the SBA to oversee the management and operations of the Iowa Small Business Development Center program. ISU subcontracts with other educational institutions for the placement and operation of the fifteen SBDCs in Iowa.

An Iowa Small Business Development Center (SBDC) is located on the Sioux City campus of Western Iowa Tech Community College under the name WIT Small Business Development Center (WIT SBDC).

ISU Subcontract No. 029847J has been revised to incorporate updated SBA Award Standard Terms and SBDC Program requirements. Key changes include new federal compliance terms reflecting recent Executive Orders, the removal of DEI-related activities and minority emphasis programs, restrictions on allowable travel expenses, and updated reporting and service priorities focused on onshoring, skilled labor, and Buy America provisions. Additionally, it replaces Korey Smith with Carmen Wilson as the Subcontractor Principal Investigator.

Recommendation

It is the administrative recommendation that the Board approve the Subcontract 029847J with Iowa State University.

**Subcontract Agreement No. 029847J
Amendment No. 1**

Pass-Through Entity ("PTE"): Iowa State University of Science and Technology	Subcontractor ("Subcontractor"): Name: Western Iowa Tech Community College
PTE Principal Investigator ("PTE PI"): Alicia Smith	Subcontractor Principal Investigator ("Subcontractor PI"): Carmen Wilson
Federal Award Identification Number: SBAOEDSB250162	Federal Awarding Agency ("Awarding Agency"): U.S. Small Business Administration
Project Title ("Project"): 2025 Small Business Development Centers SBA Cooperative Agreement	
Revised Subcontract Period of Performance ("Period of Performance"): Start Date ("Start Date"): 1/1/2025 End Date ("End Date"): 12/31/2025	
Amount Funded This Action: \$0	Total Amount of Federal Funds Obligated to Date: \$42,669
Cost-Share Amount Required This Action: \$0	Total Cost-Share Amount Required to Date: \$34,392

Amendment(s) to Original Terms and Conditions

This Amendment revises the above-referenced Subcontract Agreement as follows:

Updated Terms and Conditions

Attachment 2 is amended to include Prime Sponsor Amendment 1 and updated SBA Standard Terms and Conditions and SBDC Program Terms and Conditions effective 5/15/2025, which is attached hereto and hereby incorporated into the subcontract.

Subrecipient Principal Investigator Change:

Amended to remove Korey Smith and add Carmen Wilson as the Western Iowa Tech Community College Principal Investigator.

All other terms and conditions of this Subcontract Agreement remain in full force and effect.

By an Authorized Official of Pass-Through Entity:

By an Authorized Official of Subcontractor:

Signature

Signature

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

1. DATE ISSUED MM/DD/YYYY 05/15/2025		1a. SUPERSEDES AWARD NOTICE dated 12/10/2024 except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. ASSISTANCE LISTING NUMBER 59.037 - SMALL BUSINESS DEVELOPMENT CENTERS			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. SBAOEDSB250162-01-01 Formerly		5. TYPE OF AWARD Training	
4a. FAIN SBAOEDSB250162		5a. ACTION TYPE Post Award Amendment	
6. PROJECT PERIOD From 01/01/2025		Through 12/31/2025	
7. BUDGET PERIOD From 01/01/2025		Through 12/31/2025	
8. TITLE OF PROJECT (OR PROGRAM) 2025 Small Business Development Centers SBA Cooperative Agreement			

U.S. Small Business Administration

Office of Grants Management (OGM)

Small Business Administration
409 3rd St, SW
Washington, DC 20416

NOTICE OF AWARD

AUTHORIZATION (Legislation/Regulations)
15 U.S.C. 648(a)(1); 13 C.F.R. Part 130

9a. GRANTEE NAME AND ADDRESS IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY 515 Morrill Rd 1350 Beardshear Hall Iowa State University Ames, IA 50011-2105		9b. GRANTEE PROJECT DIRECTOR Alicia Smith 515 Morrill Rd 1350 Beardshear Hall Vice President for Research Ames, IA 50011-0001 Phone: 5152942837	
10a. GRANTEE AUTHORIZING OFFICIAL Ms. Andrea Rich 515 Morrill Rd 1350 Beardshear Hall Ames, IA 50011-2105		10b. FEDERAL PROJECT OFFICER Traci Giddens 409 3rd St SW Washington, DC 20416-0011 Phone: N/A	

ALL AMOUNTS ARE SHOWN IN USD

11. APPROVED BUDGET (Excludes Direct Assistance)		12. AWARD COMPUTATION	
I Financial Assistance from the Federal Awarding Agency Only		a. Amount of Federal Financial Assistance (from item 11m) 559,506.00	
II Total project costs including grant funds and all other financial participation		b. Less Unobligated Balance From Prior Budget Periods 0.00	
a. Salaries and Wages	1,039,656.00	c. Less Cumulative Prior Award(s) This Budget Period 273,536.00	
b. Fringe Benefits	385,085.00	d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION 285,970.00	
c. Total Personnel Costs	1,424,741.00	13. Total Federal Funds Awarded to Date for Project Period 559,506.00	
d. Equipment	0.00	14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):	
e. Supplies	3,217.00	YEAR	TOTAL DIRECT COSTS
f. Travel	79,196.00	a. 2	d. 5
g. Construction	37,484.00	b. 3	e. 6
h. Other	23,568.00	c. 4	f. 7
i. Contractual	0.00	15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:	
j. TOTAL DIRECT COSTS	1,568,206.00	a. DEDUCTION	
k. INDIRECT COSTS	274,645.00	b. ADDITIONAL COSTS	
l. TOTAL APPROVED BUDGET	1,842,851.00	c. MATCHING	
m. Federal Share	559,506.00	d. OTHER RESEARCH (Add / Deduct Option)	
n. Non-Federal Share	1,283,345.00	e. OTHER (See REMARKS)	
REMARKS (Other Terms and Conditions Attached - <input checked="" type="radio"/> Yes <input type="radio"/> No)		16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:	
See next page		a. The grant program legislation	
		b. The grant program regulations.	
		c. This award notice including terms and conditions, if any, noted below under REMARKS.	
		d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.	
		In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.	

GRANTS MANAGEMENT OFFICIAL:

Erika Beasley, Grant Management Specialist
409 3rd St SW
Washington, DC 20416-0011
Phone: 202-505-7266

17. OBJ CLASS 4110	18a. VENDOR CODE 1426004224A1	18b. EIN 426004224	19a. UEI DQDBM7FGJPC5	19b. DUNS 005309844	20. CONG. DIST. 04
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	AMT ACTION FIN ASST	APPROPRIATION	
21. a. 2025.560400DB.603001	2025050162A	c. OEDSB	d. \$285,970.00	e.	
22. a.	b.	c.	d.	e.	
23. a.	b.	c.	d.	e.	

NOTICE OF AWARD (Continuation Sheet)

PAGE 2 of 3	DATE ISSUED 05/15/2025
GRANT NO. SBAOEDSB250162-01-01	

REMARKS:

The project period and budget period for this award is 01/01/2025 to 12/31/2025 for a total amount of \$1,243,346.00 in Federal funds. However, current Federal funding available is limited to \$559,506.00 for this budget period. Receipt of any future funding is contingent upon the availability of funds from Congress, satisfactory performance and is at the sole discretion of the Small Business Administration. The Small Business Administration is not liable for any obligations, expenditures, or commitments which involves any amount in excess of Federal financial assistance presently available. No legal liability will exist or result on the part of the Federal Government for payment of any portion of the remaining funds which have not been made available under this award. Notifications affecting funding or notice of non-availability of additional funding for future years will be made only by the Grants Management Officer.

This modification also notifies you of a change to your Grant Officer Technical Representative to Traci Giddens.

NOTICE OF AWARD (Continuation Sheet)

PAGE 3 of 3	DATE ISSUED 05/15/2025
GRANT NO. SBAOEDSB250162-01-01	

Terms and Conditions

1. SBA Award Standard Terms.

AWARD ATTACHMENTS

IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY

SBAOEDSB250162-01-01

1. 2025 NOA page 2
2. 2025 Terms and Conditions Final
3. 2025 Revised NOFO
4. 2025 Revised Program Terms and Conditions
5. 2025 Revised Matrix
6. Revised Reporting Schedule

Program Terms and Conditions

The terms and conditions set forth below are those particular to this non-Federal entity:

*Program Term 2: Points of Contact

1. Grants Management Specialist (GMS)

Name: Erika Beasley
 Address: U.S. Small Business Administration
 Office of Small Business Development Centers
 409 3rd Street, S.W. 6th Floor
 Washington, DC 20416
 Telephone Number: (202) 505-7266
 Email Address: erika.beasley@sba.gov

2. Grant Officer Technical Representative (GOTR)

Name: Traci Giddens
 Address: U.S. Small Business Administration
 Office of Small Business Development Centers
 409 3rd Street, S.W. 6th Floor
 Washington, DC 20416
 Telephone Number: (786) 759-9903
 Email Address: traci.giddens@sba.gov

3. District Office Project Officer (PO)

Name: Lori Hackney
 Address: U.S. Small Business Administration
 Des Moines District Office
 210 Walnut Street, Room 749
 Des Moines, IA 50309-2186
 Telephone Number: (515) 284-4118
 Email Address: lori.hackney@sba.gov

*See additional Point of Contacts on Notice of Award.

Approved Budget

COST CATEGORY & SUB-ITEMS	FEDERAL SHARE	NON-FEDERAL SHARE			TOTAL AMOUNT
	SBA	CASH	IN-KIND	INDIRECT	
a. Personnel	\$ 820,709.00	\$ 670,337.00	\$ -		\$ 1,491,046.00
b. Fringe Benefits	\$ 312,313.00	\$ 244,544.00	\$ -	\$ -	\$ 556,857.00
c. Travel	\$ 11,805.00	\$ 73,884.00	\$ -	\$ -	\$ 85,689.00
d. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
e. Supplies	\$ 1,160.00	\$ 2,695.00	\$ -	\$ -	\$ 3,855.00
f. Contractual	\$ -	\$ -	\$ -	\$ -	\$ -
g. Consultants	\$ 4,114.00	\$ 35,633.00	\$ -	\$ -	\$ 39,747.00
h. Other	\$ 12,499.00	\$ 17,943.00	\$ -	\$ -	\$ 30,442.00
i. Total Direct Charges	\$ 1,162,600.00	\$ 1,045,036.00	\$ -		\$ 2,207,636.00
j. Indirect Charges	\$ 80,746.00	\$ -	\$ -	\$ 238,309.00	\$ 319,055.00
TOTALS	\$ 1,243,346.00	\$ 1,045,036.00	\$ -	\$ 238,309.00	\$ 2,526,691.00

Program Term 4: Special Terms and Conditions

Award Expectations and Project Deliverables

You, the Non-Federal Entity/SBDC Network, acknowledge you will conduct the project funded under this Award in accordance with your approved technical proposal, goals, focus area, and budget. Changes to these guiding documents must be submitted to SBA for pre-approval in accordance with the SBA Standard Terms and Conditions and with the SBDC Program Terms and Conditions.

The approved goals for this award are as follows:

Clients Advised	3,311
Capital Infusion Transactions	467
New Business Starts	177

Special Conditions

N/A

Program Lead Center and Network Service Centers

1. Iowa State University (ISU) - Lead Center
2. Iowa State University - Mid Iowa SBDC
3. Iowa State University - ISU SBDC
4. Eastern Iowa Community College District - Eastern Iowa SBDC
5. Iowa Western Community College - Iowa Western SBDC
6. Indian Hills Community College - Indian Hills SBDC
7. Kirkwood Community College - Kirkwood SBDC
8. Iowa Central Community College - North Central Iowa SBDC
9. Northeast Iowa Community College - Northeast Iowa SBDC
10. North Iowa Area Community College - North Iowa Area SBDC
11. Iowa Lakes Community College - Northwest Iowa SBDC
12. Southwestern Iowa Community College - South Central Iowa SBDC
13. Southeastern Community College - Southeastern SBDC
14. University of Northern Iowa - UNI SBDC
15. University of Iowa - UOI SBDC
16. Western Iowa Tech Community College - WIT SBDC

SBA Award Standard Terms

1. Standard Term - Acceptance of the Terms of an Award

By drawing or otherwise obtaining funds from the Small Business Administration (SBA), the non-federal entity acknowledges acceptance of the terms and conditions of the award and is obligated to perform in accordance with the requirements of the award. If the non-federal entity cannot accept the terms, the non-federal entity should notify the Grants Management Officer (GMO) within thirty (30) days of receipt of this award notice. Once an award is accepted by a non-federal entity, the contents of the Notice of Award (NoA) are binding on the non-federal entity unless and until modified by a revised NoA signed by the GMO.

Certification Statement: By drawing down funds, the non-federal entity certifies that proper financial management controls and accounting systems, to include personnel policies and procedures, have been established to adequately administer federal awards and funds drawn down. Non-federal entities of Small Business Administration (SBA) grants or cooperative agreement awards must comply with all terms and conditions of their awards, including: (a) terms and conditions included in the SBA Grants Policy effective at the time of a new, non-competing continuation, or renewal award, including the requirements of OMB grants administration regulations; (b) requirements of the authorizing statutes and implementing regulations for the program under which the award is funded; (c) applicable requirements or limitations in appropriations acts; and (d) any requirements specific to the particular award specified in program policy and guidance, the Notice of Funding Opportunity (NOFO).

2. Standard Term - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for SBA Awards

The NoA issued is subject to the administrative requirements, cost principles, and audit requirements that govern federal monies associated with this award, as applicable, in the Uniform Guidance 2 CFR Part 200.

(https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2tab_02.tpl).

Under the authority listed above, the U.S. Small Business Administration adopts the Office of Management and Budget (OMB) Guidance in 2 CFR part 200, except for 2CFR 200.74, 200.92, and 200.93. Thus, this part gives regulatory effect to the OMB guidance and supplements the guidance as needed for the Administration.

3. Standard Term - Award Expectations

The eligibility and program requirements originally outlined in NOFO must continue to be adhered to as the funded project is implemented. Non-federal entities must comply with the performance goals, milestones, outcomes, and performance data collection and related policy and guidance. Additional terms and/or conditions may be applied to this award if outstanding financial or programmatic compliance issues are identified by SBA.

4. Standard Term - Flow down of requirements to sub- recipients

The non-federal entity, as the awardee organization, is legally and financially responsible for all aspects of this award including funds provided to sub-recipients, in accordance with 2 CFR §§ 200.330 -200.332 Sub-recipient monitoring and management.

5. Standard Term - Future Funding

If indicated in the NoA, recommended future support reflects TOTAL costs (direct plus indirect). Funding is subject to the availability of federal funds, and that matching funds, (if applicable), are verifiable, and progress of the award is documented and acceptable.

6. Standard Term - Non-Supplant

Federal award funds must supplement, not replace (supplant) nonfederal funds. Applicants or award non-federal entities may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds.

7. Standard Term - Unallowable Costs

Unless authorized under the Special Terms and Conditions, all costs incurred prior to the award issue date and costs not consistent with the funding opportunity and/or 2 CFR Part 200 are not allowable under this award.

8. Standard Term - Prior Approval

SBA anticipates that the non-federal entity may need to modify the non-federal entity's award budget or other aspects of its approved application during performance to accomplish the award's programmatic objectives. In general, non-federal entities are allowed a certain degree of latitude to re-budget within and between budget categories (10% or less) to meet unanticipated needs and to make other types of post-award changes, provided that the changes still meet the statutory program requirements and the regulatory requirements under 2 CFR Part 200, as applicable.

Items that require prior approval (i.e. formal written approval) from the GMO, as indicated in either 2 CFR Part 200 or the SBA Grants Policy Statement, must be submitted in writing to the GMO within 45 days of grant expiration. Based on the nature, extent, and timing of the request, the SBA GMO may approve, deny, or request additional material to further document and evaluate your request. Only responses provided by the GMO are considered valid. If SBA approves the request, an amended Notice of Award (NoA) will be issued. Verbal authorization is not approval and is not binding on SBA. Non-federal entities that proceed on the basis of actions by unauthorized officials do so at their own risk, and SBA is not bound by such responses.

Prior approval is required for, but is not limited to: Changes in Key Personnel and Level of Effort, Budget Revisions (more than 10% or when requesting a new budget cost category), Changes in Scope, Carryover Requests (that fall outside the term for the Expanded Authority for Carryover), and No Cost Extensions.

SBA may confer a one-time extension of the expiration date of this Award for up to 12 additional months if You can demonstrate more time is necessary for the adequate completion of specific project objectives. A request for an extension must be in writing (with supporting justification) and must be received by the Grants Officer Technical Representative (GOTR) at least 45 calendar days prior to the scheduled expiration of this Award. SBA will not approve any extension request that:

- i. Is solely for the purpose of expending remaining funds;
- ii. Is for a project that previously received an extension;
- iii. Is more than 12 months in length;
- iv. Requires the commitment of additional Federal funds; or
- v. Involves any change in the objectives or scope of the project.

9. Standard Term - Equipment

(a) **Title.** Subject to the requirements and conditions set forth in this section, title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity. Unless a statute specifically authorizes the Federal agency to vest title in the non-Federal entity without further responsibility to the Federal Government, and the Federal agency elects to do so, the title must be a conditional title. Title must vest in the non-Federal entity subject to the following conditions:

(1) Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project.

(2) Not encumber the property without approval of the Federal awarding agency or pass-through entity.

(3) Use and dispose of the property in accordance with [paragraphs \(b\), \(c\), and \(e\)](#) of this section.

(b) **General.** A state must use, manage and dispose of equipment acquired under a Federal award by the state in accordance with state laws and procedures. Other non-Federal entities must follow [paragraphs \(c\)](#) through [\(e\)](#) of this section.

(c) **Use.**

(1) Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award, and the non-Federal entity must not encumber the property without prior approval of the Federal awarding agency. The Federal awarding agency may require the submission of the applicable common form for equipment. When no longer needed for the original program or project, the equipment may be used in other activities supported by the Federal awarding agency, in the following order of priority:

(i) Activities under a Federal award from the Federal awarding agency which funded the original program or project, then

(ii) Activities under Federal awards from other Federal awarding agencies. This includes consolidated equipment for information technology systems.

(2) During the time that equipment is used on the project or program for which it was acquired, the non-Federal entity must also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, provided that such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use must be given to other programs or projects supported by Federal awarding agency that financed the equipment and second preference must be given to programs or projects under Federal awards from other Federal awarding agencies. Use for non-federally-funded programs or projects is also permissible. User fees should be considered if appropriate.

(3) Notwithstanding the encouragement in [§ 200.307](#) to earn program income, the non-Federal entity must not use equipment acquired with the Federal award to provide services for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute for as long as the Federal Government retains an interest in the equipment.

(4) When acquiring replacement equipment, the non-Federal entity may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property.

(d) **Management requirements.** Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a Federal award, until disposition takes place will, as a minimum, meet the following requirements:

(1) Property records must be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), who holds title, the acquisition date, and cost of the property, percentage of Federal participation in the project costs for the Federal award under which the property was acquired, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.

(2) A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.

(3) A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.

(4) Adequate maintenance procedures must be developed to keep the property in good condition.

(5) If the non-Federal entity is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

(e) **Disposition.** When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously

supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

(1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.

(2) Except as provided in [§ 200.312\(b\)](#), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$10,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition.

10. Standard Term – Indirect Cost

(a) **Facilities and administration classification.** For major Institutions of Higher Education (IHE) and major nonprofit organizations, indirect (F&A) costs must be classified within two broad categories: “Facilities” and “Administration.” “Facilities” is defined as depreciation on buildings, equipment and capital improvement, interest on debt associated with certain buildings, equipment and capital improvements, and operations and maintenance expenses. “Administration” is defined as general administration and general expenses such as the director's office, accounting, personnel and all other types of expenditures not listed specifically under one of the subcategories of “Facilities” (including cross allocations from other pools, where applicable). For nonprofit organizations, library expenses are included in the “Administration” category; for IHEs, they are included in the “Facilities” category. Major IHEs are defined as those required to use the Standard Format for Submission as noted in appendix III to this part, and Rate Determination for Institutions of Higher Education paragraph C. 11. Major nonprofit organizations are those which receive more than \$10 million dollars in direct Federal funding.

(b) **Diversity of nonprofit organizations.** Because of the diverse characteristics and accounting practices of nonprofit organizations, it is not possible to specify the types of cost which may be classified as indirect (F&A) cost in all situations. Identification with a Federal award rather than the nature of the goods and services involved is the determining factor in distinguishing direct from indirect (F&A) costs of Federal awards. However, typical examples of indirect (F&A) cost for many nonprofit organizations may include depreciation on buildings and equipment, the costs of

operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration, and accounting.

(c) ***Federal Agency Acceptance of Negotiated Indirect Cost Rates.*** (See also [§ 200.306.](#))

(1) The negotiated rates must be accepted by all Federal awarding agencies. A Federal awarding agency may use a rate different from the negotiated rate for a class of Federal awards or a single Federal award only when required by Federal statute or regulation, or when approved by a Federal awarding agency head or delegate based on documented justification as described in [paragraph \(c\)\(3\)](#) of this section.

(2) The Federal awarding agency head or delegate must notify OMB of any approved deviations.

(3) The Federal awarding agency must implement, and make publicly available, the policies, procedures and general decision-making criteria that their programs will follow to seek and justify deviations from negotiated rates.

(4) As required under [§ 200.204](#), the Federal awarding agency must include in the notice of funding opportunity the policies relating to indirect cost rate reimbursement, matching, or cost share as approved under [paragraph \(e\)\(1\)](#) of this section. As appropriate, the Federal agency should incorporate discussion of these policies into Federal awarding agency outreach activities with non-Federal entities prior to the posting of a notice of funding opportunity.

(d) Pass-through entities are subject to the requirements in [§ 200.332\(a\)\(4\)](#).

(e) Requirements for development and submission of indirect (F&A) cost rate proposals and cost allocation plans are contained in Appendices III-VII and Appendix IX as follows:

(1) Appendix III to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Institutions of Higher Education (IHEs);

(2) Appendix IV to Part 200—Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations;

(3) Appendix V to Part 200—State/Local Governmentwide Central Service Cost Allocation Plans;

(4) Appendix VI to Part 200—Public Assistance Cost Allocation Plans;

(5) Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals; and

(6) Appendix IX to Part 200—Hospital Cost Principles.

(f) In addition to the procedures outlined in the appendices in [paragraph \(e\)](#) of this section, any non-Federal entity that does not have a current negotiated (including provisional) rate, except for those non-Federal entities described in appendix VII to this part, paragraph D.1.b, may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely. No documentation is required to justify the 10% de minimis indirect cost rate. As

described in [§ 200.403](#), costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

(g) Any non-Federal entity that has a current federally-negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

(h) The federally negotiated indirect rate, distribution base, and rate type for a non-Federal entity (except for the Indian tribes or tribal organizations, as defined in the Indian Self Determination, Education and Assistance Act, [25 U.S.C. 450b\(1\)](#)) must be available publicly on an OMB-designated Federal website.

11. Standard Term - Administrative and National Policy Requirements

Public policy requirements are requirements with a broader national purpose than that of the Federal sponsoring program or award that an applicant/non-federal entity must adhere to as a prerequisite to and/or condition of an award. Public policy requirements are established by statute, regulation, DOJ, and OMB memorandums, or Executive order. In some cases, they relate to general activities, such as preservation of the environment, while, in other cases they are integral to the purposes of the award-supported activities. An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal statute and regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulation requirements.

12. Standard Term - Executive Pay

The Executive Schedule (ES) sets the yearly salaries for top government officials, including the leaders and senior personnel in over 75 Federal government agencies.

The Executive Level II salary cap limitation for calendar year (CY) 2022 was increased to \$203,700 by Executive Order 14061 effective January 2nd. An individual's Institutional Base Salary (IBS) should be reflected in the proposal budget or budget justification section for all salary requests.

The current Executive Level II salary can be found at the Office of Personnel Management's website at [General Schedule \(opm.gov\)](#)

The law limits the salary amount that may be awarded and charged to SBA assistance agreements and cooperative agreements. Award funds may not be used to pay the salary of any individual at a rate in excess of Executive Level II. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under an SBA grant or cooperative agreement.

13. Standard Term - Non-federal Entity Responsibilities

- a. Be responsive to SBA requests for information and communication. Changes to Your organization's contact information, including Your AOR or other designated representatives, must be reported promptly to SBA.
- b. Promptly advise SBA of any difficulties You encounter or anticipate encountering that may affect the conduct of Your project.
- c. Cooperate with all programmatic and financial examinations and any accreditation or certification reviews conducted by SBA, its agents, or contractors. You will promptly address and act upon all findings regarding Your project made as part of any such process.
 - a. Provide full access to all activities supported with project funds to the general public without regard to their participation in any paid membership or subscription plan.
 - b. Maintain adequate staffing levels for the delivery of client services, including replacing Key Personnel no more than 60 days after they cease their involvement with the project.
 - c. Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc."
- d. Coordinate with SBA and other Agency resource partners operating within Your project service area to maximize the effectiveness of Your efforts and avoid duplication of products and services.
- e. Promote SBA programs, products, and services to clients, as appropriate.
- f. Maintain adequate, readily accessible facilities for assisting clients, including satellite locations where appropriate.
- g. Provide at least 40 hours per week of availability to assist clients, including sufficient evening and weekend availability and on-line and telephone assistance, to meet the needs of Your service area and clientele. Although You may maintain multiple service locations, no more than two locations may count toward meeting the weekly service hours requirement.
- h. Provide meaningful access to project services for clients with limited English language proficiency and/or disabilities.
- i. Maintain adequate staffing levels for the delivery of client services, including replacing Key Personnel no more than 60 days after they cease their involvement with the project.

- j. Participate in SBA surveys and studies regarding the effectiveness and outcomes of the program/project, curriculum, types of assistance, service delivery methods, etc.
- k. Submit and update information to USASpending.gov and other Federal databases, as required.

14. Standard Term - SAM and UEI

Requirements Awards are subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) (NOW SAM) AND Unique Entity Identifier (UEI) Numbers. 2 CFR Part 25 - Appendix A4, System of Award Management (SAM) and Universal Identifier Requirements

A. Requirement for System of Award Management

Unless you are exempted from this requirement under 2 CFR 25.110, you, as the non-federal entity, must maintain the currency of your information in the SAM, until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for unique entity identifier If you are authorized (reference project description) to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you, unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity, unless the entity has provided its unique entity identifier to you.

15. Standard Term - Federal Financial Accountability and Transparency Act (FFATA)

Reporting Subawards and Executive Compensation, 2 CFR, Appendix A to Part 170

a. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

2. Where and when to report.

- i. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
- ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the

obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report.

You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

b. Reporting Total Compensation of Recipient Executives.

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if—

i. the total Federal funding authorized to date under this award is \$25,000 or more;

ii. in the preceding fiscal year, you received—

(A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:

i. As part of your registration profile at <https://www.sam.gov>.

ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if—

i. in the subrecipient's preceding fiscal year, the subrecipient received—

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

i. To the non-federal entity.

ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

i. Subawards, and

ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR part 25:

i. A Governmental organization, which is a State, local government, or Indian tribe;

ii. A foreign public entity;

iii. A domestic or foreign nonprofit organization;

iv. A domestic or foreign for-profit organization;

v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-federal entity award to an eligible subrecipient.

ii. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. .210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non- Profit Organizations").

iii. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.

4. Subrecipient means an entity that:

i. Receives a subaward from you (the non-federal entity) under this award; and

ii. Is accountable to you for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the non-federal entity's or subrecipient's preceding fiscal year and includes the following:

i. Salary and bonus.

ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.

iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.

iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.

v. Above-market earnings on deferred compensation which is not tax-qualified.

vi. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

16. Standard Term - Fixed Amount Awards

(a) Federal award instrument. The [Federal awarding agency](#) or [pass-through entity](#) must decide on the appropriate instrument for the [Federal award](#) (*i.e.*, [grant agreement](#), [cooperative agreement](#), or contract) in accordance with the Federal Grant and [Cooperative Agreement Act \(31 U.S.C. 6301-08\)](#).

(b) Fixed amount awards. In addition to the options described in [paragraph \(a\)](#) of this section, Federal awarding agencies, or pass-through entities as permitted in § 200.333, may use [fixed](#)

amount awards (see *Fixed amount awards* in [§ 200.1](#)) in the amount of \$500,000.00 to which the following conditions apply:

(1) The Federal award amount is negotiated using the cost principles (or other pricing information) as a guide. The Federal awarding agency or pass-through entity may use fixed amount awards if the project scope has measurable goals and objectives and if adequate cost, historical, or unit pricing data is available to establish a fixed amount award based on a reasonable estimate of actual cost. Payments are based on meeting specific requirements of the Federal award. Accountability is based on performance and results. Except in the case of termination before completion of the Federal award, there is no governmental review of the actual costs incurred by the non-Federal entity in performance of the award. Some of the ways in which the Federal award may be paid include, but are not limited to:

(i) In several partial payments, the amount of each agreed upon in advance, and the “milestone” or event triggering the payment also agreed upon in advance, and set forth in the Federal award;

(ii) On a unit price basis, for a defined unit or units, at a defined price or prices, agreed to in advance of performance of the Federal award and set forth in the Federal award; or,

(iii) In one payment at Federal award completion.

(2) A fixed amount award cannot be used in programs which require mandatory cost sharing or match.

(3) The non-Federal entity must certify in writing to the Federal awarding agency or pass-through entity at the end of the Federal award that the project or activity was completed or the level of effort was expended. If the required level of activity or effort was not carried out, the amount of the Federal award must be adjusted.

(4) Periodic reports may be established for each Federal award.

17. Standard Term - FAPIIS - Recipient Integrity and Performance

Appendix XII to 2 CFR Part 200

A. Reporting of Matters Related to Recipient Integrity and Performance

1. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the non-federal entity during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings.

2. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

b. Reached its final disposition during the most recent five-year period; and

c. If one of the following:

(1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

(2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(4) Any other criminal, civil, or administrative proceeding if:

(i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgement of fault on your part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. Reporting Frequency

Unless specified otherwise in the Special Terms and Conditions for Your award, the following reporting timelines apply:

During any period of time when you are subject to this requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

Financial Reporting – Non-Federal Entities are required to submit quarterly and annual financial reports (SF – 425). All SF - 425 are reported cumulatively.

Quarterly Reports – are due thirty (30) days following the reporting period. For example, if the quarter ends 3/31, the quarterly reports are due 5/1.

Annual Reports – The first reflects the initial 12-month period. For example, awards issued on 10/01, the report period ends on 9/30 the following year and is due on 10/31. *Subsequent annual reports should build upon the previous annual report.*

Program Progress Reporting – Program Progress Reports are due quarterly, thirty (30) days following the end of the reporting period. For example, if the quarter ends 3/31, the quarterly reports are due 5/1, unless otherwise stipulated in program special terms and conditions.

18. Standard Term - Acknowledgement of SBA Support/Use of SBA's Logo/Publication Requirements.

It is important that Your clients and the general public are aware of the [grant program name] Program and SBA's role in this project, as well as the taxpayer funded support the Agency is providing under this Award. Therefore, You must include the following acknowledgment of support statement on all materials produced in whole or in part with Project Funds:

"Funded [in part] through a Cooperative Agreement with the U.S. Small Business Administration."

For purposes of this requirement, the term "materials" includes, but is not limited to, press releases, brochures, pamphlets, handouts, reports, advertisements, books, curricula, websites, video or audio productions, and similar items regardless of the medium employed. The term "materials" does not include stationery or business cards and SBA's logo may not be used on such items.

Where You use Project Funds to produce materials featuring editorial content, You must use the following alternate acknowledgment of support statement (either independently or in conjunction with the SBA logo):

"Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA."

In addition, You must display signage featuring the SBA logo at all facilities that are open to the public and which are being used for project activities. Such signage must prominently feature the acknowledgment of support statement identified above.

Where used, the acknowledgment of support statement must be presented in a legible typeface, font size, and (where applicable) color contrast and must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, You may use "SBA" in the acknowledgment of support statement instead of "U.S. Small Business Administration."

You may elect to use SBA's logo on materials produced with Project Funds. You may contact the GMO in order to obtain a high-resolution copy of SBA's logo and a copy of SBA's Graphic and Use Guide. Where used, the SBA logo may be positioned in close proximity to Your organization's logo or may be placed in a prominent location elsewhere in the material. However, SBA's logo may not be placed in close proximity to any third party's logo, or used in such a way as may imply that a relationship exists between SBA and any third party (Note: Your organization's parent entity is not

considered a third party). Additionally, in each instance where You use the SBA logo, You must also include the acknowledgement of support statement in reasonably close proximity to the logo.

Neither the SBA logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this Award. In particular, UNDER NO CIRCUMSTANCES may the SBA logo or acknowledgment of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, service, entity, or individual. Additionally, You may not use the SBA logo on any social media sites or services without obtaining prior approval from SBA. For further guidance regarding the prior approval process, see Part III(A)(13) above.

19. Standard Term - Acknowledgement of Federal Funding at Conferences and Meetings

A conference is defined as a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award. Allowable conference costs paid by the non-Federal entity as a sponsor or host of the conference may include rental of facilities, speakers' fees, costs of meals and refreshments, local transportation, and other items incidental to such conferences unless further restricted by the terms and conditions of the Federal award. As needed, the costs of identifying, but not providing, locally available dependent-care resources are allowable. Conference hosts/sponsors must exercise discretion and judgment in ensuring that conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.

20. Standard Term - Mandatory Disclosures

Consistent with 2 CFR 200.113, applicants and non-federal entity's must disclose in a timely manner, in writing to the SBA awarding agency with a copy to the SBA Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the SBA OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the SBA OIG and OGM at the following addresses:

US Small Business Administration
Attention: Office of Grants Management
409 3rd Street SW, Suite 5000
Washington, DC 20416

AND

US Small Business Administration
Office of Inspector General
409 3rd Street SW, 5th Floor
Washington, DC 20416

Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 remedies for noncompliance, including suspension or debarment.

Reporting Requirements (Contracts and Subcontracts) FAR 52.203-13: Reporting Requirements (Contracts and Subcontracts) FAR 52.203-13: A Contractor must exercise due diligence to prevent and detect criminal conduct and promote an organizational culture that encourages ethical conduct and commitment to compliance with the law, including establishing an internal control system. Accordingly, the Contractor shall timely disclose, in writing, to the agency OIG, with a copy to the Contracting Officer, whenever, in connection with any Federal award, performance, or Government contract or subcontract thereunder, the Contractor has credible evidence that a principal, employee, agent, or subcontractor of the Contractor has committed of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations, or a violation of the civil False Claims Act, 31 U.S.C. 3729-3733.

Combating Trafficking in Persons (Contracts, Subcontracts, and Grantees) FAR 52.222-50: Contractors must inform the Contracting Officer and the OIG immediately of any credible information it receives from any source that alleges any employee, subcontractor, or subcontractor employee has engaged in severe forms of trafficking in persons, procured commercial sex acts, or used forced labor in the performance of the contract.

Pursuant to the Consolidated Appropriations Act of 2023 (P.L. 117-328) Section 632 Title VI Division E, all grant recipients must ensure they clearly state in all press releases pertaining to their current SBA grant award the following:

- a. The percentage of the total costs of the program or project which will be financed with Federal money;
- b. The dollar amount of Federal funds for the project of program; and
- c. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental source

21.Lobbying

Per 2 CFR §200.450, Recipients are subject to the restrictions on lobbying as set forth in 2 CFR part 200.

18 U.S.C. § 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities.

Violations of this section shall constitute as a violation of 31 U.S.C. § 1352(a).

22. Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the AOR agrees that the Non-federal entity will provide a drug-free workplace and will comply with the requirement to notify NIH if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug- Free Workplace for Financial Assistance are found in 2 CFR part 182; SBA implementing regulations are set forth in 2 CFR part 382.400. All non-federal entities of SBA grant funds must comply with the requirements in Subpart B (or Subpart C if the non-federal entity is an individual) of part 382.

23. Non- Transferability

This Award may not be transferred or assigned (either in whole or in part) without prior written approval from SBA. Additionally, no interest in this Award may be conferred upon a third party and the Award may not be pledged as collateral or security.

24. Standard Term - Termination

By the Federal agency or pass-through entity if the recipient or subrecipient fails to comply with the terms and conditions of the Federal award **2 CFR 200.340(a)(1)**

25. Standard Term - Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104(G)), as amended, and 2 C.F.R. PART 175

The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. 2 C.F.R. § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012- title2-vol1-sec175-15.pdf>.

Award Term from 2 C.F.R. § 175.15(b): Trafficking in persons.

a. Provisions applicable to a recipient that is a private entity.

1) You, as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:

a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

b) Procure a commercial sex act during the period of time that the award is in effect; or

c) Use forced labor in the performance of the award or subawards under the award.

2) We as the federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

a) Is determined to have violated a prohibition in paragraph a.1 of this award term; or

b) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:

i. Associated with performance under this award; or

ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. Part 180, "OMB Guidelines to Agencies on and Suspension (Non-procurement)."

b. Provision applicable to a non-federal entity other than a private entity. We as the federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1) Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2) Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

a) Associated with performance under this award; or

b) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-procurement)," as implemented by our agency at 2 CFR Part 1125.

c. Provisions applicable to any non-federal entity.

1) You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.

2) Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:

a) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)); and

b) Is in addition to all other remedies for noncompliance that are available to us under this award.

3) You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1) "Employee" means either:

- An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
- Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services

are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3) "Private entity":

- Means any entity other than a state, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

- Includes:

A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

A for-profit organization.

4) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

26. Standard Term - Accessibility Provisions

Non-federal entities of federal financial assistance (FFA) from SBA must administer their programs in compliance with federal civil rights law. This means that non-federal entities of SBA funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. SBA provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency.

The SBA Office for Civil Rights also provides guidance on complying with civil rights laws enforced by SBA.

Recipients of SBA also have specific legal obligations for serving qualified individuals with disabilities. Please contact the SBA Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at 1- 800-827-5722.

27. Standard Term - Accessibility of Facilities and Events

In accordance with the Americans With Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.) and § 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), all facilities You use to provide services to the public in connection with this project must be accessible by persons with disabilities. In addition, all notices, promotional items, brochures, publications, and media announcements informing the public of events, programs, meetings, seminars, conferences and workshops conducted pursuant to this project must include the following accessibility/accommodations notice:

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact [insert contact information for the person who will make the

arrangements]."

28. Standard Term - Data Collection and Performance Measurement:

All non-federal entities are required to collect and report evaluation data to ensure the effectiveness and efficiency of its programs under the Government Performance and Results (GPRA) Modernization Act of 2010 (P.L. 102-62). Non-federal entities must comply with the performance goals, milestones, and expected outcomes as reflected in the Notice of Funding Opportunity (NOFO) and are required to submit data per reporting requirements.

Please contact your GOTR for additional submission information.

29. Standard Term - Procurement of Goods and Services:

You may follow Your own procurement policies and procedures when contracting with Project Funds, but You must comply with the requirements of 2 C.F.R. §§ 200.317-200.326. Additionally, when using Project Funds to procure supplies and/or equipment, You are encouraged to purchase American-manufactured goods to the maximum extent practicable. American-manufactured goods are those products for which the cost of their component parts that were mined, produced, or manufactured in the United States exceeds 50 percent of the total cost of all their components. For further guidance regarding what constitutes an American-manufactured good (also known as a domestic end product), see 48 C.F.R. Part 25.

30. Standard Term - Procurements by states.

When procuring property and services under a Federal award, a State must follow the same policies and procedures it uses for procurements from its non-Federal funds. The State will comply with [§§ 200.321](#), [200.322](#), and [200.323](#) and ensure that every purchase order or other contract includes any clauses required by [§ 200.327](#). All other non-Federal entities, including subrecipients of a State, must follow the procurement standards in [§§ 200.318](#) through [200.327](#).

General procurement standards.

(a) The non-Federal entity must have and use documented procurement procedures, consistent with State, local, and tribal laws and regulations and the standards of this section, for the acquisition of property or services required under a Federal award or subaward. The non-Federal entity's documented procurement procedures must conform to the procurement standards identified in [§§ 200.317](#) through [200.327](#).

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization

which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Competition requirements will be met with documented procurement actions using strategic sourcing, shared services, and other similar procurement arrangements.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also [§ 200.214](#).

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: Rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(1) The non-Federal entity may use a time-and-materials type contract only after a determination

that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(j) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

31. Standard Term – Audits

If You are not subject to the requirements of the Single Audit Act, You must prepare an annual financial statement. If Your organization has been categorized as a high-risk entity by SBA due to financial and/or performance issues, you will be required to obtain an audited annual financial statement at your own expense until such time as Your organization is removed from the high-risk category.

Audit required. A non-Federal entity that expends \$1,000,000.00 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) **Single audit.** A non-Federal entity that expends \$1,000,000.00 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with [§ 200.514](#) except when it elects to have a program-specific audit conducted in accordance with [paragraph \(c\)](#) of this section.

(c) **Program-specific audit election.** When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with [§ 200.507](#). A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in

advance a program-specific audit.

(d) **Exemption when Federal awards expended are less than \$1,000,000.00.** A non-Federal entity that expends less than \$1,000,000.00 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in [§ 200.503](#), but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) **Federally Funded Research and Development Centers (FFRDC).** Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) **Subrecipients and contractors.** An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient are subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section [§ 200.331](#) sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) **Compliance responsibility for contractors.** In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement, receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) **For-profit subrecipient.** Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also [§ 200.332](#).

Non-federal entities are responsible for submitting their Single Audit Reports and the Data Collections Forms (SF-FAC) electronically to the to the Federal Audit Clearinghouse Visit disclaimer page (FAC) within 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.

32. Standard Term – Recordkeeping

You must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial, programmatic, and/or legal compliance audit or examination of this project. You must make these records available to SBA, its agents, its Office of Inspector General, and/or Federal investigators on demand and provide them with unrestricted access to review and make copies of all products, materials, and data, including those prepared or stored electronically. At a minimum, the records You must maintain on this project include:

- a. The time and attendance of employees whose salaries are charged to this Award,

with sufficient detail to substantiate the claimed percentage of work performed in support of this project.

- b. Contact information for project clients and a log of the type and amount of assistance provided.
- c. An inventory of equipment purchased, in whole or in part, with award funds. This inventory must comply with the requirements of 2 C.F.R. § 200.313.
- d. Your ledgers and annual A-133 Audit Report. If You are not subject to the requirements of the Single Audit Act, You must have an annual audited financial statement. Unaudited financial statements are not an acceptable substitute.
- e. Copies of receipts, invoices, contracts, leases, and other supporting documentation for all expenses paid with Project Funds.
- f. Copies of checks, receipts, letters of donation, and other supporting documentation for all matching contributions related to this Award.
- g. Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements listed in the SF-424B

Records may be kept in hard copy, electronic, or facsimile form and must be retained for no less than three years from the date the final project report is due. For further guidance regarding recordkeeping requirements, see 2 C.F.R. §§ 200.333 – 200.337.

33. Standard Term – Closeout Requirements

All Final Reports are due within one hundred and twenty (120) days after the expiration of the project period. The following reports are required.

- Final payment document (SF-270)
- Final Federal Financial Report (SF-425)
- Final Performance Report
- De-obligation Letter

34. Standard Term - Ad Hoc Submissions

Throughout the project period, SBA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following:

- Payroll
- Invoices
- Consultant Contract documentation
- Proof of project implementation

35. Standard Term - Submitting Responses to Conditions and Reporting Requirements

Unless otherwise identified in the special terms and conditions of award and post award requests,

all responses to special terms and conditions of award and post award requests must be submitted to the Program Office and the Office of Grants Management (OGM).

36. Standard Term - UEI

As of April 4, 2022, the Federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the Federal government use the Unique Entity ID created in SAM.gov.

If your entity is registered in SAM.gov, your Unique Entity ID has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is located on your entity registration record.

37. Standard Term – Whistleblower Protection

If you are a Federal employee, or employee of a contractor, subcontractor, or grantee submitting information to the SBA OIG regarding fraud waste or abuse in the SBA’s programs or operations, you are probably a whistleblower. Please be aware, however that specific criteria apply to whistleblower protections afforded by law. For example, disclosures by current and former federal employees, applicants for federal employment, and employees of a federal contractor, subcontractor, or grantee have special meaning and protections.

Federal law prohibits governmental personnel from retaliating against an employee who acts as a whistleblower by reporting suspected waste, fraud or abuse to the OIG. Under the Federal prohibited personnel practices, 5 U.S.C. §2302(b)(8), employees may not “take or fail to take, or threaten to take or fail to take, a personnel action with respect to any employee or applicant for employment” because the person has disclosed information to an OIG which he or she reasonably believes is evidence of (1) a violation of any law, rule, or regulation, or (2) gross mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, so long as the disclosure is not specifically prohibited by law or Executive Order.

Reporting Fraud

The OIG encourages all SBA employees and lenders to be on the lookout for fraud. If you suspect fraud, please report it to the OIG immediately by contacting the OIG Hotline at 1-800-767-0385 or OIGHotline@sba.gov.

38. Standard Term – Restrictions on Certain Types of Clients

You may not utilize project resources to provide counseling services to any concern that:

- is other than small;
- is based in a foreign country;
- is engaged in any activity that is illegal under federal, state, or local law or that can reasonably be determined to support or facilitate any activity that is illegal under federal, state, or local law;
- derives more than one-third of its gross annual revenue from legal gambling activities;
- presents live performances of a prurient sexual nature or derives more than a de-minimus amount of revenue from the sale of products or services of a prurient sexual nature;
- is not organized for profit (Exception: To the extent it does not negatively impact the goals or milestones established under this Award or detract from its core purpose, You may use project

resources to counsel non-profit organizations that devote a significant portion of their activities to assisting entrepreneurs).

39. Standard Term – Governing Authority/Order of Precedence

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

1. The statutes, regulations, and policy documents cited in Blocks 1 and 14 of the Notice of Award cover page and any other relevant, subsequently enacted laws.
2. Program Announcement No. [Number], [any existing policy documents You want them to follow (e.g., manuals, etc.)], and any subsequently issued SBA policy guidance.
3. Those terms and conditions set forth below.
4. Your accepted application for this Award, including all forms and assurances, and any subsequently approved additions or modifications.

In the event of a conflict between these requirements, the Order of Precedence listed above will determine which prevails. Unless explicitly stated otherwise, all deadlines discussed in this Notice of Award will be measured in terms of calendar days. By signing Block 23 of the Notice of Award cover page, You acknowledge Your acceptance of all these requirements.

40. Standard Term – Buy America Preferences for Infrastructure Projects

(a) *Purpose.* This part provides guidance to Federal agencies on the implementation of the Buy America Preference applicable to Federal financial assistance set forth in part I of subtitle A, Buy America Sourcing Preferences, of the Build America, Buy America Act included in the Infrastructure Investment and Jobs Act ([Pub. L. 117-58](#)) at division G, title IX, subtitle A, part I, sections 70911 through 70917.

(b) *Policy.* The head of each Federal agency must ensure that none of the funds made available for a Federal award for an infrastructure project may be obligated unless all of the iron, steel, manufactured products, and construction materials incorporated into the project are produced in the United States. See section 70914(a) of the Build America Buy America Act.

§ 184.2 Applicability, effective date, and severability.

(a) *Non-applicability of this part to existing Buy America Preferences.* This part does not apply to a Buy America Preference meeting or exceeding the requirements of section 70914 of the Build America, Buy America Act applied by a Federal agency to Federal awards for infrastructure projects before November 15, 2021.

(b) *Effective date of this part.* The effective date of this part is October 23, 2023. Except as provided in [paragraph \(c\)](#) of this section, this part applies to Federal awards obligated on or after its effective date. Awards obligated on or after May 14, 2022, the effective date of the Build America, Buy America Act, and before the effective date of this part, are instead subject to OMB Memorandum M-22-11.

(c) **Modified effective date of this part for certain infrastructure projects.** If an infrastructure project that has previously received a federal award obligated on or after May 14, 2022, but before the effective date of this part receives an additional Federal award obligated within one year of the effective date of this part, the additional Federal award is subject to OMB Memorandum M-22-11. However, if significant design or planning changes are made to the infrastructure project, the Federal agency may apply this part to the additional Federal award. Federal awards for an infrastructure project obligated after one year from the effective date of this part are subject to this part, regardless of whether this part applied to previous awards for the project.

(d) **Severability.** The provisions of this part are separate and severable from one another. OMB intends that if a provision of this part is held to be invalid or unenforceable as applied to a particular person or circumstance, the provision should be construed so as to continue to give the maximum effect permitted by law as applied to other persons not similarly situated or to dissimilar circumstances. If any provision is determined to be wholly invalid and unenforceable, it should be severed from the remaining provisions of this part, which should remain in effect.

41. Standard Term – Prohibition Against the Promotion of Gender Ideology

In accordance with the Executive Order of January 20, 2025 ([Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government](#)), Federal funds cannot be used for the promotion of gender ideology. Recipients must ensure they do not use grant funds or other project resources to support activities which promote gender ideology as defined in the Executive Order

42. Standard Term - Compliance with Federal Anti-Discrimination Laws Is a Prerequisite for Payment

Recipient acknowledges that compliance in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code. Failure to demonstrate such compliance may result in withholding of payment under this award. For additional guidance, see [Ending Illegal Discrimination And Restoring Merit-Based Opportunity – The White House](#).

43. Standard Term - Certification Regarding DEI or DEIA Programs

By accepting this award, the recipient certifies that it does not operate any programs promoting diversity, equity, and inclusion (DEI) or diversity, equity, inclusion and accessibility (DEIA) that violate any applicable Federal anti-discrimination laws. For additional guidance, see [Ending Illegal Discrimination And Restoring Merit-Based Opportunity – The White House](#).

Definitions

The definitions listed below apply to all SBA Awards. Additional definitions relating to a particular SBA program may be found in the grant program regulations, Program Announcement, and/or Special Terms and Conditions.

- a. Award – a conferral of Federal financial assistance to support a specific public project, whether in the form of a grant, cooperative agreement, or contract.
- b. Client – an entity receiving technical assistance under this Award. A Client may be an existing small business concern, or an individual interested in owning and operating a small business concern.
- c. Client Information – files and records concerning a Client, as well as any information that could be used to identify, contact, or locate a Client. Does not include statistics or similar data that is not attributed to a particular Client.
- d. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:
 - a. A governmental organization, which is a state, local government, or Indian Tribe;
 - b. A foreign public entity;
 - c. A domestic or foreign nonprofit organization;
 - d. A domestic or foreign for-profit organization; and
 - e. A Federal agency, but only as a subrecipient under an award or subaward to a nonfederal entity.
- e. Key Personnel – those individuals who play a crucial role in the conduct of a project. Examples include directors, managers, counselors, and instructors, but not support staff.
- f. Overmatch(ed) – a level of matching contributions that exceeds the amount required.
- g. Program Income – additional funds generated through the conduct of project activities. Includes, but is not limited to, income derived from service or event fees, sales of commodities, repayments of interest or principal on loans made with Project Funds, and usage or rental fees. Does not include interest earned on advances of Federal funds.
- h. Project Funds – all funds covered by the project budget. Includes both Federal funds and matching contributions (cash and in-kind) dedicated to the project.
- i. Subaward:
 - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the non-federal entity award to an eligible subrecipient.
 - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see 2 CFR 200.330).
 - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
- j. System of Award Management (SAM) means the federal repository into which an entity must provide information required for the conduct of business as a non-federal entity. Additional information about registration procedures may be found at the SAM Internet site (currently at: <http://www.sam.gov>).
- k. Unique entity identifier (UEI) means the identifier required for SAM registration to uniquely identify business entities.
- l. You – the non-federal entity organization (recipient) for the Award.

U.S. Small Business Administration

Office of Small Business Development Centers

SMALL BUSINESS DEVELOPMENT CENTER PROGRAM

NOTICE OF FUNDING OPPORTUNITY

PROGRAM YEAR 2025

FUNDING OPPORTUNITY NO. SB-OEDSB-25-001

The purpose of this Funding Opportunity is to invite proposals for funding from entities that are current recipients of a Small Business Administration (SBA) Small Business Development Center (SBDC) award. Only applications that are submitted by SBDC Lead Centers will be considered for funding.

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1.0 Section I – Funding Opportunity Description

1.1 Program Overview

1.1.1.	Federal Agency Name	U. S. Small Business Administration, Office of Small Business Development Centers
1.1.2.	Funding Opportunity Title	Small Business Development Centers
1.1.3.	Announcement Type	Initial
1.1.4.	Funding Opportunity Number	SB-OEDSB-2025-001
1.1.5.	CDFA Number	59.037
1.1.6.	Closing Date for Submissions	August 23, 2024
1.1.7.	Authority	Small Business Act, Section 21 (15 USC §648)
1.1.8.	Duration of Authority	Permanent
1.1.9.	Funding Instrument	Cooperative Agreement
1.1.10.	Funding	Funding is for a 12-month period.
1.1.11.	Award Amount/Funding Range	Section 21 of the Small Business Act sets forth a formula by which funds are to be distributed among the States. This formula, for the most part, rests upon a per capita basis, subject to the amount of an appropriation in any given fiscal year. The funding amount for the SBDC Program for fiscal year 2025 will be funded at the level appropriated by Congress. The Recipient Organization receiving the Cooperative Agreement is required to match funding received on a 1:1 ratio unless otherwise authorized.
1.1.12.	Project Duration	Awards will be made for an annual period of performance with the possibility of non-competing continuation awards. SBA intends to continue to fund the SBDC Program annually, subject to availability of funds.
1.1.13.	Project Starting Date	January 1, 2025, for Funding Opportunity No. for PY 2025.
1.1.14.	Proposal Evaluation	Proposals will be reviewed for sufficiency in meeting the requirements of the Program as defined in 13 CFR Part 130. SBA may ask Applicants for clarification of the technical and cost aspects of proposals.
1.1.15.	Agency Programmatic Point of Contact	Small Business Administration, Office of Small Business Development Centers, Email: SBDCGrantsq@sba.gov .

1.2 Introduction

The Small Business Development Center (SBDC) Program is the U.S. Small Business Administration’s (SBA’s) largest matching grant-funded program providing quality service to the small business community. The SBDC Program has 63 Recipient Organizations - one in each state (with the exception of four regional SBDC networks in Texas and five regional networks in California), the District of Columbia, Puerto Rico, the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands. The Recipient Organization is responsible for establishing a Lead Center and a network of partner Service Centers to cover its designated area of service. The SBDC Program links the resources of Federal, state, and local governments with the resources of the educational community and the private sector to provide assistance to the small business community. In partnership with SBA’s Office of Small Business

Development Centers (OSBDC) and District Offices, SBDCs develop business counseling and training programs, informational tools, and other services that enhance the economic development goals and objectives of SBA, in their respective service areas, and their local funding partners.

1.3 Background

Since its inception in 1953, SBA has served to aid, counsel, assist, and protect the interests of small businesses. While SBA is best known for its financial support of small businesses through its many lending programs, the Agency also plays a critical role in providing funding to organizations that deliver technical assistance in the form of counseling and training to small business concerns and nascent entrepreneurs in order to promote growth, expansion, innovation, increased productivity, and management improvement.

1.4 Purpose

Eligible organizations, as defined in Section 3.2, may apply to SBA for an award of financial assistance under this Funding Opportunity to fund an SBDC Program. SBDC Programs deliver professional, high quality, individualized business advising and technical assistance to existing small businesses and pre-venture entrepreneurs. SBDCs shall provide problem solving assistance to help small businesses access capital, develop and exchange new technologies, and improve business planning, strategy, operations, financial management, personnel administration, marketing, export assistance, sales and other areas required for small business growth and expansion, management improvement, increased productivity, and innovation.

1.5 Leveraging of Resources

Applicants selected for awards under this Funding Opportunity are required to maximize their efforts to leverage SBA funding by working in conjunction with SBA District Offices and other Federal, state, local and tribal government small business development programs and activities; SBA resource partners such as SCORE, Women's Business Centers (WBCs), Veterans Business Outreach Centers (VBOCs), 7(j) Technical Assistance providers, Small Business Investment Companies (SBICs), U.S. Export Assistance Centers (USEACs), Certified Development Companies (CDCs), and SBA lenders; universities, colleges, and other institutions of higher education; and private organizations such as chambers of commerce, and trade and industry groups and associations.

1.6 SBA Involvement and Oversight

The SBDC Program is managed by the Associate Administrator for Small Business Development Centers (AA/SBDC) at SBA Headquarters. The SBA will have substantial involvement in the administration, monitoring, and oversight of the Cooperative Agreement. OSBDC shall assign a Grants Management Specialist (GMS) to review the budget and all fiscal documentation for compliance with applicable Federal and program requirements. The Grants Management Officer (GMO) issues the Notice of Award. A Program Manager within OSBDC serves as the Grants Officer's Technical Representative (GOTR) responsible for overall monitoring and oversight of the Recipient's SBDC Program award, including compliance with the terms of the Cooperative Agreement and program service delivery and performance.

The SBA District Office will review the proposal for Agency priorities and performance goals and will designate a Project Officer (PO) to conduct delegated grant monitoring activities on behalf of OSBDC. SBA will also conduct biennial financial and programmatic examinations of each SBDC Recipient Organization, as required by statute. National performance goal measures have been established by OSBDC in coordination with the America's Small Business Development Centers and the SBA district offices. SBDCs will include metrics for each of the measures in response to this Notice of Funding Opportunity and in collaboration with their respective District Office.

1.7 Changes or Cancellation

SBA reserves the right to amend or cancel this Funding Opportunity, in whole or in part, at the Agency's discretion. Should SBA make material changes to this Funding Opportunity, the Agency will extend the closing date as necessary to afford Applicants sufficient opportunity to address such changes.

2.0 Section II – Award Information

2.1. Estimated Funding

SBA expects to issue awards based on the funds appropriated. The Federal budget for the SBDC Program for Program Year 2024 was \$140.0 million dollars. Section 21 (a)(4)(C) of the Small Business Act sets forth a formula by which funds are to be distributed. SBDCs should submit budget proposals that are in line with the enacted level for discretionary appropriations in the previous fiscal year rather than solely considering the proposed budget request level, which in recent years has not been reflected in the level ultimately enacted by Congress.

In the event that SBA is operating under a Continuing Resolution (CR) at the time of award, funding will be available during the period of the CR to the extent that funds are provided to the SBA for this purpose by the Office of Management and Budget. The amount available under the period of the CR may be less than the pro rata total anticipated amount of award.

Subject to the availability of funds and compliance with the terms and conditions of the Cooperative Agreement, SBA has the discretion to adjust the award to an amount consistent with the authorized funding level under the federal appropriations law.

2.2. Expected Number of Awards

SBA anticipates making no more than 63 awards under this Notice of Funding Opportunity.

2.3. Period of Performance/Budget Periods

The period of performance for this award is three years.

2.4. Project Start Dates

The project start dates are January 1, 2025, for states/regions responding to Funding Opportunity No. SB- OEDSB-25-001 for Program Year 2025.

2.4.1. Continuation of Funds

SBA intends to award continuation funding to the Recipient under subsequent annual SBDC Cooperative Agreements for future calendar years, subject to continued program authorization, availability of funds, satisfactory performance, and the continued interest of the Recipient Organization. However, an SBDC may not receive continued funding if there has been a clear showing of poor performance, as measured by SBA. Poor performance is indicated by unsatisfactory oversight reviews (programmatic and/or financial), accreditation issues, improper or insufficient activity affecting the operation and integrity of the SBDC and/or a failure to follow the rules and procedures set forth in the statute, regulation, and/or Funding Opportunity.

2.4.2. Intent to Renew

SBDCs wishing to exercise a renewal option must upload to GrantSolutions as a Grant Note the Letter of Intent to Renew by the date listed on the SBDC Applicant's Timeline in Section 4.3 of this Funding Opportunity.

2.5. Funding Information

Funds provided under the SBDC Program must be used solely for the purposes stipulated in this Funding Opportunity and the Notice of Award and may not be commingled with any other monies. All costs proposed in an Applicant's budget must meet the tests of allowability, allocability, and reasonableness set forth in the Office of Management and Budget Uniform Guidance at 2 CFR Part 200, Subpart E.

Reimbursement of indirect costs from Federal funds will be capped at a maximum of 20 percent, regardless of the amount stipulated in an Applicant's indirect cost rate (ICR) Agreement.

2.6. Funding Instrument

The funding instrument is a cooperative agreement and substantial involvement is expected between the awarding Agency and the Recipient when carrying out the activity contemplated in the Agreement.

2.7. Matching Requirement

The organization receiving the Cooperative Agreement is required, unless otherwise authorized by statute, to match Federal funds on a 1:1 ratio. Non-Federal matching funds may take the form of cash or cash equivalent, in-kind donations provided by a third party or unreimbursed indirect costs (i.e., waived indirect).

Cash match in an amount not less than 50 percent of the Federal funding is required. The remainder may be in the form of additional cash or in-kind contributions, and/or waived indirect costs.

No portion of the match may be from federal sources, with the exception of applicable Community Development Block Grant (CDBG) funds. Program income (e.g., fees collected from clients and/or attendees for training) may not be used as a source of matching funds.

2.7.1. Insular Area Territory Match Waiver

The SBA has the authority, per U.S. Code Title 48 – Territories and Insular Possessions, Chapter 10 – Territorial Provisions of a General Nature, Section 1469a(d) – Congressional declaration of policy respecting "Insular Areas", to waive any requirement for matching funds otherwise required by law to be provided by the Insular Area involved. Additionally, § 601 of Pub. L. No. 96-205 and § 6 of Pub. L. No. 98- 213 together mandate that "notwithstanding any other provision of law, in the case of the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands, any department or agency shall waive any requirement for local matching funds under \$200,000..."

The Insular Area Territory SBDCs are required to provide a 1:1 match that must include at least 50 percent in cash with the remainder consisting of a combination of cash, in-kind and non-reimbursed Facilities and Administrative costs (i.e., waived indirect costs) on all core SBDC grant funds of \$200,000 and above. The waiver of the first \$200,000 in local match is applied within the proposed budget in the amount of \$199,999.99 deducted from the Federal funding level to equal the required match amount. The initial waiver is approved by SBA when the proposed budget is approved.

The core grant Insular Area Territory Match Waiver for any amount exceeding \$200,000 requires a

budget justification and must be requested in writing prior to the submission of the renewal application package and provided to the OSBDC Program Manager to the AA/OSBDC for review and approval. The requested waiver amount cannot exceed the Network's allocation for the program year and must be approved by the AA/OSBDC. The core grant Insular Area Territory Match Waiver will not apply retroactively to previous, ongoing, or expired grants and is not transferable to other non-SBDC funding opportunities from SBA.

3.0 Section III – Eligibility Information

3.1. General

An organization may NOT submit more than one proposal per geographic community in response to this Funding Opportunity.

3.2. Eligible Applicants

To be eligible for this Funding Opportunity an Applicant must meet the requirements of Title 13 of the Code of Federal Regulations, Section 130.200.

3.3. Ineligible Applicants

The following will automatically be considered ineligible, and their applications will be rejected without being evaluated:

- Any organization that is NOT a currently funded SBDC Lead Center;
- Any organization currently having an outstanding, unresolved financial obligation to any Federal Agency;
- Any organization that is currently suspended, debarred or otherwise prohibited from receiving awards of contracts or grants from the Federal Government;
- Any organization with an outstanding and unresolved material deficiency reported under the requirements of the Single Audit Act or OMB Circular A-133 within the past three years;
- Any organization having at least one non-compliant condition within SBA program guidelines occurring while administering or implementing any SBA program, including denial of Accreditation;
- Any organization that has had a grant or cooperative agreement involuntarily terminated or non-renewed by SBA for cause;
- Any organization that has filed for bankruptcy within the past five years; and/or
- Any organization that proposes to serve as a pass-through and permit another organization to manage the day-to-day operations of the project.

4.0 Section IV – Application and Submission Information

4.1. Application Instructions

Applications must consist of the following elements: a.) Technical proposal; b.) Budget information; c.) Certifications, Forms and Assurances; and d.) Attachments and Exhibits.

4.1.1. Technical Proposal (not to exceed 35 pages)

The technical proposal serves as the blueprint for the Applicant’s planned project. This information must be provided in a paginated attachment not to exceed 35 pages. It must include the following information:

4.1.1.1. Program Narrative:

- Organization and Structure
Provide an organizational chart for the total SBDC Network indicating the position of the Lead Center within the Applicant organization. Include the department/division and the individual (name, title, phone number, email address) to whom the SBDC Lead Center Director reports. In addition to the organization chart, include the following, and note any planned additions or reductions:
 - a. Total number of separately budgeted SBDC Network Service Center locations (Provide details in Network Listing requested in Section 4.1.1.3);
 - b. Total number of SBDC staff
 - Number of SBDC management and support staff
 - Full time
 - Number of SBDC counseling staff:
 - Full time employees
 - Part time employees
 - Contract consultants

4.1.1.2. Program Management

A brief description of:

- a. SBDC Program Area of Service (must be statewide or region-wide);
 - b. Methodology, philosophy and justification for the distribution of service area resources, such as Service Centers, satellites and specialty programs, using factors such as population or business census, population/counselor distribution formulas, as well as any planned adjustments;
 - c. Correlation of resource distribution to needs assessment studies and the SBDC’s strategic plan for the management and coordination of SBDC services throughout the state or area being served;
 - d. Standard wait time for an initial client counseling appointment. Please note if changes are anticipated in the coming year, such as due to significant increase or decrease of resources, addition or closure of existing service locations etc.;
 - e. Management strategy for filling vacancies (interim measures and vacancy timeframes);
 - f. If applicable, describe plans for the addition of new Service Centers or programs, including the staffing plan; and
- Program Objectives
SBDCs must include a brief summary of program objectives and ongoing programs, highlighting any

new programs, special projects or activities, with particular reference to planned activities for the program year that seek to address SBA's Required Services listed in Section 5.

To facilitate the core award proposal review, categorize the information on planned program activities using the reporting categories listed in Section 6. The following post-award reporting categories should NOT be included in the proposal:

- 1500 SUCCESS STORIES
- 1900 UNPLANNED TRAVEL
- 2000 KEY PERSONNEL
- 2100 PROBLEMS
- 2200 BUDGET TO ACTUAL

In addition to planned activity described within these categories, the Proposal must include the following:

- a. Planned performance service volume and changes, if any:
 - i. Counseling: List most recent 12-month program year total counseling hours and counseling clients for the Network for activities funded from core award funds and discuss any anticipated changes for the upcoming project period such as the opening or closing of centers; and
 - ii. Training: List prior year total training sessions and clients for the Network for activities from core award funds and discuss any anticipated changes for the upcoming project period such as the opening or closing of centers.
- b. Planned milestones and outcomes:
 - i. List SBDC goals for: Clients Advised, New Business Starts, Capital Infusion Transactions. See also Section 4.1.4. Attachment 3 – Planned Milestones Chart. SBDCs should submit their goals with their 2025 Program Year funding proposals. Along with the numerical targets for each goal, SBDCs should include a business rationale for setting the goal. For example, an SBDC may look at a five-year average performance as a basis for the goal target. Alternatively, the SBDC may utilize other trend data to determine the target. An SBDC can choose any methodology they believe will provide a realistic level of achievement. OSBDC understands economic conditions change, physical disasters happen, and other local events contribute to changes in the state/regional economy. If the proposed goal target is less than the previous year's achievement, the SBDC should include an explanation or rationale for a lower goal target. If a goal target is too low or too high without a sufficient explanation, OSBDC may request additional clarification or an adjustment to the target.

OSBDC encourages SBDCs to establish their goals and focus area with their respective District Office. The District Office is not approving the goals, rather, the collaboration should be on the needs of the small business community. If either an SBDC or a District Office has concerns about the goals after the collaborative discussions, either may reach out to OSBDC through their respective Program Manager.

- ii. List Focus Area: Appendix A is modified to reflect current Agency priorities.
- iii. Identify any other key milestones or performance goals for the project period for the core award not captured in Part b.i.
- c. Collaboration, outreach, and/or jointly planned events the Network is planning to conduct with the District Office and/or other SBA resource partners (e.g., Women’s Business Centers, SCORE, Veteran Business Outreach Centers, Regional Innovation Clusters, and STEP; lender roundtables; 8(a) certification training; and events with SBA 7(j) grantees and other SBA Government Contracting and Business Development Resources, Manufacturing Extension Partnerships (MEPs), APEX Accelerators, U.S. Patent and Trademark Office, and U.S. Department of Agriculture; and regional and local trade schools).
- d. Client Satisfaction Rate: SBDC client satisfaction will be based on overall service, knowledge and expertise of the SBDC advisor, working relationship with the SBDC advisor, and if the client would recommend SBDC services. Describe the Network’s plan to collect client feedback on SBDC services and rate achieved in the most recent client satisfaction survey. This should be reported in Section 1400 of the Network’s Annual Report.
- e. Online Client Services: SBA views the use of web-based technology as a means to increase outreach within existing budgets, to access populations or areas otherwise difficult to reach, and to offer services 24/7 when appropriate.
- f. SBDC Operating Hours and Scheduled Closures: Provide a list of scheduled holidays and planned closures for the Lead Center and each Service Center. SBDC Lead Center and Service Centers must be accessible to the public during normal business hours throughout the year except for the scheduled closures listed in the Proposal. Emergency closures must be reported in writing or by email to the SBA Project Officer and OSBDC Program Manager as soon as possible.
- g. Partner Location Information Contact: Identify the SBDC contact designated to maintain information in SBA’s Partner Location Information, by name, title, phone number, and email address.
- h. Advisory Board:
 - i. Provide a list of the members of the SBDC’s statewide/region-wide Advisory Board in accordance with 15 U.S.C §648(j), including their titles.
 - ii. Board representation should comply with Title 13 of the Code of Federal Regulations, §130.350.
 - iii. Include a description of the Board’s responsibilities and provide the date of the Board’s last meeting. There should be regular periodic meetings each year.
 - iv. The reasonable cost of travel of any board member for official board activities in the state/region may be paid out of the SBDC’s non-Federal funds and must follow the Recipient Organization’s policy for per diem and related travel costs. See Section 4. for additional guidance.
- i. Conflict of Interest Policy: Include a copy of the SBDC’s current conflict of interest policy for the SBDC Network. Each SBDC Network must have a written conflict of interest policy that is signed annually by all employees, consultants, instructors, and volunteers of the SBDC Network. The

policy must include enforceable elements safeguarding the SBDC Program from actual or apparent conflicts.

- j. Training: Provide a list of the types of training to be offered during the budget period. The Lead Center is expected to provide the SBA Project Officer with a quarterly calendar of SBDC trainings or with electronic access to comparable information.
- k. Personnel Resumes: Attach résumés for any new key personnel directly employed by the SBDC (i.e., Lead and Service Center Directors or managers, managers or directors of specialty centers and programs, such as for technology or international trade and Partner Location Information designee) since the start of the last program year. If not stated on the résumé, please indicate the person's current position in the SBDC Network. Do not include résumés for trainers, counselors or support staff.
- l. Activities Supported with Program Income: Describe planned activities that will be supported with SBDC program income during the performance period and estimated cost. Program income must be used to expand the quantity or quality of services, resources or outreach provided by the SBDC Network. Planned expenditures from program income are subject to OMB Uniform Guidance and SBDC Program rules and requirements as set forth in 13 CFR §130. However, do NOT include program costs supported with program income on the Application, Network budget summary, or budget justifications.
- m. Funds Managed Outside the Cooperative Agreement: Fully describe any other federal or state small business assistance programs, contributions or grant funds (excluding foundation accounts) managed by the SBDC Lead Center outside the SBA Cooperative Agreement (e.g., APEX Accelerator, State Small Business Credit Initiative and Manufacturing Extension Programs). Include the source and amount of funds provided by each organization and the purpose for which the funds have been provided.

In accordance with 15 USC §648(a)(5), before bidding on another federal contract, the SBDC must obtain prior written approval from the AA/SBDC as to the subject and general scope of the project. SBDC Lead Centers may not manage other funds, regardless of funding source, when the scope of activity is inconsistent with this Funding Opportunity.

The SBDC must maintain an updated list of funding sources and amounts for each source of funds received by the SBDC Network including grants, contracts and contributions. In addition, for each source of funds, documentation regarding the name and phone number of the donor/contractor/grantor, the amount of funding, the intended purpose and any requirements, stipulations or deliverables must be maintained and made available during the biennial financial examination process.

SBDCs managing other small business programs outside the SBA Cooperative Agreement must maintain separate accounting/financial records to ensure a clear audit trail for the funds provided under the SBDC Cooperative Agreement.

- n. Micro-purchase and the Simplified Acquisition Thresholds for Grantees for Financial Assistance: Awards are subject to major revisions to the federal procurement rules found at 2 CFR, including the acquisition thresholds established 2 CFR §200.320. The SBDC Lead Center must provide a statement acknowledging they are adhering to these thresholds. The SBDC Lead Center will be responsible for ensuring Services Centers are also following the guidelines for the micro-purchase threshold.

The approval to use a higher threshold only applies to the non-federal entity (Lead Center office) and not to each Service Center. For a Network Service Center to use a higher threshold, the Service Center host would also need to follow the same procedure to obtain approval from their cognizant agency for indirect cost and provide that documentation to the SBDC Lead Center Office.

Additionally, if a Network is requesting an increase for their micro-purchase threshold it should be included in the proposal Cost Price Analysis workbook.

4.1.1.3. Planned Milestones Worksheet

Complete all sections of the Planned Milestones Worksheet and include the worksheet as Attachment #3 to the Proposal. The worksheet is available from OSBDC at: SBDC Forms and Worksheets.

4.1.1.4. SBDC Network Listing

Provide a list of all service locations by name, host institution, key contact, physical address, phone number and Partner Location Information code. Identify the Lead Center, and indicate whether each location is a Service Center, specialty center, or other location with a minimum of dedicated part-time personnel.

4.1.2. Cost Proposal

Information on proposed project costs must be provided through the completion or submission of the following:

- a. Application for Federal Assistance (SF-424). Included in Grantsolutions.gov package;
- b. Budget Information - Non-Construction Programs (SF-424A). Included in Grantsolutions.gov package;
 - In Section B of SF-424A, line 6 g titled "Construction" shall be used for Consultant costs as described in the SBDC Budget Justification Instructions Section 4.1.2.3(c).
- c. SBDC Cost Price Analysis and Budget Justifications available from OSBDC's webpage at: SBDC Forms and Worksheets, reference sba.gov;
 - Include a separate budget justification form with required cost detail for the Lead Center and each Network Service Center.
 - Personnel lists must include each person's name, position, salary and percent time budgeted to the SBDC Program.
 - Applicant may use their own budget justification form, as long as the Applicant's format includes ALL budget detail required in OSBDC's template and the guidance herein. If the Applicant chooses to use their own budget justification format (i.e., not the OSBDC form) it must ALSO include a separate SF 424A for the Lead Center and each Network Service Center. It must be uploaded as Attachment #4.
- d. Budget Narrative If all required cost detail is not shown on the SBDC budget justification and personnel list, include a separate budget narrative for the Lead Center and each Network Service Center.

- e. Indirect Cost Rate (ICR) Agreements negotiated with the cognizant Federal Agency; Provide a complete signed copy of the current ICR Agreement for the Lead Center and each Network Service Center that plans to claim indirect costs. See also Section 4.
- f. Cost Price Analysis and Budget Justifications Worksheet OSBDC recommends the use of the updated template available on OSBDC's webpage at SBDC Forms and Worksheets which includes a template for the SBDC Network's Cost Price Analysis and Budget Justifications Worksheet.

4.1.2.1. Budget Preparation

OSBDC will provide SBDCs with projected funding levels to be used in budget preparation.

- Budget information must describe the financial resources contributed by the Applicant. The amount and source of funds provided as match must be clearly indicated, in Box 18 of SF-424, and the budget summary SF-424A, Lead Center and each Network Service Center budget justification form must clearly indicate which program costs will be paid by Federal dollars, cash, in-kind and waived indirect. Applicants must show how the value of each in-kind match contribution is determined. This applies to costs incurred by Service Centers as well as Recipient costs.
- In addition, matching funds included in the budget information must also be listed by amount and contributor (i.e., state, university, private sector) in Section 5 of the Planned Milestones Worksheet required as part of the Technical Proposal. See Section 4.
- Applicants must NOT include SBDC program income, nor unspent program funds from prior budget periods on the Application SF-424, Budget Information SF-424A or SBDC budget justification forms submitted in response to this Funding Opportunity. Planned program income expenditures should be described instead as part of the Technical Proposal. See Section 4 for guidance. Specifically:
 - Leave BLANK and do not include program income on the line f in Box 18, "Total Estimated Funding" of the SF-424;
 - Leave BLANK line 7 for "Program Income" on the SF-424A; and
 - Do NOT include program income costs in the detailed budget justification.

4.1.2.2. Network Service Center Costs

An Applicant may contract with other entities to deliver SBDC services and must include a provision in the Network Service Center agreement to comply with the Uniform Guidance in 2 CFR 200 and all appropriate flow-down provisions.

If an Applicant proposes to use Network Service Centers for delivery of SBDC client services (also referred to herein as subcontracted Service Centers), it shall include the Network Service Center costs in the contractual budget element on the SBDC Network's SF-424A Budget Summary form, and provide separate detailed budget justifications, with a line item breakout for Federal dollars, cash match, in-kind and indirect costs associated with the SBDC services to be provided by the proposed Network Service Center organization. If the Network Service Center proposes its own contractual costs (sub-subcontracts), it must provide supporting budget details such as a statement of work, the number of hours, and rate of pay must be provided for each contractor.

For those SBDCs operating separate International Trade Centers (ITCs), as part of the Cooperative Agreement, the Proposal must identify each Service Center's specialty designation. An Applicant may

substitute its own forms or spreadsheets in place of the SBDC Budget Justification Worksheet so long as it includes all of the information requested in Section 4.1.2.3.

4.1.2.3. SBDC Budget Justification Instructions

The budget cost categories and required cost detail for each category are described below. The direct cost and indirect cost total must agree with the SF-424 and SF-424A.

- a. Personnel: List name and title of all personnel charged to federal and non-federal funds (direct costs). For vacancies, show position title in budget justification. If additional space is needed to explain the cost, include a budget narrative. Use the personnel list to show annual salary, number of months, level of effort in percentage, and total amount budgeted for each position as the basis used to estimate personnel costs charged to the SBDC Program. Employees of the entity should be budgeted as Federal or cash match.
- b. Fringe Benefits: Indicate the fringe rates approved by your cognizant Federal Agency for audits when available. If not available provide the schedule used. Do not include fringe cost in the total amount required for personnel.
- c. Travel: For local travel, provide total anticipated mileage, and mileage rate. For out of state/region travel, provide estimated cost and justification including a.) Purpose, b.) Destination, c.) Mode of transportation and rate (i.e., airfare or mileage and rate), d.) Number of trips, and e.) Number and position of travelers. Federal grant funds are not authorized for foreign travel or to attend out of state/region conferences.
- d. Equipment: List items per unit above the cost threshold established in 2 CFR 200 and having at least one year of useful life. The Recipient Organization must maintain an inventory of equipment purchased with program dollars including cost, location, and detailed description of each item. Equipment inventory must be made available upon request of SBA.
- e. Supplies: Show anticipated cost of supply items such as general office, operational, computer supplies and other supply items above the threshold established in 2 CFR 200. The Recipient Organization must maintain an inventory of controlled supplies of higher dollar value and high potential for loss such as computers, and it must be made available upon request of the SBA.
- f. Contractual: List costs for contractual services that support program operations, such as website support, equipment maintenance or meeting facilitation. Provide budget details including a.) Name of contractor, b.) Statement of work, c.) Number of hours and d.) Rate of pay.

If Applicant proposes to contract with another entity to provide SBDC client services (i.e., a Network Service Center), costs for the Network Service Center contract may be included on the Contractual line for the Network SF-424A Budget Summary, but the Applicant must also include a separate budget justification with cost detail by line item for each Network Service Center.

Please be reminded that if the Applicant uses a budget format other than OSBDC template, the Applicant must also include a separate SF-424A Budget Summary form for each Network Service Center along with its detailed budget justification form.

- g. Consultants: Provide detail for consultant costs shown on the line 6 g of SF-424A. (Note that form SF-424A lists category g. as "Construction", but Applicants are asked to use this line for SBDC Consultant costs only.)

Consultant costs include costs for non-employee SBDC advisors, trainers and other staff who provide client services on an hourly or fee for service basis. Provide consultant(s) name, if known, specify purpose, and indicate the number of hours, and rate of pay.

- h. Other: List all expenses included in this cost category separately, with planned cost per item.

Other expense items may include, but are not limited to, computer software, copying, postage, printing, publications, subscriptions, dues, telephone, conference fees, and office space rental, see 2 CFR 200.465. If rental costs are proposed, provide square footage required for SBDC activities and rate.

If nominal costs for meals and hospitality expenses associated with client workshops or related events are proposed, include a justification that demonstrates such costs are reasonable and necessary to support the SBDC program mission and goals. Details may be included on the budget justification form, budget narrative or in a clearly marked section of the technical narrative.

Do not list other items with zero amounts.

- i. Indirect Cost: Show indirect cost amount on the line j of the Budget Justification ONLY. (Do NOT include indirect costs as cash match or as in-kind contributions; or as a contractual cost category.)

An Indirect Cost Rate no higher than that approved by your cognizant Agency should be used to estimate indirect costs, except for organizations that have never had an Indirect Cost Rate Agreement (ICRA) with the Federal Government. Those organizations may use either the fifteen percent de minimis rate provided in 2 CFR § 200.414 or use a 24 percent modified total direct cost with the SBA. See 2 CFR § 200.1 and Section 4.1.5 Financial Guidelines for additional guidance.

Reimbursement of indirect costs charged to federal funds will be capped at a maximum of 20 percent. The amount remaining of the total indirect cost is the waived portion (i.e., indirect match, if any).

You may only use rates which appear on the ICR under “Applicable To” which indicate one of the following:

- Other Sponsored Activity
- All Projects
- Instruction
- SBDC Programs

Other categories may apply. Check with the Grants Management Officer for any necessary clarification.

4.1.3. Certification Forms and Assurances

Consistent with 2 CFR § 200.415 Financial Certifications must be signed by an authorized official. Each Applicant must complete and submit the following forms:

- Cost Sharing Proposal (SBA Form 1224);

** SF-424B and SF-LLL are also incorporated as part of the electronic Application form on Grantsolutions.gov. All other required Certification Forms not included in GrantSolutions.gov can be obtained from OSBDC at: SBDC Forms and Worksheets and uploaded as Attachments to the Application. See Section 4.1.4 for the list of Attachments.

4.1.4. Attachments

Please upload in GrantSolutions the following in the appropriate section and include "Attachment #" in the document name.

- Attachment #1: List of Attachments submitted through GrantSolutions.gov;
- Attachment #2: Technical Proposal, including program narrative, organization chart, Network listing, resumes and other required information;
- Attachment #3: Planned Milestones worksheet; Also include the Network's selected Focus Area.
- Attachment #4: Cost Proposal, including SBDC budget narrative, detailed budget justification by line item, personnel listing and other required cost detail for each Network Service Center and the Cost Price Analysis Worksheet;
- Attachment #5: Indirect Cost Rate Agreement for Network Lead and Service Centers (if any);
- Attachment #6: Cost Sharing Proposal; Must reflect a minimum of 50 percent cash match; Attach the SBA Form 1224;
- Attachment #7: Letter of Support from SBA District Director (if provided); and
- Attachment #8: Additional information or other documentation the Grantor and the Applicant deems (e.g., A-133 Audit specific to the SBDC Program) necessary to support its Proposal.

4.1.5 Financial Guidelines

4.1.5.1 Administrative Requirements and Cost Principles

SBDCs are governed by the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, in accordance with 2 CFR Part 200.

4.1.5.2 Budget Preparation & Funding

Specific items of cost may be included in the Proposal and considered allowable under the additional conditions and requirements set forth below.

1. Travel

All travel performed as part of this Agreement must be in accordance with SBDC Program objectives and in compliance with the Recipient's travel policy. To obtain Prior Approval details must be provided as indicated under Section 4.

Prior written approval for travel is limited to the following types of trips:

- Any travel by state/local/tribal government officials; and

- Out-of-state travel is permitted to areas impacted by federally designated disasters, but prior approval is required from the local District Office and OSBDC when the cost exceeds \$10,000.
- Travel outside the United States and its territories which is either: (1) Charged to the Cooperative Agreement; or (2) Performed while on duty for the Recipient Organization must be submitted to the District Office who shall recommend to the AA/SBDC or his/her designee for his/her approval or denial no less than 30 days before departure on a case-by-case basis. (Travel to be completed using vacation time regularly earned is not subject to approval by the AA/SBDC.) Failure to obtain 30-day prior approval from the AA/SBDC or his/her designee may result in disallowance of the travel costs but may also include suspension or termination of funding.

2. Payment of Dues

The proposed budget must show amounts estimated for payment of memberships, subscriptions and dues for business, technical and professional associations, including the America's SBDC (ASBDC). Costs proposed for membership in any civic or community organization, however, must be justified in terms of the benefit to the SBDC derived from this expenditure. In addition, all memberships purchased with project funds must be in the name of the SBDC Program rather than in the name of an individual.

3. Lobbying

There is a broad federal restriction on all grantees of the Federal Government, which prohibits the use of federal appropriated funds to lobby Congress or agencies concerning certain specified federal actions 31 U.S.C. §1352 (also known as the Byrd Amendment).

4. Indirect Costs and Overhead

To propose and subsequently claim indirect costs, Applicants must furnish their current indirect cost rate (ICR) Agreement:

- As negotiated with their cognizant Federal Agency;
- Certified by their state governmental unit and approved by their cognizant Federal Agency; or
- A rate approved by SBA. ICR Agreements for participating Service Centers must also be submitted. Entities currently without an ICR Agreement negotiated with another Federal Agency may request that the SBA Project Officer provide an SBA ICR Agreement (up to 24 percent of Modified Total Direct Costs) to be used exclusively for the SBDC Program.

For entities using an SBA provided ICR Agreement, the following terms apply:

- These terms listed herein are to assist in identifying and clarifying those costs considered to be "general administrative and general expenses" noted in 2 CFR § 200. They form the basis for this SBA ICR Agreement and subsequently may not also be included as direct costs against the award when the SBDC ICR Agreement is used;
- Cost pools underlying the ICR Agreement include personnel compensation and benefits for positions or for activities which are not: a.) In direct support of the SBDC Program goals and objectives, and b.) Under the direction or supervision of the key person identified in the Cooperative Agreement as responsible for program performance at the respective host entity;
- Examples include, but are not limited to, those expenditures allocable to human resources and accounting departments, sponsored project staff, corporate marketing staff, controllers, deans, chief executives, and presidents of colleges and universities; and

- Non-personnel costs such as audits, supplies, materials, insurance, and other services and operating costs allocable to administrative departments and to the activities of the host entity are considered part of the “general and administrative cost pool” and thus may not also be directly charged.

Only SBDC Program funds allocated for direct costs may be used to determine the allowable reimbursed or waived indirect cost. Any Indirect Cost Rate Agreements subsequently negotiated with a Federal Agency will supersede the SBA Indirect Cost Rate Agreement.

If the Applicant or participating Network Service Center has never had an approved ICR and its budget includes indirect costs, it may utilize a de minimis rate of fifteen percent of Modified Total Direct Costs (to include federal and non-federal) until the non-Federal entity can provide a copy of a current indirect cost rate agreement either through the SBA or from another cognizant Federal Agency. This rule does not apply to organizations that have an expired ICR Agreement.

The negotiated indirect cost rate in effect at the time of the initial proposal will be used for the budget period covered by the Proposal. If a provisional indirect cost rate is in effect at the time the proposal is submitted and it has been more than one year since the date the provisional rate became effective, the SBDC must furnish OSBDC with documentation showing that they have made an effort to negotiate a final rate.

When making new sub-awards, administrative costs incurred for establishing technical needs, determining qualified candidates, issuing requests for bids, evaluating replies and selecting an awardee may be claimed as indirect costs according to 2 CFR Part 200, Appendices III and V. The Circular allows these incremental Facilities and Administrative (F&A) costs on the first \$25,000 to be claimed one time in the indirect cost base for each subcontract or sub-award. It is not allowable to claim these costs when obtaining annual funding to continue the sub-award. These costs only may be claimed when an open, competitive bidding process was involved in issuing the sub-award that included the aforementioned administrative costs.

Indirect costs cannot be claimed for the Lead Center or for subcontracted Service Centers that do not submit approved ICR Agreements for the proposed funding period. Indirect costs cannot exceed the amount allowable under the approved ICR Agreement submitted with the proposal. Facilities & Administrative costs may not otherwise be charged, directly or indirectly, to the Cooperative Agreement or claimed as non-cash match contributions except as described here. Applicants must indicate the name of the host institution and whether the on or off campus indirect cost rate should be applied for each center where indirect costs are claimed. Please use updated OSBDC Schedule of Indirect Costs worksheet to provide this information. The worksheet is available on OSBDC’s webpage: SBDC Forms and Worksheets.

5. Justification of Costs

All costs proposed require justification and narrative explanation for the Lead Center and each Network Service Center. All proposed costs must be included in the specific line items and fully justified. All forms contained in the financial application package must be completed accurately and in full.

6. Supplies, Printing, and Costs Related to SBDC

Generally, promotional items are not an allowable expense using SBDC Program funds (including program income). Promotional items are objects such as gifts, memorabilia, awards, mugs, and any

other item which does not have a specific direct benefit to the SBDC. However, costs proposed for printing the SBDC logo on SBDC training supplies such as pens, notepads or flash drives (which contain course material), are allowable. Certain promotional items (e.g., clothing imprinted with the SBDC logo) may be charged to Program funds on a case-by-case basis and should be listed in detail in the Proposal. OSBDC will review such proposed costs on a case-by-case basis to determine reasonableness and allowability. The OSBDC Grants Management Specialist may request further information if required to make this determination.

This Section does not include advertising materials specifically allowed in 2 C.F.R. § 200.421 such as:

- (a) The recruitment of personnel required by the non-Federal entity for performance of a Federal award;
- (b) The procurement of goods and services for the performance of a Federal award;
- (c) The disposal of scrap or surplus materials acquired in the performance of a Federal award except when non-Federal entities are reimbursed for disposal costs at a predetermined amount;
or
- (d) Program outreach and other specific purposes necessary to meet the requirements of the Federal award.

7. Miscellaneous or Contingency Costs

No miscellaneous or contingency costs may be included in the budget. Contributions to a contingency reserve or any similar provision made for unforeseen events are unallowable.

8. Subcontracting

All subcontracting awarded as a result of this Agreement will be in accordance with 2 CFR §200.317-332.

9. Proposal Costs

This request does not commit the Federal Government to pay any costs incurred in the submission of a proposal.

10. State/Regional Advisory Board Compensation

With the exception of travel costs, compensation for the State/Regional SBDC Advisory Board members is not allowed. This includes compensation reimbursed from Federal funds or donated by the Advisory Board member and used as non-cash match (in-kind).

11. Improvements to SBDC Facilities

If minor construction/physical improvement to SBDC facilities is proposed, Applicant must provide justification for use of program funds, estimated costs and facilities or lease agreement or other documentation from property owner.

4.2. Submission Instructions

In order to receive your award, you must successfully complete the application process via www.grantsolutions.gov using amounts no greater than those to be provided in your directed announcement email from OSBDC. You will receive an invitation to apply, also referred to as your

directed announcement, for this cooperative agreement from www.grantsolutions.gov and the application period will be provided. SBA will only accept applications submitted via www.grantsolutions.gov. Intermediaries that submit incomplete application packages, or do not submit a package via www.grantsolutions.gov within the application deadline may not receive funding.

All SBA programs and services are extended to the public on a nondiscriminatory basis. If you have questions regarding the development and submission of your grant application, please contact help@grantsolutions.gov for assistance.

Applicants must submit an electronic copy of the SBDC Proposal to the SBA District Office for review approximately two weeks before the submission to Grantsolutions.gov. All proposals (narratives and forms) must be submitted electronically via the Federal Government-wide portal, www.Grantsolutions.gov. Applicants should save and print written proof of an electronic submission made at Grantsolutions.gov. If problems occur while using Grantsolutions.gov, the Applicant is advised to a.) Print any error message received; and b.) Contact Grantsolutions.gov for immediate assistance. Applicants may obtain advice and assistance with the Grantsolutions.gov submission process by visiting www.Grantsolutions.gov or by calling 1-866-577-0771 or 202-401-5282 Monday through Friday 7 AM – 8 PM EDT (closed Federal holidays) or email: help@grantsolutions.gov.

4.3. SBDC Applicant’s Timeline

SBDCs funded on the CALENDAR year:

June 14, 2024:	2025 Notice of Funding Opportunity posts to Grantsolutions.gov
August 9, 2024:	Draft proposal due to SBA District Office for review.
August 23, 2024:	Proposal due via electronic submission on http://www.grantsolutions.gov at 11:59 pm EDT
June 9, 2025:	SBDC Recipient Organization must submit a Letter of Intent to apply for renewed funding to your OSBDC Program Manager.

4.4. Additional Proposal Information

4.4.1 Treatment of Proposal Information

If the SBDC's Proposal contains confidential data, such information will be treated in accordance with [13 CFR Part 102](#).

4.4.2 Treatment of Client Information (Privacy Requirements)

Unless otherwise specified, all financial, statistical, personnel and/or technical information and data furnished, produced or otherwise made available to the SBDC by its small business customers during the performance of this Agreement shall not be used for purposes other than performance of work under this Agreement. The above information received by the SBDC may be privileged and must not be released or disclosed by the SBDC without the prior written consent of the client unless otherwise required by law. If such information is requested in a legal proceeding, the SBDC must take the necessary precautions and legal recourse to protect privileged information.

For clients who have responded "yes" to Question 11 in Part I of SBA Counseling Information Form 641, the SBDC shall provide the information and data contained in Part I along with the small business name every 90 days. SBA will safeguard client and customer Personal Identifiable Information (PII).

No files or records will be removed from the premises of any government agency with which the Recipient may work without the approval of the agency in possession of such documents.

Except where a client consents in writing or as directed by SBA, SBDCs are not permitted to disclose any client information to a third party (or share such information with other units of your organization not directly involved in the conduct of this project).

4.4.3 Non-competing Continuation Awards

Non-competing continuation awards are not automatic, and all requests are subject to evaluation. Recipients making non-competing continuation award requests, but which appear unable to fully expend their previous funding allotment in the time period allowed, may have their request denied.

If SBA elects to release a non-competing continuation award, the recipient will be required to respond to a directed announcement with instructions from SBA.

5.0 Section V – Application Review Information

5.1. General

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements. SBA will not evaluate Applicants that do not document in their application that they meet the requirements for participation in the SBDC Program. Submissions will only be accepted via www.Grantsolutions.gov.

Proposals will be rejected without being evaluated if they are submitted by ineligible organizations or they are illegible or materially incomplete due to an Applicant's failure to include all required forms and/or provide the required level of detail.

In addition, an Applicant must disclose in its application if it currently holds any other financial assistance awards from SBA or has any other applications for SBA financial assistance awards still

pending. If it does, the Applicant must identify how it will avoid duplication of efforts, commingling of funds, and overlapping or double claiming of costs among those projects. Applicants must treat each SBA project as separate and discrete with individual outcomes and deliverables and provide distinct reporting, accounting, and audit trails for each application and award.

Failure to sufficiently distinguish between multiple applications from the same organization, or between an application and one or more current SBA awards, may result in rejection of an application on the ground that it is duplicative of proposed or existing efforts.

5.1.1. SBA Duties and Responsibilities

SBA Agency Officials and Offices will coordinate and communicate through the SBDC Lead Center for the following:

- Carry out the duties and responsibilities imposed on it by the statutes and regulations governing this program.
- Respond to requests for guidance or information related to the SBDC Program.
- Respond to requests for Agency participation and collaboration in project activities, as appropriate.
- Promote the project by referring interested parties to you for assistance and displaying your printed materials.
- Facilitate cooperation and coordination between SBDC Lead Center, other SBA resource partners, and other Federal agencies.
- Review and act upon requests for modifications to your technical proposal, budget, key personnel, project/budget period, and other project parameters.
- Review and act upon SBDC Lead Center reports and payment requests.
- Where authorized by law, share SBA resources and/or donated materials.
- Monitor performance under this award and ongoing operations to determine if SBDC Lead Center is making effective and efficient use of project funds. This includes reviewing records, files, and procedures relating to performance under this award, as well as interviewing clients to gauge program effectiveness.

5.1.2. Intergovernmental Review

The SBDC Program does not involve the mandatory payment of any matching funds from the state or local government and does not affect directly any state or local government. As appropriate, SBDC programs should comply with [Executive Order 12372](#), "Intergovernmental Review of Federal Programs."

5.1.3. SBDC Program Objectives and Required Services

The SBDC Program is sponsored and partially funded by the U.S. Small Business Administration (SBA). The SBDC Program is governed by Section 21 of the Small Business Act, 15 U.S.C. § 648, and Federal regulations, 13 CFR Part 130. Although SBA is responsible for the general management and oversight of the SBDC Program, a legal partnership exists between SBA and the Recipient Organization for the delivery of assistance to the small business community.

SBDCs, under Section 21 of the Small Business Act, are required to provide counseling and training to small businesses including working with the SBA to develop and provide informational tools to support business start-ups and existing business expansion.

The SBDC Program is governed by a binding legal instrument between the Recipient Organization and the SBA known as a notice of award or cooperative agreement. The purpose of the Cooperative Agreement is to ensure the delivery of high-quality business and economic development assistance (as defined by 13 CFR Part 130 and the Small Business Act) to small businesses and prospective small businesses.

The SBDCs must ensure that their economic development and technical assistance services are available to all small business populations, including Special Emphasis Groups.

The services provided must include those required by statute and shall include the activities of the Lead Center (Applicant) and all participating Network members. Each Applicant will be accountable to SBA for performing all services included in its Proposal.

5.1.4. Statutorily Required Services

SBDCs are required to provide the following services:

5.1.4.1. On a non-fee basis, one-on-one confidential counseling/consultation/advising/guidance:

- Working with individuals or businesses to increase awareness of basic credit practices and credit requirements;
- Working with individuals or businesses to develop business plans, financial packages, credit applications and contract proposals;
- Working with the SBA to develop and provide informational tools to assist individuals with pre- business startup planning, existing business expansion and export planning;
- Working with individuals or businesses referred by the SBA District Offices, other SBA resource partners, and SBA participating lenders (Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services); and,
- SBDCs must have counselor resources or referrals available to meet the needs of entrepreneurs throughout the SBDC's designated Service Area.

5.1.4.2. Technology transfer, research and development:

- Assisting in technology transfer, research and development, including applied research and coupling from existing sources to small businesses, such as:
 - Working to increase the access of small businesses to the capabilities of automated flexible manufacturing systems;
 - Working through existing networks and developing new networks for technology transfer;
 - Encouraging partnerships between the small business and academic communities to help commercialize university-based research and development;
 - Introducing university-based engineers and scientists to their counterparts in small technology- based firms; and
 - Exploring the viability of developing shared production facilities under appropriate circumstances.

5.1.4.3. Rural Assistance:

- Assisting small businesses in rural areas in an effort to increase their participation in exporting,

government procurement, tourism, access to credit, incubators, innovation and technology and other small business programs, in cooperation with the U.S. Department of Commerce, the U.S. Department of Agriculture and other relevant Federal Agencies; and

- The SBDCs may develop marketing and production strategies that will enable the rural businesses to better compete in the domestic market, provide technical assistance needed by rural small businesses, make available managerial assistance to rural small business concerns and provide information and assistance in obtaining financing for business startups and expansion.

5.1.4.4. Export Assistance:

- Maintaining a minimum number of certified export assistance counselors available to assist clients develop export and international trade opportunities by meeting the requirement in Section 22(l) of the Small Business Act. SBA has interpreted the legislation to mean that the certification standard is based on the total number of full time equivalent (FTE) counselors in each SBDC Network. The minimum number of certified counselors for an SBDC Network is the lesser of:
 - a. Five counselors; or
 - b. Ten percent of the total number of FTE counselors in the Network.

Example: If an SBDC has a total of thirty FTE counselors in its Network, the minimum number of counselors who must attain SBA's export and trade certification is three since ten percent is the lesser number. The minimum number of certified counselors required for SBDC Networks with 50 or more FTE counselors is five.

- Compliance with the requirement shall be reported in the Semi-Annual and Annual Reports by providing the counselor's name and email, certification type and date of certification, as well as the number of full-time (FTE) counselors employed and the number certified. SBDCs not meeting this requirement shall include a plan for attaining compliance in their proposal narrative, including an implementation timeframe.
- Report client data for export assistance as required.
- Make qualified referrals to SBA's Office of International Trade of small businesses that need (1) help obtaining financing for export development activities, to expand export operations, or to facilitate export transactions; (2) assistance overcoming trade barriers; or (3) access to grant funding through the State Trade Expansion Program (STEP) grant to begin or expand exporting.
- Cooperate with SBA's Office of International Trade, the Department of Commerce and other relevant Federal Agencies to assist small business to:
 - Identify and develop potential export markets;
 - Develop trade linkages between U.S. and foreign small business firms;
 - Participate in international trade shows, trade missions, and other export development activities;
 - Access export assistance in rural areas;
 - Develop export marketing strategy;
 - Globalize websites and strengthen e-commerce capabilities to support global sales;
 - Overcome barriers to export expansion and obtain referrals to appropriate resources for trade adjustment and trade remedy assistance; and
 - Identify translation services.

Where appropriate, the SBDC and the SBA may work collaboratively with state governments to establish a state international trade center for these purposes.

5.1.4.5. Base Closure Assistance:

Develop and implement strategic business plans to effectively respond to the planned closure or reduction of a Department of Defense (DoD) facility within the community, or actual or projected reductions in such firms' business base due to the actual or projected termination or reduction of a DoD facility or a contract in support of such facility.

5.1.4.6. Cybersecurity

- The Small Business Cyber Training Act of 2022 amended §21 of the Small Business Act to establish a cyber training program, including a certification program for Small Business Development Center (SBDC) employees (15 U.S.C. §648 (o)). The cyber certification program is intended to prepare SBDC employees in cyber strategy, including cyber planning assistance and expand the number of qualified counselors available to assist small businesses in planning for cyber awareness and defending against cyber risks and attacks. The Small Business Act requires SBA to ensure SBDCs have employees certified in cyber strategy counseling for small businesses and maintain a minimum number of certified cyber counselors on staff. The minimum number of certified counselors for an SBDC Network is the lesser of:
 - a. 5; or
 - b. 10 percent of the total number of employees in the Lead SBDC.
- There are two options for SBDC employees to attain certification:
 1. Basic Certification – Cyber Strategy Counseling

Attendance at a cyber strategy conference workshop including, but not limited to, the ASBDC Annual Conference.

 - a. Proof of utilization and proficiency in use of SBA, ASBDC, and/or SBDC Clearinghouse resources and tools related to cyber strategy for small businesses. This includes, but is not limited to, participation in the ASBDC North Star Small Business Data/Cyber Protection Awareness Program.
 - b. Evidence of inclusion of cyber security strategy, resiliency, and planning for small businesses in the SBDC Disaster Operations Plan.
 2. Industry Certification – SBDCs may elect to obtain a cyber certification from a program that meets the following standards:
 - a. Available nationwide;
 - b. 4-hour minimum training hours;
 - c. Awarded a national credited certification; and
 - d. Emphasis on small business cyber application.
- Compliance with the requirement shall be reported in the Annual Report by providing the counselor's name and email, certification type and date of certification, as well as the number of certified full-time (FTE) employees. SBDCs not meeting this requirement shall include a plan for attaining compliance with the law in their proposal narrative, including an implementation timeframe.

Costs related to cyber training may, however, be considered an eligible program expense of core SBDC grant funding. Requests for reimbursement from the core award Federal funds may not exceed \$5,500 per Lead Center annually.

5.1.4.7. Intellectual Property Protection

In accordance with P.L. 115-259, the Small Business Innovation Protection Act of 2017, SBDCs shall provide services to individuals to include training in person or through a website relating to:

- Domestic and international intellectual property protections, and
- How those protections should be considered in the business plans and growth strategies of small businesses.

5.1.4.8. Small Business Employee Ownership and Cooperatives Promotion

In accordance with the Main Street Employee Ownership Act, SBDCs shall provide access to information and resources on employee ownership through cooperatives or qualified employee trusts as a business succession strategy. SBDCs must provide services encouraging and assisting the provision of succession planning to small business concerns with a focus on transitioning to cooperatives, as defined in section 7(a)(35) of the Small Business Act, and qualified employee trusts (collectively referred to in this subparagraph as ‘employee-owned business concerns’), including by—

- Providing training to individuals to promote the successful management, governance, or operation of a business purchased by those individuals in the formation of an employee-owned business concern;
- Assisting employee-owned business concerns that meet applicable size standards established under section 3(a) with education and technical assistance with respect to financing and contracting programs administered by the SBA;
- Coordinating with lenders on conducting outreach on financing through programs administered by the SBA that may be used to support the transition of ownership to employees;
- Supporting small business concerns in exploring or assessing the possibility of transitioning to an employee-owned business concern; and
- Coordinating with the cooperative development centers of the U.S. Department of Agriculture, the land grant extension network, the Manufacturing Extension Partnership, community development financial institutions, employee ownership associations and service providers, and local, regional, and national cooperative associations.

5.1.4.9. Regulatory Compliance:

- Maintain current information concerning environmental, energy, health, safety, and other Federal, state and local regulations that affect small businesses and counseling small businesses on methods of compliance with such regulations; and
- Develop information publications, establish resource centers of reference materials, make appropriate referrals to the SBA’s Office of the National Ombudsman, and distribute compliance guides published under section 212(a) of the Small Business Regulatory Enforcement Fairness Act of 1996, Public Law 102-121.

5.1.5. SBA Required Services

SBDCs receive funding from and must meet the mandates of its other funding sources. Despite these mandates, SBA District Directors, and SBDC Lead Center Directors should identify services that meet local needs based on periodic needs assessments. SBDC Lead Center Directors should integrate the SBA strategic plan into the Proposal, including, but are not limited to:

- Assisting small businesses to onshore services and production facilities.
- Assisting manufacturing workers interested in starting their own business and working closely with the U.S. Department of Commerce, National Institute of Standards and Technology's (NIST) Manufacturing Extension Partnership Program to assist small manufacturers;
- Providing programs focused on existing businesses to assist them with growth and expansion.
- Developing, facilitating and/or leveraging appropriate virtual programs and/or initiatives that can be utilized by small business clients and, where appropriate, other SBA resource partners;
- Using market research tools such as the SBDC Clearinghouse, also known as SBDCNet, to serve the needs of the small business community;
- Provide access to tools and initiatives offered by SBA's Office of Veterans Business Development;
- Developing programs in conjunction with the SBA Regional Administrator and SBA District Office; coordinating with their state, local, and tribal economic development officials, chambers of commerce, lenders and other public and private entities to maximize business development in underserved areas;
- Developing economic recovery programs and plans that include counseling small business owners on ways and means to strengthen business recovery and continuity; and
- Participating in and actively supporting community economic development in the SBDC's stated area of geographic coverage, including coordination with all levels of government – Federal, state, and local in support of initiatives that strengthen the infrastructure of the community and ensure stability and equality in community-based economic growth and development. The private sector, including business and professional organizations, should be invited to become stakeholders with the SBDCs acting as catalysts to initiate development projects beneficial to the community as a whole.
- Each SBDC Lead Center Network is responsible for offering a formal cybersecurity training program. The training must provide a broad mix of small businesses with a variety of training programs that range from introductory familiarization to intermediate and advanced cybersecurity training.
- Each SBDC Lead Network is responsible for offering a formal Intellectual Property (IP) training program for its state and regional network. SBDCs may collaborate and leverage existing resources to prevent duplication of services. The training will be designed to provide a broad mix of small businesses with a variety of training programs that range from introductory familiarization to intermediate and advanced Intellectual Property training. The U.S. Patent and Trademark Office (USPTO) will also provide a mix of online, webinars, and in-person IP training to the SBDCs through their regional and national offices. Requests for SBA and USPTO training-assistance can be made directly to these offices or through the SBDC Network's IP training outlines, programs, classes, and metrics should be included SBA's data management system). In FY2025, the Semi-annual and Annual reports in Section 6.3 in 0200 will include a formal section on a Network's IP training program and the results and impact of its IP program.

5.1.5.1. Addressing the Need for Skilled Labor

- Partnering with other Federal, state and local resources that deliver apprenticeship and job training programs to assist small businesses with labor shortages, particularly in onshoring and

manufacturing, construction trade and child care.

5.1.5.2. Government Contracting Assistance

- Provide information and assistance to small business owners interested in pursuing Federal, state and local prime contract and subcontract opportunities;
- Advise and assist small business owners to develop and execute effective marketing and sales plans for targeting Federal prime contracts;
- Work cooperatively with the APEX Accelerator Program;
- Help 8(a) firms either directly or through the Applicant's affiliate in the area of contract education and assistance;
- Provide information and assistance to small business owners interested in participating in the 8(a), HUBZone, Veteran-owned Small Business, or Women Owned Small Business Certification Programs; and
- Work with SBA District Offices to assess the needs of 8(a) firms to provide the 8(a) firm with business management and other education, training and information.

5.1.5.3. Access to Capital and Other SBA Programs

- Provide assistance and guidance with the necessary documentation required for applications for capital assistance; including assistance for SBA loan products and services, including small dollar loans.
- Inform small business contractors about SBA's Surety Bond Guarantee Program, as appropriate.

5.1.5.4. Additional SBA Service Groups

While the core purpose of the SBDC program remains the provision of direct assistance to small businesses, SBDCs may also, under certain circumstances, provide technical assistance to non-profit organizations. Specifically, where a significant portion of a non-profit organization's activities involve providing aid to small business concerns, it is permissible for an SBDC to provide counseling or training to such non-profits on the ground that such action still results in the provision of technical assistance to small business concerns.

5.1.6. Program Operations Overview

SBDCs operate under a plan to provide assistance within a state or designated geographical area. As a condition of any SBA grant award made, SBDC Applicants are required to provide at least an equal amount of matching funds from sources other than the Federal Government. SBDCs operate under the provisions of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200, a Notice of Award (the Cooperative Agreement) issued by SBA, and the provisions of this Funding Opportunity.

The SBDC Network must provide services as geographically close as possible to small businesses by using a variety of service delivery mechanisms, including satellite locations, traveling counselors, and virtual counseling and training, as appropriate. The facilities and staff of each SBDC shall be in places that will provide maximum accessibility and benefits to the small businesses which the SBDC is intended to serve. The SBDC will develop a plan as part of the proposal specifying the extent to which SBDC statutory and program duties will be delivered to address the needs of the small business community in the area to be

served. In doing so, SBDCs must ensure that statutory and regulatory requirements are met.

The Recipient Organization must establish and maintain a program control center or Lead Center to provide administrative services to the SBDC Network within the state or territory. These administrative services shall include, but not be limited to, a.) program development; b.) program management; c.) promotion and public relations; d.) financial accounting; e.) reports management; and f.) internal quality control. Records shall be maintained in the Lead Center indicating the Federal, state, local government, academic and private sector resources available to the SBDC Network, and the types of services provided to clients.

The Lead Center must have its own full-time staff, must have a separate budget and identity and, if part of a larger unit, must be a clearly distinguishable sub-unit. Staffing must include a full-time equivalent Lead Center Director who will operate and administer the operations of the SBDC Network per 13 CFR §§130.110, 130.320 and 130.340. Other statutory requirements for the SBDC are outlined in 15 U.S.C. §648(c)(2).

5.1.7. Required Reporting Lines for SBDC Lead Center Director

The SBDC Director, if an employee of an SBDC Lead Center hosted by an educational institution, must report to the school or college dean or an equivalent or higher-level administrator. In a non-educational organization, the SBDC Director must report to an individual who is no lower than the third level of management or administration within a state agency.

5.1.8. Program Organization and SBDC Name

The specific identification “Small Business Development Center” or “Small Business and Technology Development Center” shall be a part of the name of every SBDC organization within the SBDC Network. No other name designations or variations will be accepted. The entity established by the Recipient Organization to manage statewide Small Business Development Center operations and activities is referred to as the SBDC “Lead” Center. The Lead Center manages and administers a comprehensive small business assistance network, consisting of the Lead Center and its Service Centers, under the terms of a Cooperative Agreement between the U. S. Small Business Administration and the Recipient Organization. This Network is part of the Small Business Development Center Program.

5.1.9. Prior Approval

Actions requiring prior approval by SBA not listed in this Funding Opportunity are listed in the SBA and SBDC Program Notice of Award Terms and Conditions and 2 CFR 200.

5.1.9.1 Travel Outside the State

Prior approval for out of state travel not included in the original Network's proposal and exceeding \$10,000 to areas impacted by federally designated disasters is required from the local District Office and OSBDC.

5.1.9.2 Travel Outside the U.S.

Federal funds are not authorized for travel outside the United States or its territories .

5.1.9.3 Improvements to SBDC Facilities

If minor construction/physical improvement to SBDC facilities is proposed, Applicant must provide justification along with budget revision for use of program funds, including estimated costs and facilities or lease agreement or other documentation from property owner prior to implementation.

5.1.9.4 Changes in Service Delivery Plan

If a Recipient proposes to add or close a Service Center, including adding a new contracted service provider (subcontracted Service Centers), the Lead Center must request prior approval in writing or by email to the OSBDC Program Manager. The Recipient may also be required to submit modifications to the technical proposal and/or cost proposal and supporting documents to effect this change.

5.2. Evaluation Criteria

All timely, materially complete applications received from eligible organizations will be reviewed in accordance with the criteria listed below.

5.2.1. Organizational Experience and Capacity

Applications will first be screened to determine if the Applicant meets stated mandatory eligibility requirements.

5.2.2. Collaboration and Leveraging of Resources

Applicants will be reviewed on the breadth of their plans for coordinating their proposed activities and working to expand the scope and reach of their project in collaboration with entities such as SBA's District Offices, other Federal, state, local and tribal government agencies, other SBA grant Recipients/resource partners (e.g., SCORE, WBCs, STEP, VBOCs, Regional Innovation Clusters), Community Development Corporations, Small Business Investment Companies, trade associations and schools/business/industry groups, institutions of higher education and/or private organizations. Additionally, Applicants should note the availability of any non-award funds and/or in-kind resources that will be pledged to the performance of their projects.

5.2.3. Risk Assessment

As required by 2 CFR § 200.205(b), Applicants will be further evaluated by OSBDC to assess the possible risks they may pose to accomplishing the objectives of the award and to maintain compliance with the

terms and conditions of the award. In assessing the possible risks posed by individual Applicants, OSBDC will include in its consideration the following:

- a. Financial stability;
- b. Financial Management systems quality and its ability to meet the management standards prescribed in 2 CFR § 200.302;
- c. History of performance in managing other Federal awards, including timeliness of providing required reports; compliance with the terms and conditions of the award; ability to meet matching funds requirements; and the extent to which the Applicant has failed to fully expend funds provided under prior awards; results, reports, and findings from any of its available audits or programmatic reviews and its responses to them; evidence of Federal delinquent debt; and
- d. Ability to effectively implement statutory, regulatory, or other requirements.

SBA may decline to issue an award under this Funding Opportunity based on this risk assessment.

5.3. Review and Selection Process

All SBDC funding proposals must be reviewed by the SBA District Office(s) (District Director and/or designee) in their geographic territory prior to submission of the final proposal to www.Grantsolutions.gov; a letter of support from the SBA District Director may be included in the proposal submission. If multiple SBA District Offices are in the geographic service area of the SBDC, one SBA District Office Project Officer serves as the designated primary point of contact for the SBDC.

After the Proposal has been received by OSBDC, all submissions and/or revisions (if any) will be reviewed for programmatic and financial content and sufficiency by the appropriate OSBDC Program Manager and Grants Management Specialist. SBDCs will be contacted by OSBDC if the Proposal has issues that require resolution. The SBA Program Manager recommends approval for funding to the Grants Management Specialist once the programmatic review of the Proposal has been completed. The Grants Management Specialist reviews the budget and all fiscal documentation to ensure costs are in compliance with applicable OMB cost principles and issues the Notice of Award.

6.0 Section VI – Award Administration

6.1. Award Notification

Recipient Organizations will be notified of annual funding award status.

6.2. Administrative and National Policy Requirements

All successful Applicants will be required to comply with the requirements set forth in Section 21 of the Small Business Act (15 U.S.C. § 648 and 13 CFR Part 130 et seq.; 2 CFR Parts 200 and 2701; the Assurances for Non-Construction Programs (SF-424B); and the terms and conditions set forth in their Notices of Award. In addition, SBA may, from time to time, advise Recipients of awards made under this Funding Opportunity of new legal requirements and/or statutorily authorized policy initiatives with which they must agree to comply.

6.3. Reporting

6.3.1. Required Data Collection System

All SBDCs are required to report program data through SBA's data management system which will serve as a centralized data collection system. While SBDCs may use SBA's platform as their primary data platform, they may also choose to maintain existing or complementary systems should they individually require more extensive data collection needs than that of the SBA.

All SBDCs must be fully capable of either manually entering data or uploading batch files to SBA's data management system. SBDCs are required to upload all data they have collected via the SBA data management system tools (Form 641 and Form 888) except as precluded by statute.

Partner Location Information Maintenance: SBA requires Lead Center SBDCs to maintain their Lead Center and Network Service Center information in SBA's Partner Location Information, which interfaces with the SBA data management system. The Lead Center SBDC will designate one employee to update Partner Location Information and will provide their name, email address, and phone number within the Proposal.

6.3.2. Required SBA Reports

All SBDC Recipients must provide the required reports to SBA by the established deadlines. Failure to submit accurate, complete and timely reports may result in withholding of reimbursements. Required reporting documents and submission are detailed in the Notice of Award Terms and Conditions.

6.3.3. Reporting Categories

Top priorities of this Administration include supporting the manufacturing sector, furthering the reach of services provided to rural small businesses, aiding in the need for skilled labor and addressing childcare shortages. Activities in these areas should be reported in 0500 for Onshoring and Manufacturing, 1000 for Rural Assistance and 1400 for skilled labor and childcare support.

These priorities have been added to the revised Appendix A – SBDC Program Year 2025 Focus Areas Matrix.

SBDC performance reports must summarize Network-level accomplishments in each of the following categories. Performance reports should be a summary of SBDC Program accomplishments - NOT an itemized SBDC Service Center listing of accomplishments - in each of the categories. Each category should include, where applicable, number of clients, number of counseling hours, and outcomes.

0100 CAPITAL FORMATION

- Assist small businesses in identifying and accessing sources of capital including leveraging Lender Match;
- Provide technical assistance on SBA and other capital access products, including small dollar programs, to assist small business; and
- Develop close linkages with SBICs, venture capital firms, Certified Development Companies (CDCs) and state and local finance programs.

0200 INNOVATION, TECHNOLOGY TRANSFER, AND TECHNOLOGY ASSISTANCE

- Identifying innovation and technology developed by the Federal Government and/or academic

organizations having commercial or practical potential and alerting industry and state and local governments to its availability;

- Include a formal section on the SBDC Network's Intellectual Property training program and the results and impact of its IP program;
- Transferring expertise and equipment available from the Federal Government to the private sector;
- Transferring innovation and technology from business to business, SBIR, and other related activities. Note any collaboration with the National Institute of Standards and Technology (NIST);
- Providing information and education on the use of technology in everyday business activities or processes;
- Report cyber training that provides a broad mix of small businesses with a variety of training programs that range from introductory familiarization to intermediate and advanced cybersecurity training; and,
- Current number of SBDC Lead Center staff that have attained certification for cyber strategy training. Include employee name, level, and date of certification.

0300 INTERNATIONAL TRADE

- Current number of SBDC staff FTE counselors that have attained certification for export assistance at intermediate or advanced level Certified Global Business Professional (CGBP). Include employee name, level and date of certification. Please distinctly identify the staff with certification in both intermediate or CGBP or any other export certifications obtained.
- Explain how you ensure certified staff remain current with best practices and resources supporting international trade counseling.
- Promoting increased exports by small businesses such as: supporting US Export Assistance Centers (USEACs); evaluating small business firms' export capabilities; assisting with a client's export related financing needs, providing counseling, training and outreach assistance including co-partnership events; providing rural export assistance; partnering with public and private sector organizations involved in export development; database development; match services and market research; rural exporting and participating in World Trade Week;
- Data reported for the following categories (from SBA Form 641):
 - # of small businesses receiving export assistance from the SBDC;
 - # of small businesses that started to export (new to export) after receiving SBDC assistance and to what markets;
 - # of small business exporters that entered new foreign markets (new to market) as a result of SBDC assistance;
 - Increase in export revenues attributed to SBDC assistance;
 - Jobs created or retained as a result of exporting assistance; and
 - # of small businesses referred to Departments of Commerce (DoC), Agriculture, State, Ex-Im Bank, OPIC, The U.S. Trade and Development Agency (USTDA), and SBA Office of International Trade for trade assistance.
- Indicate if SBDC has Service Centers that are co-located with USEAC, and/or state or local trade agencies, or program offices.

0400 PROCUREMENT

- Fostering opportunities for increasing small businesses' share of procurement dollars spent by the government and private sector through conferences, computer matching services such as SBA's "Business Matchmaking," assistance to Certificate of Competency businesses and prime contractor outreach; and
- Indicate if the SBDC manages a Federal APEX Accelerator Program or has Service Centers co-located

with an Accelerator and/or similar state, or local program.

0500 ONSHORING and MANUFACTURING

- Assistance to small businesses to onshore services and production facilities.
- Assistance to manufacturing companies or their employees, including displaced manufacturing workers. Can include efforts and support to troubled companies, companies challenged by foreign competition, the United States, Mexico, Canada Agreement (USMCA) and foreign labor alternatives. This may also include cooperation efforts with other local organizations or government units concerned with manufacturing issues such as the National Institute of Standards and Technology's (NIST) Manufacturing Extension Program (MEP); and
- Indicate if the SBDC Lead Center manages an MEP, is co-located with, or has Service Centers that host an MEP or are co-located with MEP centers.
-

0800 WOMEN'S BUSINESS CENTERS

- Briefly describe collaboration with the Women's Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities encouraging participation by women entrepreneurs (e.g., SBA's Ascent Program).

0900 VETERANS, RESERVISTS, SERVICE-DISABLED VETERAN-OWNED BUSINESSES AND ALL OTHER MEMBERS OF THE U.S. MILITARY

- Assistance targeted toward veteran and service connected-disabled veteran owned businesses, as well as Reservists and National Guard members called to active duty, such as: Veteran Entrepreneurial Training Programs; coordination with Veteran Business Outreach Centers (VBOCs); providing Veteran Entrepreneurial Training Programs, include marketing the availability of the V-WISE and Operation Endure and Grow programs managed by the SBA Office of Veterans Business Development (OVBD); summits for veteran business owners; activities in conjunction with the Department of Veterans Affairs Vocational Rehabilitation and Employment Services; Employer Support of the Guard and Reserve (ESGR) and National Guard State Adjutants; DELTA Program; marketing and assistance for the Military Reservist Economic Injury Disaster Loan program; Patriot Express program; base closings and RIF counseling; and, DoD or Department of Labor Transition Assistance Program (TAP) seminars and DoD Yellow Ribbon Reintegration Program events; and
- Identify any SBDC Service Centers co-located with VBOCs or other armed services/veteran assistance programs.

1000 RURAL ASSISTANCE

- Marketing, technical assistance, and service delivery strategies to rural businesses to better compete in the marketplace, including information and assistance in obtaining financing for business startups and expansion in rural areas;
- Assistance to increase participation of rural businesses in exporting, government procurement, tourism, access to credit, incubators, innovation and technology and other small business programs, in cooperation with the U.S. Departments of Commerce (DoC) and Agriculture (USDA), and other relevant Federal agencies; and
- Identify any SBDC Service Centers co-located with USDA assistance centers or other state/local rural assistance program centers.

1100 ECONOMIC DEVELOPMENT, FAITH BASED, AND COMMUNITY INITIATIVES

- Activities not specific to an individual client, do not fit in other categories, and are aimed at supporting/strengthening the economic environment in the SBDC's territory;
- Areas reported on may include Agribusiness, Rural Development, Community Development, corporate downsizing or plant closing assistance, convention/tourism, and incubators; and
- Activities aimed toward assisting small business and community economic development organizations such as providing counseling, training and outreach to community organizations, or other such entities with a significant focus on supporting the needs of small businesses.

1200 RESEARCH

- Research efforts aimed toward assisting small business and economic development such as database development and needs analysis.

1300 ONLINE ACTIVITY

- Activities and accomplishments which demonstrate use of web-based technology to enhance direct client service delivery such as: the use of online counseling (email and real-time) and training; online expert systems or diagnostic tools to identify needed services; audio or video streaming; electronic registrations and scheduling; webinars; and other targeted uses of the internet to virtually facilitate delivering information to clients more cost effectively.

1400 OTHER ACTIVITY

- Provide information regarding any efforts that do not fit in the categories above.
- Describe and provide information about any SBDC "best practices" to be used by SBA and archived in the SBDC Clearinghouse. This also may include dissemination of basic business information as well as any specific information requested by the SBA Project Officer and mutually agreed upon with the SBDC State/Regional Program Director.
- Include collaborations with Federal, State, and Local organizations that deliver apprenticeship and other job-training programs.
- Include information about programs to assist childcare providers and the number of childcare businesses the SBDC Network provided services.
- For the Average Client Satisfaction Rate, include:
 - Count of the counseling clients surveyed;
 - Count of counseling clients responding; and,
 - The average rating from all respondents.

1500 SUCCESS STORIES [DO NOT INCLUDE IN PROPOSAL]

- Report at least three examples of assistance provided in which tangible results occurred. Include a description of the business, the problems encountered, the assistance provided, the resources used and the actual or expected results including economic impact. A signed statement from the success story client(s) of his/her consent for use of the success story by SBA must be kept on file. (SBA can provide a sample form if one is not available locally.)

1600 ADVOCACY

- Support for small business interests within the SBDC's jurisdiction to improve the climate for small business and contribute to the vitality of the small business sector; and
- Include, as appropriate: public speeches, testimonies before state and/or Federal legislatures, and small business week activities.

1700 RESOURCE DEVELOPMENT

- Collaborating with funding or other partners to assist the SBDC in its mission through recruiting, developing and overseeing private and public resource organizations/individuals for the purpose of providing business development counseling, training and outreach efforts; and
- Any increase in match funding or other new program resources achieved during the reporting period.

1800 COLLABORATION AND LEVERAGING

- Address key partnerships and collaborations throughout the Network and the type of interaction or relationship enjoyed. Include participation in Federal interagency collaboration efforts such as broadband efforts.
- Indicate collaboration with SBA's special initiatives and other Office of Entrepreneurial Development programs and identify any SBDC centers that are co-located with other SBA resource partners such as WBC and SCORE.

1900 UNPLANNED TRAVEL [DO NOT INCLUDE IN THE PROPOSAL]

- Provide a description of any unanticipated or unbudgeted out-of-country travel for Lead and Service Centers not disclosed in the Cooperative Agreement.

2000 KEY PERSONNEL CHANGES [DO NOT INCLUDE IN THE PROPOSAL]

- Provide description of new key personnel not included in the proposal, including name, position, date of hire and resume. Also indicate any key personnel vacancies and anticipated fill date. If Partner Location Identification point of contact has changed since the proposal was submitted, report that change here and provide name, contact information including email address, and effective date of change.

2100 PROBLEMS [DO NOT INCLUDE IN THE PROPOSAL]

- Provide a description of any and all problems that have significant impact on the Program or program objectives.

2200 BUDGET TO ACTUAL COMPARISON [DO NOT INCLUDE IN THE PROPOSAL]

- Provide a comparison of actual program expenditures to date to the approved budget, by budget category and an explanation for any significant variances.
- SBDCs must also furnish copies of SF-425, SBA Form 2113, the Cost Price Analysis worksheet and other requested financial reports and attachments as required.

6.4. Recordkeeping Requirements

All SBDC Applicants and their Network Service Centers are required to maintain complete and accurate records and supporting documentation to facilitate a thorough program examination. All significant client counseling, training, and other activities shall be fully documented. SBDC Applicants will support SBA's required data collection and reporting system.

In addition to the performance, financial and program reports already mentioned in this Funding Opportunity, SBDCs must maintain the following records:

6.4.1. Counselling Activity

All SBDCs are responsible for reporting all counseling activities on SBA Form 641, "Counseling Information Form" or an equivalent form that supports SBA's management information database. A client will be counted once in a Federal fiscal year with reporting to include both the number of sessions and the number of hours spent with the client. Copies of these forms or an electronic signed copy must be available for

review by the SBA when requested.

Online counseling must meet the standards identified in the client definitions and there must be a signed SBA Form 641 or its equivalent that supports SBA's management information database.

6.4.1.1 Agreement

Each client is required to sign a request for assistance, SBA Form 641 or equivalent, and must be shown the following statement:

I request business counseling service from the Small Business Administration (SBA) or an SBA Resource Partner. I agree to cooperate should I be selected to participate in surveys designed to evaluate SBA services. I permit SBA or its agent the use of my name and address for SBA surveys and information mailings regarding SBA products and services (Yes/No). I understand that any information disclosed will be held in strict confidence. (SBA will not provide your personal information to commercial entities.) I authorize SBA to furnish relevant information to the assigned management counselor(s). I further understand that the counselor(s) agrees not to: 1.) Recommend goods or services from sources in which he/she has an interest, and 2.) Accept fees or commissions developing from this counseling relationship. In consideration of the counselor(s) furnishing management or technical assistance, I waive all claims against SBA personnel, and that of its Resource Partners and Host Organizations, arising from this assistance.

These forms shall be retained in accordance with current OMB and SBA requirements. SBDCs may use an electronic version of this form.

6.4.2. Transactions with Suspended or Debarred Entities

SBDCs are responsible for verifying that entities (such as employees, consultants, contractors, or other service providers) paid with program funds and clients receiving counseling assistance supported by program funds are not currently under suspension or debarment by or have an unresolved debt with a Federal Agency. SBDCs may require clients to certify that they are not currently suspended or debarred prior to receiving counseling assistance and should retain certification records with client files.

6.4.3. Training Activity

The SBDC must use SBA Form 888 or its equivalent to document and report SBDC training activities. The agenda and/or program content, attendee list and evaluations are required for each training event. SBDCs will submit all training information from the SBA Form 888 or equivalent form quarterly to SBA's data management system. The training information will be considered certified by the State/Regional Program Director when uploaded into the SBA management information system. The SBA Form 888 or similar program developed form must be maintained at the SBDC for review by the SBA when requested.

6.4.3.1. Multi-Session Training:

For courses with multiple sessions, each session may count as one course. Sessions must correspond with the minimum training duration identified in the definitions listed in Section 8.1. SBA's management information system collects both the number of sessions and hours for the course.

6.4.3.2. Online Training:

An SBA Form 888 is required for all online training events.

6.4.3.3. Co-hosted (Collaborative) training:

When reporting training numbers for a co-hosted training, the hosts (SBA and Entrepreneurial Development resource partners) can receive credit for the clients.

6.4.4. SBDC Client Evaluation Forms

Evaluations should be solicited from SBDC clients who receive counseling or attend an SBDC training event. All SBDCs should develop internal procedures to ensure that these evaluations are performed on a regular basis and retain these documents on file. Client satisfaction rate data should be reported in the Annual Report in Section 1400.

6.4.5. Financial Recordkeeping

An SBDC must maintain the documentation for year-end Standard Form 425 (SF-425) Financial Report as required by OMB Circulars and SBA Regulations. SBDC Lead Centers and Service Centers that manage other non-SBDC funds (i.e., not included in the Proposal or SBA Cooperative Agreement) must maintain separate ledgers and transaction journals for the SBDC financial activity to ensure a clear audit trail of the financial resources used under the SBDC Cooperative Agreement as required by 2 CFR §200.302. SBDC expenditures of Federal, matching, and program income must be accounted for separately from other Lead Center resources. In addition, funds must be identifiable to the program year for which they were provided. SBDCs must maintain support documents for SBA Form 2113 and SF-425. This support should consist of at a minimum:

- A spreadsheet that reconciles the SF-425 and the disbursement journals at the Lead Center and Network Service Center organizations (i.e., Network Service Center(s)). This applies to the Lead Center only;
- Support for all charges to the Cooperative Agreement, but not limited to, the disbursement ledger, vendor invoices, canceled checks, and journal entries;
- The expense reimbursement invoices submitted from the subcontracted Service Centers and any related supporting documentation (i.e., disbursement ledgers, comparison of actual to budgeted expenditures). This applies to Lead Center only;
- Any agreement(s) related to matching costs;
- Support for program income receipts and expenditures including receipt and disbursement journals;
- Salary and wage records for SBDC employees charged to the Cooperative Agreement (Both Recipients and Network Service Centers must maintain the appropriate standard to document costs for full-time and part-time personnel allocated to the Program.) This may include, but is not limited to, time and effort certification, appointment letters or contracts, performance reviews, payroll journals and/or activity reports. (The records should be incorporated into the official records of the institution.); and,
- Support for in-kind costs: Contributions, when used as match, must be documented showing the name of donor, phone number, signature of donor, date of donation, justification of the value of goods or services (hours with labor rate of services), and narrative description of service provided, or item donated. OSBDC implemented the following policy regarding in-kind contributions:
 - Contributions may include, but are not limited to, cost items such as time and materials, office space, and equipment;
 - A bona fide contribution exists and may be claimed when the source of the donation has no reasonable expectation of compensation such as a requirement the contribution be made as a provision in a contract or purchase order for the products or service;
 - Paid SBDC staff (i.e., host employees) are not eligible sources of in-kind contributions over and above the remuneration of salaries and benefits provided by the Host Organization;

however, in-kind cost for time committed by consultants to the SBDC Program may be counted as in-kind match with the appropriate documentation. The documentation must include a letter signed by the consultant indicating the hours they are donating and the rate to be charged for those hours. It also must be signed and dated.

- SBDC support documentation must include the following: dated and signed statement from the donor identifying the specific nature of the donation, contact information and indicating that no additional remuneration is expected. Donor documentation may resemble an invoice with those provisions;
- The SBDC must document the annual basis for valuing the donation in a clear manner such as the following: three bids or quotes in response to a competitive procurement process for similar cost items; sales literature, price catalogs; published schedules; or documented pricing for similar cost items previously paid for by the host institution; and
- The total value of paid and donated services from each donor must represent a reasonable value to the government and be consistent with the procurement policies and standards of the host institution.

7.0 Section VII - Agency Contacts

7.1. Small Business Development Center Program Point of Contact

Questions concerning general information and technical aspects within this Funding Opportunity should be directed to the SBA Office of Small Business Development Centers (OSBDC) at SBDCGrantsq@sba.gov.

7.2. Financial/Grants Management Point of Contact

Questions regarding budgetary matters related to this Funding Opportunity should be directed to SBDCGrantsq@sba.gov. Questions regarding payments to the SBDC Networks should be sent to SBDCpayments@sba.gov.

7.3. Grantsolutions.gov Technical Support

For technical support with filing an electronic application in response to this Funding Opportunity, contact the Grantsolutions.gov help desk Monday through Friday 7 AM – 8 PM ET (closed Federal holidays) or call 1-866-577-0771 or 202-401-5282 or help@Grantsolutions.gov.

8.0 Section VIII - Other Information

8.1. Definitions

The following definitions apply to awards made under this Funding Opportunity (See 13 CFR Part 130 et seq. for additional definitions relating to Small Business Development Centers.):

8.1.1. Capital Infusion

For capital infusion, SBA is goaling on transactions but still capturing dollars. Each time a client obtains capital it is a capital infusion transaction. If a client has multiple transactions, each count towards the goal. SBDCs should report:

- Loan Count and Dollar Amount of SBA Loans;
- Loan Count and Dollar Amounts of non-SBA Loans;
- Investment Count and Dollar Amounts of Equity Capital (to include private

- investment); and,
- Grant Count and Dollar Amount of Awards from state, local, and private organizations, including SBIR and STTR.

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, grants, owner's capital contributions).

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 drawdowns. Capital infusion measures and reporting should not contain sales increases or events such as private or government contracts awarded since these are distinguished separately on the SBA Form 641 and subsequently in SBA's data management system.

8.1.2. Clients Advised

This will be the number of unique clients advised in a given project year. It does not include clients trained. While training is still valuable, tracking clients advised allows greater focus on the clients and client outcomes. (This was previously goaled as unique clients served that also included unique training clients.)

8.1.3. Equity Capital

Equity contributions to the business as reported on SBA Form 641. Includes all funding transactions (except loans) obtained by clients attributed to SBDC assistance including grants, SBIR awards, equity investments (private and owner), etc.

8.1.4. New Business Starts

The number of new businesses started in a given federal fiscal year.

8.1.4.1 Reporting New Business Starts

There will be a new field added to SBA's data management system to indicate that the business is a New Business Start. This is based on milestones as reported by the SBDC Network and, for which client attribution has been obtained.

8.1.5. Non-competing Continuation Award

A Non-Competing Continuation (NCC) is an award made for additional funding/budget period within a previously approved project period, through a non-competing process. NCC awards are made based on the needs of the recipient, availability of funds, and satisfactory performance. Typically, a non-compete condition exists where the current budget period end date is before the project end date and requires a new budget period for an existing project. A NCC will not generate a new grant number in GrantSolutions and NCCs don't require a full application.

8.1.6. Faith-Based Organization

An entity that is organized for religious purposes and engages in activity consistent with, and in furtherance of, such purposes.

8.1.7. SBDC Lead Center

The entity established by the SBDC Recipient Organization that has a current Cooperative Agreement with SBA to administer and operate the SBDC Network. The Lead Center is responsible for establishing an SBDC Network for a defined area and for overall program development, service coordination, financial management, reporting, promotion and public relations, evaluation, assessment and internal quality control over Network services.

8.1.8. Small Business

A business entity:

- i) 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
- ii) That does not exceed the applicable size standard for its industry as established under 13 CFR § 121. In general, the most common size standards are:
 - 500 employees for most manufacturing and mining industries;
 - \$45 million in average annual receipts for most general & heavy construction industries;
 - \$19 million in average annual receipts for all specialty trade contractors;
 - \$9.0 million in average annual receipts for most retail and service industries; and
 - \$2.0 million to \$5.0 million in average annual receipts for most agricultural industries.

8.1.9. Technical Assistance

Counseling or training services provided to an individual and/or business in accordance with the terms of this Funding Opportunity and a Recipient's Notice of Award.

8.1.9.1. Online training (or webinars):

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., one to five-star ranking). Online training can be synchronous or asynchronous. (Note: Must meet other criteria listed above.)

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.

8.1.9.2. 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.

8.1.10. Training Hours (Total Number of Training Hours)

Total hours of training are the number of hours that the trainer spends teaching the training session.

8.1.11. 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 counseling time but will be tracked separately.

8.2. Guidelines

8.2.1. Faith-Based & Neighborhood Partnerships

SBDCs are encouraged to coordinate activities through either a contractual or partnership relationship with faith-based and other neighborhood organizations. SBDCs are also encouraged to coordinate their efforts with SBA's Faith-Based and Neighborhood Partnership initiatives designed to open government programs to these organizations to improve their communities. There are no grant funding set-asides for faith-based organizations. Instead, the Faith-Based and Neighborhood Partnership creates a level playing field for faith-based as well as other neighborhood organizations to work with the Federal Government to meet the needs of America's communities.

Lead Centers should be aware that many sectarian colleges and universities are eligible to participate in the SBDC Program. In assembling and maintaining their statewide/region-wide SBDC Networks, Lead Centers should be mindful of not imposing any unnecessary conditions which could prohibit or discourage otherwise eligible faith-based or other neighborhood organizations from seeking to act as Service Centers. Faith-based organizations are eligible on the same basis as any other organization, and there should be no discrimination on the basis of the organization's religious exercise or affiliation. A participating faith-based organization retains its independence and may carry out its mission consistent with, and may be able to seek an accommodation under religious protections in federal law. If a Lead Center has any question regarding a particular entity's eligibility to function as a Service Center, it should contact SBA for further assistance. See also Notice of Award, SBDC Program Terms and Conditions.

8.2.2. Financial Packaging Assistance/Access to Capital

SBDCs should work with their SBA District Offices to provide services that increase small businesses' access to capital, including SBA's 7(a), 504, microloan, surety bond and investment programs. SBDCs are encouraged to develop linkages with lenders, Small Business Investment Companies (SBICs), venture capital firms, Certified Development Companies (CDCs), SBA micro-lending intermediaries, and state and local finance programs.

SBDCs will assist small businesses with business plan development, financial statement preparation and analysis, cash flow preparation and analysis, source and application of funds. In addition, SBDCs, in cooperation with SBA District Offices, are expected to offer service to new SBA clients and to assist delinquent SBA borrowers who are referred to them by SBA and/or lenders to assist in problem solving, business restructuring, cost analysis, market penetration, and other similar subjects.

8.2.3. Financial Assistance Restrictions

SBDCs cannot make loans, service loans, or make credit decisions regarding the award of loans.

SBDCs must not advocate, recommend approval or otherwise attempt in any manner to influence SBA

to provide financial assistance to any of its clients. SBDCs may not charge fees for providing assistance for financial packaging. Providing any preferential treatment to clients of any specific lender is prohibited, as is the SBDC's acceptance of payment for the provision of counseling services.

8.2.4. Financial Packaging Assistance Guidelines

SBDCs are encouraged to provide counseling services that increase a small business concern's access to capital, such as business plan development, financial statement preparation and analysis and cash flow preparation and analysis.

SBDCs should help prepare their clients to represent themselves to lending institutions.

While SBDCs may attend meetings with lenders to assist clients in preparing financial packages, they may not take a direct role in representing clients in loan negotiations.

SBDCs should inform their clients that counseling assistance or financial packaging assistance does not guarantee receipt of a loan.

8.2.5. International Trade Services

SBDCs will provide international trade finance and market development assistance to small businesses throughout the SBDC Network. Where appropriate, and to the extent possible, SBDCs will offer special international trade programs. SBDCs shall maintain a minimum number of certified export assistance advisors in their Network. Such international trade services will be conducted in conjunction with the SBA representative at the local U.S. Export Assistance Center and other relevant federal, state, and local agencies providing small business export and trade assistance.

8.2.6. International Trade Center (ITC)

Where appropriate, SBDCs will establish International Trade Centers (ITCs) to focus on export assistance to small businesses. ITCs are specialty centers within the SBDC Network dedicated specifically to providing international trade services. A list of these centers/locations shall be included with the proposal. ITCs must have a separately designated and full-time director and qualified professional staff. They must have a separate budget within the SBDC Separate brochures marketing the SBDC's international services must be developed and distributed.

The ITC will coordinate and use public and private resources to provide assistance to small businesses, and particularly to those small businesses new to exporting or with export finance packaging needs.

ITCs will provide a broad range of services as appropriate and needed by the small business community, including the following:

- Assist SBA by supporting Export Assistance Centers sponsored by SBA, the U.S. Department of Commerce, the Export-Import Bank and other Federal Agencies;
- Assess client's export related financing needs and assist clients in structuring and compiling necessary documentation, (i.e., business plan development, financial statement and analysis, cash flow preparation and analysis, source and application of funds, letters of credit, and other related documents) for export financing and particularly for SBA's Export Working Capital Program;
- Develop linkages with local lenders, SBA District Export Finance Officers, Ex-Im Bank personnel and U.S. Export Assistance Center personnel;

- In cooperation with SBA, develop an Export Trade Assistance Partnership (E-TAP) program on an annual basis for new exporters. Create an E-TAP Task Force for its development and cooperation with other appropriate private and public sector partners to provide counseling and training for this program.
- Develop and conduct seminars on opportunities and procedures involved in exporting, export finance, joint ventures, licensing, ISO 9000, and other International Standards Registration, metric conversion and so forth;
- Identify and analyze client's international trade needs, capabilities and problems and provide in-depth counseling in international trade techniques, procedures and opportunities;
- Use services available through the Federal Bar Association/SBA Agreement to assist in the resolution of client's international trade/legal problems, the Export Legal Assistance Network (E-LAN);
- Assist SBA in promoting and recruiting participants for SBA cosponsored events including those with the Department of Commerce, the Overseas Private Investment Corporation, the Agency for International Development and the Export-Import Bank; and
- Assist SBA in disseminating information on trade promotion, trade finance, trade adjustment and trade remedy assistance.

8.2.7. Onshoring and Manufacturing Assistance

Many SBDCs partner with the DoC, National Institute of Standards and Technology's (NIST) Manufacturing Extension Partnerships (MEPs) to provide specialized services to small manufacturers. Through this partnership, a small manufacturer can receive business advising services including capital, contracting, and exporting support from the SBDC and engineering assistance from the MEPs.

All SBDCs that are partnering with the NIST MEPs are encouraged to continue this valuable assistance to small business manufacturers. SBDCs without a working partnership with the NIST MEPs may wish to pursue one. The nature of any participation with MEPs must be reported in the SBDC Semi-Annual Annual Report in Section 0500.

8.2.8. Military Base Closings and Reductions-in-Force

In those states where base closing or realignments have occurred or will occur, the SBDC must provide a full range of business development and technical assistance services in the affected areas. These services should be specifically designed to meet the particular small business needs that arise as these closings and realignments occur, including services specifically targeted toward existing and former military personnel.

8.2.9. Procurement Assistance

SBDCs are encouraged to provide services that provide basic information needed by small business concerns interested in procurement opportunities in the Government arena. These services should include, but not be limited to:

- Providing information on government buying methods;
- Identifying Federal resources to educate, inform, and assist small businesses in the Federal, state and local procurement marketplace;

- Making connections and providing client referrals to appropriate procurement officials at the Federal, state and local levels including the SBA Area Directors, Procurement Center Representatives, Commercial Market Representatives and Business Opportunity Specialists);
- Educating small businesses about the Federal Government's acquisition policies and procedures;
- Assisting small businesses with understanding the required documentation for applications responding to procurement bids and proposals;
- Assisting clients in identifying and maximizing subcontracting opportunities;
- Providing business advising and referral information concerning bidders' rights and obligations, appeal procedures, termination and default actions, and size criteria (to exclude legal advice);
- Providing technical assistance on contractual, financial and contract administration issues including assistance to small and disadvantaged businesses women-owned small businesses, veteran-owned small businesses and service-disabled veteran-owned small businesses and HUBZone small businesses;
- Identifying and facilitating access to computerized systems that identify Federal, state and local procurement opportunities;
- Assisting eligible small business firms to complete and submit certification and application for small business programs including small and disadvantaged, women-owned, 8(a) Business Development, HUBZone Program, veteran-owned and other set-aside program electronic applications; and
- Working cooperatively *with* SBA resources including SBA 7(j) grantees and other SBA Government Contracting and Business Development Resources as well as the APEX Accelerator.

8.2.10. Rural Development

SBDC Applicants must make a full range of business development and technical assistance services available to small businesses located in rural areas. These services will be designed to increase rural small business participation in exporting, government procurement, tourism, access to credit, incubators, innovation and technology, and other small business programs.

8.2.11. Surety Bond Guarantee Assistance

SBDCs are encouraged to educate their counselors and small business contractors about the Surety Bond Guarantee (SBG) Program. This includes making available program information at counseling and training sessions and at business, professional and trade association meetings. SBDCs should develop an outreach program and actively promote the SBG program to special emphasis contractors. SBDCs should refer small business contractors to the SBG specialist in one of the two SBG Area Offices (Denver and Seattle) for detailed information about the Program. The Office of Surety Guarantees in SBA Headquarters will provide a powerpoint presentation for this purpose. An SBDC should contact The Office of Surety Guarantees in SBA (202) 205-6540 for answers to questions and for more information. The SBA OSG website is located at: [SBA Surety Bond Webpage](#)

Many contractors are able to leave the Program and obtain bonding on their own while others remain in the program for several years. One reason small contractors continue in the Program is that they lack management expertise and have ongoing cash flow problems. SBDCs are encouraged to work with the specialist in the appropriate Area Office to identify such contractors and give them the needed business management assistance. Among other areas, this may include business plan development, cash flow preparation and analysis, bid preparation, marketing and financial statement preparation and analysis.

8.2.12. Technical Assistance for Research and Innovation

The Lead Center must make technical assistance for research and innovation available, directly or through other relationships, to small businesses including, but not limited to: new product development; assisting inventors and high technology firms to research, develop and market their ideas and inventions; assisting non-technological firms to gain access to existing technologies; SBIR related assistance; and facilitating the transfer of technology and technical data from federal and university laboratories.

8.2.13. Training

Training planned by SBDCs must be shared with the SBA Project Officer to avoid duplication with training efforts offered by other local organizations and SBA. In addition, all training materials developed in an electronic format shall be made available to the SBA Project Officer and the SBDC Clearinghouse.

SBDCs may charge reasonable fees to cover program costs associated with this training. These fees are considered program income and shall be used to expand services and further SBDC program objectives.

8.2.13.1. SBDC Co-hosted Training

SBDCs are encouraged to enter into co-hosted training arrangements with the private sector and other organizations to extend outreach and productivity. (Cooperation between members of the SBDC Network ((i.e., Lead Center with Service Centers or other organizations funded through the Cooperative Agreement with SBA) is not considered a co-hosting).

In order for an SBDC to receive credit for a co-hosted training event, it must actively participate (i.e., provide speakers, materials, publicity) with the organization assuming primary responsibility for financing the training session. Final responsibility for the quality of the training rests with the SBDC. For all co-hosted training among Office of Entrepreneurial Development (OED) resource partners where there will be a distribution of receipts in whole or in part to the co-host, the training file for the activity must clearly document the role and responsibility of the SBDC and each participant receiving a share of the receipts. The training file must also document how the receipts were distributed.

Each OED resource partner participating in a co-hosted training event is allowed to claim the total number of participants that attends a training event. Each OED resource partner must contribute substantive value to the co-hosted event in order to claim each participant attending the training event. The substantive value provided by the OED resource partner must be documented in the training file.

SBDCs are reminded that income received by the SBDC Network for all co-hosted programs is considered program income and cannot be used for match funding; it must be used to further support the SBDC program. Note that SBDC programs involving the SBA District Office and one or more third party organizations as co-hosts (such as lenders or chambers of commerce) are subject to the Agency's co-sponsorship requirements and may require a different treatment of program income receipts.

8.2.14. Veteran and Service-Connected Disabled Veteran Business Ownership

SBDCs must support the entrepreneurship track of the Department of Defense's Transition Assistance Program (TAP) known as Boots to Business (B2B). The B2B program is offered to service members and their spouses at military installations worldwide as a two-day Introduction to Entrepreneurship. The SBDCs are integral to the B2B program, which uses a multi-phase approach to introduce transitioning service members to the fundamentals of small business ownership and highlights follow-on training and counseling opportunities with a focus on the eight-week online Foundations of Entrepreneurship

course offered by Institute for Veterans and Military Families (IVMF) at Syracuse University. SBDCs may provide B2B instructors, preferably veterans or those with knowledge of military culture, and assist with program marketing and outreach activities. Selection of instructors and the delivery of B2B will be coordinated by SBA District Offices and their designated Veterans Business Development Officer. As an extension of B2B, SBA also offers Boots to Business: Reboot. This Program offers the same tailored curriculum to veterans of all eras and their families and is also delivered collaboratively by all SBA partners.

Each SBDC must make available all of its economic development and technical assistance services to veterans, including service-connected disabled Veterans and their immediate families as well as Reservists and National Guard members called to active duty as appropriate. Both national and local initiatives for Veterans shall be supported by the appropriate SBDC as needed. If not actively involved with the B2B initiative, each SBDC Network will establish a minimum of one Veteran Entrepreneurial Training (VET) Program for veterans, service-connected disabled veterans, Reservists and National Guard members as well as active-duty military personnel who are pending discharge. The Program may include feasibility and marketing studies, preparation of business plans and loan packages including Patriot Express and formation of support groups to provide follow-up and encouragement to participants.

SBDCs should contact their state National Guard Adjutant General and all units of the Military Reserves to identify Reservists and National Guard members who are operators of small businesses; are otherwise self-employed or are essential employees in small businesses and who have been or may be mobilized pursuant to Title 10 USC for active duty. SBDCs should provide business counseling and training as needed to minimize business interruption and/or adverse financial and operational problems. Such counseling could include, but is not limited to, the offering advice on the best feasible means of winding up business operations and the utilization of Federal and state laws (including the Soldiers and Sailors Civil Relief Act) enacted to protect small business persons who are subject to mobilization to active duty. Additionally, business assistance for self-employed Reserve and National Guard members following their release from active duty will be critical to mitigate expenses, secure legal assistance, engage in significant marketing efforts and otherwise minimize the negative effects of the member's mobilization on their small business or practice.

Each SBDC should also encourage development of a Veterans' business network and work with strategic partners to develop a local summit for Veteran business owners and service-connected disabled veterans business owners as well as Reservists and National Guard members who are subject to be called to active duty. Each SBDC will contact its local Veterans Administration (VA) regional office and engage VA Vocational Rehabilitation Counselors with clients.

SBDCs should highlight Veteran's needs at small business seminars, conferences and outreach Funding Opportunities. SBDCs should develop close working relationships with their respective State Department of Veterans Affairs to explore collaborative outreach and referrals.

Pursuant to the Military Reservist and Veteran Small Business Reauthorization and Opportunity Act of 2010, SBDCs shall, as part of the SBA's Outreach and Technical Assistance Program, market and provide technical assistance for SBA's Military Reservist Economic Injury Disaster Loan program including website linkages to assistance programs offered by SBA, the Department of Veterans Affairs and DoD.

8.2.15. Women's Business Services

Each SBDC will make available all of its economic development and technical assistance services to women business owners and prospective women business owners. SBDCs will also provide referrals to the Women's Business Centers (WBCs) for women business owners when appropriate.

8.3. Advance Understandings

8.3.1. Hours of Operation

The Lead Center and Service Centers services shall be accessible to the public during normal business hours throughout the year except as granted by prior approval. In addition, provision should be made to provide evening and weekend assistance, both online and in Service Centers, as appropriate to meet local community demands and needs. Anticipated closings shall be included in any annual renewal application. Emergency closures shall be reported to the SBA Project Officer and SBA Program Manager as soon as possible.

8.3.2. Travel

The travel charged to the Cooperative Agreement must be in accordance with provisions of the grant and utilized in conformance with Program regulation and must be used under the same formula for travel reimbursement as provided by the host institution. Award funds are not available for the payment of per diem, lodging, meals, or other subsistence expenses associated with local travel (50-mile radius). However, award funds may be used to pay transportation expenses for local travel.

Unanticipated travel is defined as “travel which is necessary to further SBDC objectives, but for which a complete description and/or justification could not be provided in the proposal.” Federal funds will not be allowable for unanticipated travel, with the exception of unanticipated disaster travel less than \$10,000. SBDCs are required to report on unanticipated travel out-of-state, completed after the fact, in the Semi-annual or Annual Report.

Federal funds are not authorized to attend conferences or America’s SBDC (ASBDC) meetings.

8.3.3. Small Business Week

SBDCs are encouraged to promote, support, plan, implement and participate in Small Business Week activities in cooperation and coordination with local and national SBA officials. SBDC State/Regional Directors and other SBDC personnel, with their strong links to prominent entrepreneurs and small business advocates in their communities, should nominate individuals for Small Business Week awards. SBDCs are encouraged to submit nominees for the SBDC National Awards.

8.3.4. Legal Services Restrictions

No costs associated (either directly or indirectly) with civil, criminal or administrative litigation are allowable under an award made pursuant to this Funding Opportunity. Project funds may be used to pay the cost of non-litigation legal counseling services either to the recipient of this Award or project beneficiaries. However, all parties receiving such services must agree in writing or by email to waive any claims of privilege over such services with regard to SBA to the extent necessary for the Agency to perform its monitoring and oversight function.

SBDCs may offer training courses on business law issues, provided that legal topics are presented by individuals qualified by training and experience to address such topics. In furtherance of their educational mission, SBDCs may negotiate arrangements with law schools to offer clients access to supervised student legal clinics that are approved by the state attorney licensing entity. The SBDC must make appropriate disclosures and disclaimers to that effect.

8.3.5. Conflict of Interest Policy

Each SBDC Network must have a written conflict of interest policy which is signed annually by all employees, consultants, instructors and volunteers of the SBDC Network. The policy must include enforceable elements safeguarding the SBDC Program from actual or apparent conflicts in accordance with 2 CFR § 2701.112.

8.3.6. Disaster Operations Plan

Each Lead Center and its Service Centers must have in place disaster plans which are coordinated with the Host Institution to ensure delivery of services to small businesses in its area of operations. Such plans must be kept on file and available for review by SBA officials. Plans should be reviewed annually by the Lead and/or Service Center Directors and updated as needed. 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.



**Program Year 2025
Small Business Development Center Program
Program Terms and Conditions (Revised April 28, 2025)**

1. Program Term – Acceptance of the Terms of an Award, Order of Precedence

By drawing or otherwise obtaining funds from the Small Business Administration (SBA or Agency) under this Award, the Recipient acknowledges its acceptance of the terms and conditions of this Award, both Standard and Program terms and You, the Recipient are obligated to perform in accordance with the requirements of the Award. These Program Terms and Conditions supplement the SBA Standard Terms and Conditions which apply to all SBA awards of financial assistance and establish the specific requirements and policies that apply to the Small Business Development Center Program. In the event of any conflict between the two sets of terms and conditions, the SBA Standard Terms will govern in cases of Agency-wide or government-wide requirements or policies and the SBDC Program Terms will control matters of programmatic requirements or policies.

The Funding Opportunity No. SB-OEDSB-25-001 is associated with this Award.

2. Program Term – Points of Contact

a. Grants Management Officer (GMO)

The contact information for the GMO is located in the Notice of Award cover pages specific to the Recipient.

b. Grants Management Specialist (GMS)

The contact information for the GMS is located in the Notice of Award cover pages specific to the Recipient.

c. Grant Officer's Technical Representative (GOTR)

The contact information for the GOTR, also known as the OSBDC Program Manager, is in the Notice of Award cover pages specific to the Recipient.

d. District Office Project Officer (PO)

The contact information for the PO is located in the Notice of Award cover pages specific to the Recipient.

e. SBDC Program Point of Contact for Reporting Fraud, Waste, or Abuse

Name: Rachel Karton
Address: U.S. Small Business Administration
Office Small Business Development Centers
409 Third Street, SW, 6th Floor
Washington, DC 20416
E-mail Address: rachel.newman-karton@sba.gov

f. Authorized Organizational Representative (AOR) of the Recipient

The contact information for the AOR is located in the Notice of Award cover pages specific to the Recipient.

3. Program Term – Project and Budget Periods

The project period for this Award can be up to 36 months. The budget period is 12 months with non-competing continuation awards. The Notice of Award will authorize funds on an annual basis - one during the first 12 months and the second during the second 12 months, subject to the availability of funds.

Budgets are for each 12-month period and performance goals are based on a 12-month calendar year.) The performance period date(s) are:

Year 1:	Period of Performance: January 01, 2025, through December 31, 2025
Year 2:	Period of Performance: January 01, 2026, through December 31, 2026
Year 3:	Period of Performance: January 01, 2027, through December 31, 2027

4. Program Term – Special Terms or Corrective Action Required

SBA reserves the right to include additional Program Terms and Conditions unique to the individual Recipient. These Terms and Conditions are included in the Notice of Award cover pages specific to the Recipient. This may include corrective actions, if required.

5. Program Term – Project Performance

As the Recipient selected to receive this Award, You are responsible for conducting this project. You may not act as a pass-through or fiscal agent channeling award funds to other parties. You also may not contract out the overall administration or day-to-day management of this project to any other party. You may contract with other parties for the performance of project support functions or services.

6. Program Term – Subawards

In accordance with 2 CFR § 2701.92 and § 2701.93, funds provided under this Award may not be used to make subawards to third parties. For the purpose of this Award third party does not include SBDC Service Centers.

This Award may not be sub-granted, to a single entity, but you may contract or subgrant to third parties, as per the proposal, to act as Service Centers. You may contract with eligible entities to perform as Service Centers. Personal Services contracts for business advising and other related services will not be interpreted as a sub-awardee relationship.

Your subaward policy must also identify: (i) the criteria You will use to determine subawardee eligibility; (ii) the term of the subawards; (iii) the minimum and maximum dollar amount of the

subawards; (iv) the purpose of the subawards; and (v) how You will monitor/oversee the performance of the subawards. Your subaward policy must further include a statement that subawards will be extended on a non-discriminatory basis. You acknowledge that Your subaward agreements will require subawardees to abide by all terms and conditions, both Standard and Program, imposed under this Award.

Furthermore, You must include a discussion of Your subawarding activities in all performance reports you submit in accordance with Program Terms herein. This discussion must list each subaward made during the relevant reporting period and identify the dollar amount of the subaward, the business to which it was made, and the type of activities or costs funded.

7. Program Term – Allowable Costs

All costs charged to this Award are subject to audit and examination. You are responsible for ensuring proper management and accounting of Project funds in order to avoid cost disallowances. All direct costs charged to this Award must be reasonable given the relevant market and industry area and the nature of the good or service involved. Direct costs claimed by Your organization must also be allowable under the relevant cost principles and be clearly and specifically allocable, either in whole or in part, to the project funded by this Award.

8. Program Term – Unallowable Costs

You are not permitted to charge costs associated with any of the following items or activities to this Award:

- Activities prohibited by Executive Order issued on January 20, 2025, Ending Radical and Wasteful Government DEI Programs and Preferencing;
- Activities prohibited by Executive Order issued on January 20, 2025, Initial Rescissions of Harmful Executive Orders and Actions;
- Activities prohibited by Executive Order issued on January 20, 2025, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;
- Activities prohibited by Executive Order issued on January 21, 2025, Ending Illegal Discrimination and Restoring Merit-based Opportunity;
- Transactions with suspended or debarred entities;
- New construction of facilities or acquisition of real estate; however, project funds may be used to pay for minor renovations of an existing facility with prior approval of the AA/SBDC on a case-by-case basis;
- Litigation, whether civil, criminal, or administrative;
- Providing matching contribution to any other Federal awards;
- Meals, lodging, per diem, or other subsistence expenses associated with local travel, unless approved by the GOTR (Program Manager). However, project funds may be used to pay transportation expenses for local travel.

Pre-award Costs

- Pre-award costs are not allowed under this award for continuing applicants.
- For new applicants, permission to incur Pre-award costs must be requested and

approval to incur these costs is not guaranteed.

9. Program Term – Schedule of Reporting Requirements

Except for the specific reporting schedule required for Lead Centers with fewer than three years of SBDC Program reporting experience, the below applies to all Networks.

Recipients must submit the reports in accordance with the schedule listed below. Due dates may default to the next business day as applicable. Reports must be uploaded to GrantSolutions and in MS Word, PDF, or MS Excel format in accordance with the naming conventions in Reporting guidance (Ver. 02/2024). Reports must be received within the time allotted or 30 days, whichever is longer, after the conclusion of the applicable reporting period.

The Final reports for the entire period of performance must be received no later than 120 days after the conclusion of the period of performance. When the Final report is the Annual Report, no Annual Report is required, and the submitted report should be marked “Final.” If the Recipient fails to submit timely or adequate reports, SBA may withhold funding until this deficiency is corrected.

a. Performance Narrative Report

- i. **Semi-Annual:** January – June (6 months), **Due Date:** July 30
- ii. **Annual:** January – December (12 months), **Due Date:** March 31
- iii. **Final:** entire period of performance, **Due Date:** no later than 120 days after the end of the award period

b. Financial Reports

- i. **Requests for Reimbursement (SF-270)**
 - **Quarterly:** 30 days after each Quarter regardless of the amount requested, even if the amount requested is zero dollars.
- ii. **Financial Reporting:**
 - **Semi-Annual:** January – June (6 months), **Due Date:** July 30
 - **Annual:** January – December (12 months), **Due Date:** March 31
 - **Final:** entire period of performance, **Due Date:** within 120 days after the end of the award period award period.

c. Reporting Requirements for Networks with Fewer Than Three Years SBDC Program Experience

For Lead Centers with fewer than three years of SBDC Lead Center award reporting experience, the Performance Narrative Reporting and Financial Status Reporting requirements apply **quarterly** until the end of the period of performance and the Final reports are submitted.

10. Program Term – Performance Reports

Notwithstanding any Special Terms, and in accordance with the schedule listed in Program Term 9, Recipients must submit performance reports that identify the below information. A Center-by-Center Program Narrative is not required and is not preferred.

- Program Name
- Award Number(s)
- Recipient Name and Address

- State Director Name and Contact Information (Telephone and Email)
- Date of Report
- Reporting Period

a. Semi-annual Performance Narrative Report

The Semi-annual Performance Narrative Report includes all core SBDC activities for the first six months of the calendar year. Activities should be reported in the sequence categories 0100 through 2200 as defined in the Notice of Funding Opportunity. This should include a brief summary of the activities, outputs, outcomes, and achievements in these reporting categories with accompanying management analysis, and, noteworthy subaward activities.

The report should also include all project deliverables for the reporting period, including a comparison between the Recipient’s actual accomplishments in the proposal. When the Recipient does not achieve the deliverables, the Recipient must explain the reason and describe how it will bring project performance into compliance.

b. Annual Performance Narrative Report

The Annual Performance Narrative Report includes all core SBDC activities for the twelve months of the calendar year. Activities should be reported in the sequence categories 0100 through 2200 as defined in the Notice of Funding Opportunity. This should include a brief summary of the activities, outputs, outcomes, and achievements in these reporting categories with accompanying management analysis; and, noteworthy subaward activities.

The report should also include all project accomplishments or deliverables for the reporting period, including a comparison between the Recipient’s actual accomplishments in the proposal. When the Recipient does not achieve the deliverables, the Recipient must explain the reason and describe how it will bring project performance into compliance.

c. Final Performance Narrative Report

This report will contain a completed milestone chart indicating the goals established in the award and the cumulative achievement for the Network against those goals, as reported to the SBA’s data management system platform. This report must be included with the Final financial status reports for the stipulated award. No additional narratives are required as part of the “Final Performance Report”.

11. Program Term – Financial Reports

a. Required Documents

Your Semi-annual, Annual, and Final Financial Status Reports packages consist of the following:

- i. Standard Form (SF-425) Federal Financial Report
- ii. Spreadsheet in support of the SF-425
- iii. Budget to Actual Comparison Report
- iv. Schedule of Indirect Costs
- v. SBA Form 2113 Program Income Report (Annual and Final Reports for Year One ONLY)

12. Program Term – Additional Data Submission Requirements

a. Client Service Data

You must collect and maintain records of counseling and training activities. You must use the SBA Form 641 (or its equivalent) for counseling activities and the SBA Form 888 (or its equivalent) for training activities.

You are required to submit not later than 35 days after the close of each quarter the client service information into SBA's data management system platform. You may submit the information by directly entering data into the platform) or uploading batch files to the system. All fields should be completed when data is available, including but not limited to, client advising, training activity, goals-related activity and outcomes, and other related economic impact data.

13. Program Term – Faith-Based Organizations

If Your organization is a Faith-Based Organization, the following additional restrictions apply:

- a. You may only conduct explicitly religious activities outside of the programs directly funded by the federal government, and at a separate time and location;
- b. You may not use any direct Federal financial assistance to support or engage in any explicitly religious activities; and
- c. You may not discriminate against beneficiaries or prospective beneficiaries of this program on the basis of religion or religious belief.

Faith-based organizations retain their autonomy, right of expression, religious character, and independence. Faith-based organizations need not remove, conceal, or alter any religious symbols or displays. Accommodations are available for faith-based organizations under existing federal law. "The term 'religious exercise' includes any exercise of religion, whether or not compelled by, or central to, a system of religious belief." 42 U.S.C. § 2000cc-5(7)(A).

For guidance regarding Faith-Based Organizations and Federal financial assistance, see Executive Orders 13279, 13559, and 13831 and the Attorney General's memorandum regarding "Federal Law Protections for Religious Liberty" (Oct. 6, 2017).

14. Program Term – Applicable Law and Policy Requirements

Except for circumstances in which Federal law defers to State or local law – such as zoning matters, building and business permits, and recording requirements – this Award will be governed by and construed under Federal law. Specifically, this Award is subject to the following laws, regulations, and policies:

- a. 15 USC § 648 (Small Business Act, SBDC Program);
- b. 13 CFR Part 130 (Small Business Development Centers);
- c. 5 U.S.C. App. 1 (Inspector General Act of 1978);
- d. 15 U.S.C. § 78dd-1 et seq. (Foreign Corrupt Practices Act);
- e. 15 U.S.C. § 631 et seq. (Small Business Act);
- f. 22 U.S.C. § 7101 et seq. (Trafficking Victims Protection Act of 2000);
- g. 22 U.S.C. § 7207 (Prohibition on United States Assistance and Financing to Certain Foreign Nations);
- h. 31 U.S.C. § 6101 note (Digital Accountability and Transparency Act of 2014);
- i. 31 U.S.C. § 6305 Using Cooperative Agreements;

- j. 41 U.S.C. § 701 et seq. (Drug-Free Workplace Act of 1988), as implemented by 2 CFR Part 182;
- k. 41 U.S.C. § 6306 (Prohibition on Members of Congress making contracts with the Federal Government);
- l. 42 U.S.C. § 12101 et seq. (Americans with Disabilities Act of 1990), as implemented by 28 CFR Parts 35 and 36;
- m. 48 U.S.C. § 1469a (Waiver of Matching Fund Requirements for Awards to Insular Areas);
- n. 49 U.S.C. App. 1517 (Fly America Act);
- o. 2 CFR Parts 180 and 2700 (Non-procurement Debarment and Suspension);
- p. 13 CFR Parts 112, 113, and 117 (Civil Rights Compliance);
- q. 13 CFR Part 146 (Restrictions on Lobbying);
- r. 15 CFR Parts 730-774 (Export Restrictions);
- s. 22 CFR Parts 120-130 (International Traffic in Arms);
- t. 31 CFR Parts 500-598 (Foreign Assets Control);
- u. 37 CFR Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements);
- v. Executive Order 13513 (Federal Leadership on Reducing Text Messaging While Driving);
- w. Executive Order 13788 (Buy American and Hire American);
- x. Executive Order issued on January 20, 2025, Ending Radical and Wasteful Government DEI Programs and Preferencing;
- y. Executive Order issued on January 20, 2025, Initial Rescissions of Harmful Executive Orders and Actions;
- z. Executive Order issued on January 20, 2025, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government;
- aa. Executive Order issued on January 21, 2025, Ending Illegal Discrimination and Restoring Merit-based Opportunity; and,
- bb. Executive Order issued on February 19, 2025, Compliance with Ending Taxpayer Subsidization of Open Borders.

15. Program Term – Matching Contributions

For each SF-270 (Request for Advance or Reimbursement), You must indicate the amount of match (i.e., the “Non-Federal Share”) expended (for reimbursements).

At any time during the award if your match sources decrease below the required amounts, you should notify your GOTR and GMS.

If You are Undermatched at the end of the award, You will be required to remit to SBA all Federal funds You received but were unable to match. Furthermore, if You fail to meet Your match requirement, SBA may take enforcement action per Title 13 of the Code of Federal Regulations, §130.700.

16. Program Term – Funds Management and Payment

To receive payment, You must provide SBA with Your bank routing number and account information and submit a signed SF 270 (Request for Advance or Reimbursement) signed by the authorized representative of the Recipient organization to grantsolutions.gov. Any failure by You to properly complete and submit the required forms will cause substantial delay in processing Your payment request.

You also must comply with Federal Funding Accountability and Transparency Act. FFATA is reported through the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <https://www.fsr.gov/>.

17. Program Term – Actions Requiring Prior Approval

You must submit requests for prior approval in GrantSolutions 30 calendar days prior to the date of the proposed action unless otherwise specified in the Program Notice of Funding Opportunity,

Agency Terms and Conditions, or Program Terms and Conditions. See 2 CFR § 200.407; and 2 CFR 200 Subpart E.

18. Program Term – Marketing

a. Acknowledgment of SBA Support/Use of SBA’s “Powered by SBA” logo /Publication Requirements

It is important that your clients and the general public are aware of the SBDC Program and SBA’s role in this project, as well as the taxpayer funded support the Agency is providing under this Award.

Where you use Project Funds to produce materials featuring editorial content, you must use the following alternate acknowledgment of support statement (either independently or in conjunction with the “Powered by SBA” image):

“Funded (in part) through a Cooperative Agreement with the U.S. Small Business Administration. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.”

The term “materials” does not include stationery or business cards and the “Powered by SBA” logo must not be used on such items.

In addition, you must display signage featuring the “Powered by SBA” logo at all facilities that are open to the public and which are being used for project activities. Such signage must prominently feature the acknowledgment of support statement identified above.

Where used, the acknowledgment of support statement must be presented in a legible typeface, font size, and (where applicable) color contrast and must appear verbatim and may not be altered or replaced with substitute language. However, on materials with severe space constraints such as signs and banners, you may use “SBA” in the acknowledgment of support statement instead of “U.S. Small Business Administration.”

Where used, the “Powered by SBA” logo may be positioned in close proximity to your organization’s logo or may be placed in a prominent location elsewhere in the material. However, the “Powered by SBA” logo may not be placed in proximity to any third party’s logo, or used in such a way as may imply that a relationship exists between SBA and any third party (Note: Your organization’s parent entity is not considered a third party).

Additionally, in each instance where you use the “Powered by SBA” logo, you must also include the acknowledgement of support statement in reasonable proximity to the logo.

Neither the “Powered by SBA” logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this Award. In particular, UNDER NO CIRCUMSTANCES may the “Powered by SBA” logo or acknowledgment of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, service, entity, or individual.

b. Project Website

You must maintain a website, or a clearly defined subsection of an existing website, for the purpose of publicizing and conducting project activities. The project website must make reasonable accommodations for access by persons with disabilities and must feature the “Powered by SBA” logo and acknowledgment of support clause in a prominent location. You may not use the project website to advertise, promote, or endorse alcoholic beverages, tobacco

products, sexual products (including dating services and pornographic materials); illegal or controlled substances or materials; gambling or gaming products or services; or any other products, services, or materials which may be harmful to the image or reputation of this project, the SBDC Program or SBA. Success stories or reports do not imply marketing or promotion. All website content and materials should comply with Executive Order issued on January 20, 2025, Ending Radical and Wasteful Government DEI Programs and Preferencing; Executive Order issued on January 20, 2025, Initial Rescissions of Harmful Executive Orders and Actions; Executive Order issued on January 20, 2025, Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government; and, Executive Order issued on January 21, 2025, Ending Illegal Discrimination and Restoring Merit-based Opportunity. Any current website content and materials that does not comply with these Executive Orders should be removed.

19. Program Term – Refunds of Award Expenses

If you receive a refund of FICA/FUTA taxes or other project costs previously paid under this Award, you must immediately report such refund to SBA, regardless of whether the Project Period has ended. The amount of the refund must be remitted to SBA if the cost was paid with Federal funds. If the refunded cost was paid using matching contributions, you must either use the refund to support activities consistent with the objectives of this Award or remit it to SBA if failing to do so would result in the project being under matched.” When submitting refunds to SBA:

- Make check payable to the U.S. Small Business Administration,
- Include a cover memo that explains the reason for the refund, and reference the appropriate Award number the funds are associated with, and
- Send the check by priority mail, FEDEX, or a similar carrier to:
Alanna Falcone
U.S. Small Business Administration
OSBDC – 6th Floor
409 Third Street SW
Washington, DC 20416

20. Program Term – Selection of State Director

Prerequisite to filling the SBDC State/Regional Director position, the Recipient must follow the process outlined below:

- a. You must submit recruitment and selection plans for the SBDC State/Regional Director position to the SBA District Director (or Lead District Director when there is more than one District Office) and to the GOTR for approval of the plans’ adequacy. The SBA District Director and GOTR must notify the Recipient of the plans’ acceptance or rejection within eight business days of receipt.
 - i. The recruitment plan should include provisions for a nationwide search and should not include provisions which unduly restrict or limit the eligible candidate pool.
 - ii. The Recipient should, to the extent practicable, include an SBDC State or Regional Director from an accredited SBDC network in the hiring process. SBA employees are prohibited from participating in the hiring process, for example, joining interview panels or search committees, other than defined here in these terms and conditions.
 - iii. Recruitment plans for filling the vacancy in excess of 120 days beyond the previous Director’s departure date must have prior approval of the AA/SBDC.

- b. The Recipient will follow its hiring procedures to determine the best final candidate and must subsequently obtain the concurrence of the AA/SBDC prior to making an offer of employment. Upon selection of a final candidate for the position:
 - i. You must provide to the AA/SBDC and to the SBA District Director the resume and qualifications of the finalist.
 - ii. The SBA District Director may provide feedback to the AA/SBDC regarding the selected finalist. The SBA District Director will not provide feedback to the Recipient. Within ten business days from the date of notification, the AA/SBDC will provide the Recipient with their concurrence or denial of the selected finalist.
 - iii. You may not hire the SBDC State/Region Director without the concurrence of the AA/SBDC.
- c. Failure to comply with this term may be considered cause for termination of the SBDC Network from the Program.

21. Program Term – Prohibition Against the Promotion of Gender Ideology

In accordance with the Executive Order of January 20, 2025 (Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government), Federal funds cannot be used for the promotion of gender ideology. Recipients must ensure they do not use grant funds or other project resources to support activities which promote gender ideology as defined in the Executive Order.

22. Program Term – Compliance with Federal Anti-Discrimination Laws Is a Prerequisite for Payment

Recipient acknowledges that compliance in all respects with all applicable Federal anti-discrimination laws is material to the government’s payment decisions for purposes of section 3729(b)(4) of title 31, United States Code. Failure to demonstrate such compliance may result in withholding of payment under this award. For additional guidance, see Ending Illegal Discrimination And Restoring Merit-Based Opportunity – The White House.

23. Program Term – Certification Regarding DEI or DEIA Programs

By accepting this award, the recipient certifies that it does not operate any programs promoting diversity, equity, and inclusion (DEI) or diversity, equity, inclusion and accessibility (DEIA) that violate any applicable Federal anti-discrimination laws. For additional guidance, see Ending Illegal Discrimination And Restoring Merit-Based Opportunity – The White House.

24. Program Term – Compliance with Ending Taxpayer Subsidization of Open Borders

By accepting this award, the recipient certifies that it does not provide taxpayer funded assistance to illegal aliens.

25. Program Term – 2025 Notice of Funding Opportunity Changes

- a. Subsection **4.1.1.2 Program Management, *Program Objectives** is modified as follows:
 - i. Paragraph b. Planned milestones and outcomes, paragraph ii. List Focus Area:, is replaced with the following: “Appendix A is modified to reflect current Agency priorities.”
 - ii. Paragraph h. Advisory Board, is replaced with the following: “The reasonable cost of travel of any board member for official board activities in the state/region may be paid out of the SBDC’s non-Federal funds and must follow the Recipient Organization’s policy for per diem and related travel costs. See Section 4. for additional guidance.”
- b. Subsection **4.1.2.3 SBDC Budget Justification Instructions**, paragraph c. Travel, is replaced with the following:

“For local travel, provide total anticipated mileage, and mileage rate. For out of

state/region travel, provide estimated cost and justification including a.) Purpose, b.) Destination, c.) Mode of transportation and rate (i.e., airfare or mileage and rate), d.) Number of trips, and e.) Number and position of travelers. Federal grant funds are not authorized for foreign travel or to attend out of state/region conferences.”

- c. Subsection **5.1.5 SBA Required Services** is revised to include the following:
- i. Assisting small businesses to onshore services and production facilities.
 - ii. **5.1.5.1 Addressing the Need for Skilled Labor**

Partnering with other Federal, state and local resources that deliver apprenticeship and job training programs to assist small businesses with labor shortages, particularly in onshoring and manufacturing, construction trade and childcare.

- d. Subsection **5.1.9 Prior Approval**, paragraph 5.1.9.1., Travel Outside the U.S. is renumbered as 5.1.9.2 and replaced with the following: “Federal funds are not authorized for travel outside the United States or its territories.”

- e. Subsection **6.3.3 Reporting Categories** is revised to include the following:

Top priorities of this Administration include supporting the manufacturing sector, furthering the reach of services provided to rural small businesses, aiding in the need for skilled labor and addressing childcare shortages. Activities in these areas should be reported in 0500 for Onshoring and Manufacturing, 1000 for Rural Assistance and 1400 for skilled labor and childcare support.

These priorities have been added to the revised Appendix A – SBDC Program Year 2025 Focus Areas Matrix.

- i. Paragraph **0500 Manufacturing** is revised to read “ONSHORING AND MANUFACTURING”, and include as first bullet:
 - Assistance to small businesses to onshore services and production facilities.
 - ii. Paragraph **0800 Women** is modified to read as follows: Briefly describe collaboration with the Women’s Business Centers (WBCs) and any seminars or specialized counseling approaches or other activities encouraging participation by women entrepreneurs (e.g., SBA’s Ascent Program).
 - iii. Paragraph **1400 Other Activity** is modified to include: “Include collaborations with Federal, State, and Local organizations that deliver apprenticeship and other job-training programs.”
- f. Subsection **6.4.3.2 Online Training** is revised to remove the following:
- “At a minimum, the following fields should be completed on a registration form for online training: a.) Client Name or approved client-coded name/number; b.) Email Address; and c.) Zip Code. In addition, every effort should be made to collect these data:
- Race;
 - Ethnicity;
 - Gender;
 - Disability;
 - Veteran Status; and
 - Military Status.”

- g. Subsection **8.1.6 Religious Organization** is replaced with “Faith-Based Organization”
- h. Subsection **8.2.1 Faith-Based & Neighborhood Partnerships**, second paragraph is amended to add the following after, “....seeking to act as Service Centers.”: Faith-based organizations are

eligible on the same basis as any other organization, and there should be no discrimination on the basis of the organization's religious exercise or affiliation. A participating faith-based organization retains its independence and may carry out its mission consistent with, and may be able to seek an accommodation under religious protections in federal law.

- i. Subsection **8.2.7** is renamed "Onshoring and Manufacturing Assistance"
- j. Subsection **8.3 Advance Understandings**, Paragraph **8.3.2 Travel**, paragraphs 2 and 3, are replaced with the following:

Unanticipated travel is defined as "travel which is necessary to further SBDC objectives, but for which a complete description and/or justification could not be provided in the proposal." Federal funds will not be allowable for unanticipated travel, with the exception of unanticipated disaster travel less than \$10,000. SBDCs are required to report on unanticipated travel out-of-state, completed after the fact, in the Semi-annual or Annual Report.

Federal funds are not authorized to attend conferences or America's SBDC (ASBDC) meetings.

26. Program Term – 2025 Notice of Funding Opportunity Rescissions

The following 2025 Small Business Development Center Core Program Notice of Funding Opportunity (SB-OEDSB-25-001) subsections are rescinded:

- Subsection 4.1.1.2 Program Management, line g.
- Subsection 5.1.5.3 Emerging Markets
- Subsection 5.1.5.4 Minority Serving Institutions
- Subsection 6.3.3 Reporting Categories
 - 0600 SPECIAL EMPHASIS GROUPS
 - 0700 MINORITY SMALL BUSINESS DEVELOPMENT
- Subsection 8.1.9 Special Emphasis Groups
- Subsection 8.2.2 Environmental Assistance
- Subsection 8.2.10 Minority Business Development
- Subsection 8.2.11 Native American Assistance



The Focus Area will be selected in collaboration with the District Office and will support local small business needs, in alignment with the SBA’s and the SBDC’s Strategic Plans. Focus Areas will enable SBDCs and District Offices to partner on areas specific to the state or region they serve. There are seven Focus Areas, each with multiple measures from which the SBDC can pick and choose. SBDCs should select one measure from one of the following categories:

- 1. **Exporting and International Trade**
- 2. **Innovation and Investment**
- 3. **Disaster Preparedness and Resilience**
- 4. **Contracting & Procurement**
- 5. **Onshoring and Manufacturing**
- 6. **Rural**
- 7. **Specialty Area of Service**

After selecting a category and a measure, the SBDC will propose a target for that measure and include it in its proposal in response to the 2025 SBDC Program Notice of Funding Opportunity. Any of these measures would follow the same attribution principles the SBDCs already use. Any documents collected in support of a measure are only used to assist with providing the services and are not shared.

Program Year 2025 SBDC Measures

1.0 EXPORTING & INTERNATIONAL TRADE

These measures capture training, technical assistance, counseling and other SBDC services, provided in person or virtually to small businesses on a wide variety of exporting & international trade issues and topics.

1.1 Number of businesses which receive export financing (outcome measure)

Definition: SBDCs selecting this measure will annually report on the number of small businesses they have trained, counseled or assisted that then received export financing (incl. SBA Export loan).

1.2 Dollar value of export financing received (outcome measure)

Definition: SBDCs selecting this measure will annually report on the dollar value of export financing received by small businesses after they obtained training, counseling, or assistance from the SBDC.

1.3 Increased international trade revenue (outcome measure)

Definition: SBDCs selecting this measure will annually report on the amount of increased international trade revenue clients have generated with assistance from the SBDC.



1.4 Number of small businesses that receive counseling and/or training on exporting & international trade (output measure)

Definition: SBDCs selecting this measure will annually report on the number of small businesses that have received one or more hours of counseling and/or training on exporting and/or international trade.

2.0 INNOVATION & INVESTMENT

These measures capture training, technical assistance, counseling, and other SBDC services, provided in person or virtually to small businesses on a wide variety of innovation & investment issues and topics.

2.1 Number of businesses that apply for SBIR/STTR (output measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that applied for SBIR/STTR funding after receiving training, technical assistance, counseling, or other SBDC services. (as reported by the client with proof of submittal of an application).

2.2 Dollar value of SBIR/STTR funding received (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the dollar value of SBIR/STTR funding received by small businesses after obtaining training, technical assistance, counseling, and other SBDC services (as reported by the client with proof of submittal of documentation to support the dollar value received).

2.3 Number of small businesses that receive counseling and/or training on innovation & intellectual property protection (output measure)

Definition: SBDCs selecting this measure will annually report on the number of small businesses that have received one or more hours of counseling and/or training from the SBDC on innovation topics such as protection of intellectual property, preparing and submitting patents, and other information related to innovation.



3.0 DISASTER PREPAREDNESS & RESILIENCE

These measures capture training, technical assistance, counseling, and other SBDC services, provided in person or virtually to small businesses on a wide variety of disaster preparedness & recovery issues and topics.

3.1 Number of businesses that apply for Federal & state disaster loans (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that apply for Federal & state disaster loans **after** receiving counseling, training, or technical assistance from the SBDC. (SBDCs will obtain documentation from small businesses that demonstrate that they applied for Federal or state disaster assistance.)

3.2 Dollar value of federal & state disaster loans received (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that obtain Federal & state disaster loans after receiving counseling or training from the SBDC. (SBDCs will obtain documentation from small businesses that demonstrate that they applied for federal or state disaster assistance.)

3.3 Number of businesses which develop disaster preparedness plans (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that develop a disaster preparedness plan after obtaining counseling or training from the SBDC. (SBDCs will obtain a copy of the disaster preparedness plan from small businesses.)

3.4 Number of small businesses that receive counseling and/or training on disaster preparedness & recovery (output measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that received at least one or more hours of counseling and/or training on disaster preparedness & recovery.

4.0 CONTRACTING & PROCUREMENT

This measure captures training, technical assistance, counseling and other SBDC services, provided in person or virtually to small businesses on a wide variety of contracting & procurement issues and topics.

4.1 Number of businesses that submit an application for contracting and receive a certification or bond/financing: (outcome measure)

HUBZone certification, WOSB/EDWOSB, 8 (a), VetCert or a SBA Contract Financing or Surety Guarantee



Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses they assisted which then apply and receive a certification or receive SBA Contract Financing or SBA Surety Guarantee (The SBDC will obtain evidence of the certification or financing/guarantee).

4.2 Government contracts received – total dollar value and number (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the dollar value of (Federal, State, and Local) government contracts obtained by small businesses after receiving counseling and training from the SBDC., including Prime and Subcontracts (The SBDC will obtain evidence from small businesses of the dollar value of government contracts they have received.)

4.3 Number of small businesses that receive counseling and training on contracting & procurement (output measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that received at least one or more hours of counseling and/or training on contracting and procurement.

5.0 ONSHORING and MANUFACTURING

This measure captures technical assistance to businesses in the manufacturing industry sector or any small business involved in onshoring activities.

5.1 Number and/or dollar value of federal and other capital infusion (loans, grants, equity) obtained with SBDC assistance (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number and/or dollar amount of capital infusion obtained by small manufacturers or any small business involved in onshoring activities after receiving counseling and/or training from the SBDC.

5.2 Increase in sales/revenues achieved by the small manufacturers with SBDC assistance (outcome measure)

Definition: SBDCs that select this measure will annually report to the SBA on the increase in sales/revenues for small manufacturers or any small business involved in onshoring activities that received counseling and/or training from the SBDC.

5.3 Number of small manufacturers that receive counseling and training on industry-specific topics such as onshoring, supply chain management, quality standards, and certifications, etc. (output measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that received at least one or more hours of counseling and/or training on manufacturing-specific topics.



6.0 RURAL

This measure captures technical assistance to businesses in rural communities which is defined by the USDA as a town with fewer than 50,000 inhabitants that is not adjacent to a city with a population of more than 50,000 inhabitants. SBDC can also self-identify an area as rural based on local factors.

6.1 Number and/or dollar value of federal and other capital infusions (loans, grants, equity) obtained with SBDC assistance (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number and/or dollar amount of capital infusion obtained by small businesses located in rural areas after receiving counseling and/or training from the SBDC.

6.2 Increase in sales/revenues achieved by small businesses located in rural areas with SBDC assistance (outcome measure)

Definition: SBDCs that select this measure will annually report to the SBA on the increase in sales/revenues for small businesses located in rural areas that received counseling and/or training from the SBDC.

6.3 Number of small businesses that receive counseling and training on relevant rural topics such as agriculture, outdoor recreation or co-hosted by rural development partners (output measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number of small businesses that received at least one or more hours of counseling and/or training on rural-specific topics.



7.0 SPECIALTY AREA of SERVICE

Specialty services provide customized assistance in current small business challenges including but not limited to those identified below:

Child care, Cybersecurity, Job-Training, Skilled Labor, and Supply Chain Development.

7.0 Number and/or dollar value of federal and other grants obtained with SBDC assistance on area selected (outcome measure)

Definition: SBDCs selecting this measure will annually report to the SBA on the number and/or dollar amount of grants obtained by small businesses after receiving counseling and/or training from the SBDC.

7.1 Increase in sales/revenues achieved by the small business in a specialty market with SBDC assistance (outcome measure)

Definition: SBDCs which select this measure will annually report to the SBA on the increase in sales/revenues for businesses in a specialty market which received counseling and/or training from the SBDC.

7.2 Number of small businesses which receive counseling and/or training in specialty market (output measure)

Definition: SBDCs which select this measure will annually report to the SBA on the number of small businesses which received counseling and/or training from the SBDC in a specialty market.

7.3 Number of small business clients that are connected to apprenticeship and job-training organizations (output measure)

Definition: SBDC which selects this measure will annually report to the SBA the number of clients referred to job-training and apprenticeship programs.

References

[SBA Strategic Plan FY 2022-2026](#)

CORE Award Reporting Schedule

	Year 1				Year 2				Year 3			
	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11	Q12
Reporting Items												
Reporting Period	01/01 to 03/31	01/01 to 06/30	07/01 to 09/30	01/01 to 12/31	01/01 to 03/31	01/01 to 06/30	07/01 to 09/30	01/01 to 12/31	01/01 to 03/31	01/01 to 06/30	07/01 to 09/30	10/01 to 12/31
Reporting Due Date	4/30	7/30	10/30	3/31	4/30	7/30	10/30	3/31	4/30	7/30	10/30	Varies*
Number of days allowed for report submission	30 days	30 days	30 days	90 days	30 days	30 days	30 days	90 days	30 days	30 days	30 days	120 days
Report Title	Quarterly	Semi-Annual	Quarterly	Annual	Quarterly	Semi-Annual	Quarterly	Annual	Quarterly	Semi-Annual	Quarterly	FINAL
GrantSolutions Grant Message Subject:		CY 1 Semi-Annual Report		CY 1 Annual Report		CY 2 Semi-Annual Report		CY 2 Annual Report		CY 3 Semi-Annual Report		CY 3 Annual Report
SF-425 Federal Financial Report		X		X		X		X		X		X
Spreadsheet in Support of SF-425		X		X		X		X		X		X
Budget to Actual Comparison Report		X		X		X		X		X		X
Schedule of Indirect Costs		X		X		X		X		X		X
Performance Narrative Report		X		X		X		X		X		X
SBA Form 2113, Program Income				X				X				X
Supporting Worksheet to Form 2113				X				X				X
Payment Requests												
Reporting Period	01/01 to 03/31	04/01 to 06/30	07/01 to 09/30	10/01 to 12/31	01/01 to 03/31	04/01 to 06/30	07/01 to 09/30	10/01 to 12/31	01/01 to 03/31	04/01 to 06/30	07/01 to 09/30	10/01 to 12/31
Reporting Due Date (30 days after reporting period)	4/30	7/30	10/30	1/30	4/30	7/30	10/30	1/30	4/30	7/30	10/30	1/30
GrantSolutions Grant Message Subject:	Payment Request 1	Payment Request 2	Payment Request 3	Payment Request 4	Payment Request 5	Payment Request 6	Payment Request 7	Payment Request 8	Payment Request 9	Payment Request 10	Payment Request 11	Payment Request 12
SF-270 Request for Advancement or Reimbursement	X	X	X	X	X	X	X	X	X	X	X	X

* **FINAL** reporting is due 120 days after the end of POP or when funding is expended.



June 30, 2025

To: WITCC Board of Directors

From: Dr. Terry A. Murrell, President

A handwritten signature in black ink, appearing to be 'TAM', is written over the name 'Dr. Terry A. Murrell'.

Re: Equity and Title IX Designations

WITCC Board Policy No. 400.2 and Board Policy No. 501.1 state "The President shall recommend, for Board approval, a designated Affirmative Action/Equal Employment Opportunity Officer (AA/EEO), who shall also serve as coordinator for Title IX, Title VI, Americans with Disabilities Act, and Section 504 compliance."

The following designations were approved by the Board in December 2023 and it is recommended that they remain in effect:

Jackie Plendl, Dean of Human Resources, as Employee Equity Coordinator and Employee Title IX Coordinator responsible for Affirmative Action/Equal Employment Opportunity (AA/EEO), Title IX, Title VI, Americans with Disabilities Act, and Section 504 compliance.

Revathi Vongsiprasom, Dean of Opportunity and Engagement, as Student Equity Coordinator responsible for Affirmative Action, Title VI, Title IX, Americans with Disabilities Act, and Section 504 compliance.

The following new designation is recommended:


Ben Mohning, Four+ Program Director, as Student Title IX Coordinator.

It is the administrative recommendation that the Board approve these designations.



DATE: June 18, 2025

TO: Dr. Terry A. Murrell, President

FROM: Troy A. Jasman, Vice President of Finance
and Administrative Services 

RE: **2024 WITCC PARKING LOT 4 PAVING IMPROVEMENTS PROJECT
CLOSEOUT – STEVE HARRIS CONSTRUCTION, INC.**

Background Information

This project has come to a close for Steve Harris Construction, Inc. of Homer, Nebraska for the 2024 WITCC Parking Lot 4 Paving Improvements Project on the Sioux City, Iowa campus of Western Iowa Tech Community College. Steve Harris Construction, Inc. has met all the criteria as required by DGR Engineering, the College engineers for this project.

The administrative Recommendation

It is the Administrative Recommendation that the College accepts the 2024 WITCC Parking Lot 4 Paving Improvements Project and approves the release of the retainage amount of \$72,557.06 payable in 30 days.

CERTIFICATE FOR PAYMENT

Contractor: Steve Harris Construction Inc.
4793 Fiddler Creek Rd.
Homer, NE 68030

Payment No.: 8-Final
DGR Engineering

Project: 2024 WITCC Parking Lot 4 Paving Improvements Project

DGR Project No.: 273068

Owner: Western Iowa Tech Community College

Contract Date: February 12, 2024

For Period From: October 17, 2024 through June 15, 2025

Item No.	Estimated Units		Description	Unit Price	Contract Cost	Completed Units	Value of Work
Division I - General							
1	1	L.S.	Temporary Traffic Control	\$ 3,520.00	\$ 3,520.00	1	\$ 3,520.00
2	1	L.S.	SWPPP Management	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
3	1	L.S.	Erosion Control	\$ 3,850.00	\$ 3,850.00	1	\$ 3,850.00
4	1	L.S.	Mobilization	\$ 51,325.00	\$ 51,325.00	1	\$ 51,325.00
Subtotal - Division I					\$ 59,695.00		\$ 59,695.00
Division II - Parking Lot 4 Improvements							
5	40.8	UNIT	Clear and Grub Existing Trees	\$ 110.00	\$ 4,488.00	40.8	\$ 4,488.00
6	2687	C.Y.	Excavation, Class 10	\$ 13.20	\$ 35,468.40	2687	\$ 35,468.40
7	7630	S.Y.	Subgrade Preparation, 12"	\$ 3.00	\$ 22,890.00	7642	\$ 22,926.00
8	106	L.F.	Sanitary Sewer Gravity Main, Trenched, PVC SDR26, 6"	\$ 65.05	\$ 6,895.30	109	\$ 7,090.45
9	104	L.F.	Removal of Sanitary Sewer Main	\$ 8.00	\$ 832.00	107	\$ 856.00
10	1	Ea.	Connect to Existing Sanitary Sewer Main	\$ 552.95	\$ 552.95	1	\$ 552.95
11	110	L.F.	Storm Sewer, Trenched, SS, 15"	\$ 75.85	\$ 8,343.50	108	\$ 8,191.80
12	30	L.F.	Storm Sewer, Trenched, SS, 18"	\$ 99.95	\$ 2,998.50	30	\$ 2,998.50
13	264	L.F.	Storm Sewer, Trenched, HPPP, 30"	\$ 143.52	\$ 37,889.28	264	\$ 37,889.28
14	404	L.F.	Removal of Storm Sewer, ≤27"	\$ 15.00	\$ 6,060.00	404	\$ 6,060.00
15	1	Ea.	Manhole, SW-301, 48"	\$ 7,320.10	\$ 7,320.10	1	\$ 7,320.10
16	1	Ea.	Intake, SW-545R, 14' Opening	\$ 4,902.90	\$ 4,902.90	1	\$ 4,902.90
17	1	Ea.	Manhole Adjustment, Minor	\$ 1,397.24	\$ 1,397.24	1	\$ 1,397.24
18	1	Ea.	Remove Sanitary Manhole	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
19	4	Ea.	Remove Intake	\$ 750.00	\$ 3,000.00	4	\$ 3,000.00
20	1	L.S.	Existing Oil/Sand Separator Access and Cleanout Adjustments	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
21	7297	S.Y.	Pavement, PCC, 7"	\$ 59.29	\$ 432,639.13	7329	\$ 434,536.41
22	184	S.F.	Removal of Sidewalk	\$ 3.30	\$ 607.20	184	\$ 607.20
23	1835	S.F.	Sidewalk, PCC, 6"	\$ 10.25	\$ 18,808.75	1828	\$ 18,737.00
24	5976	S.F.	Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 17,928.00	3847	\$ 11,541.00
25	6800	S.Y.	Pavement Removal	\$ 8.80	\$ 59,840.00	6800	\$ 59,840.00
26	2998	L.F.	Painted Pavement Markings, Epoxy	\$ 2.86	\$ 8,574.28	3588	\$ 10,261.68
27	542	L.F.	Permanent Tape Markings, 4"	\$ 3.85	\$ 2,086.70	499	\$ 1,921.15
28	11	Ea.	Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 17,545.00	5	\$ 7,975.00
29	746	L.F.	Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 5,953.08		\$ -
30	149	L.F.	Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,074.29	20	\$ 144.20

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
31	1	L.S. Flume Replacement at Bur Oaks Student Housing Location	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
32	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,892.00	\$ 1,892.00	1	\$ 1,892.00
33	5	Ea. Parking Lot Twin Light Pole & Base	\$ 3,338.50	\$ 16,692.50	5	\$ 16,692.50
34	10	Ea. Parking Lot Fixture	\$ 1,595.00	\$ 15,950.00	10	\$ 15,950.00
35	893	L.F. Conduit, PVC, Schedule 40, 1"	\$ 3.85	\$ 3,438.05	950	\$ 3,657.50
36	1786	L.F. Conduit, PVC, Schedule 40, 2"	\$ 6.88	\$ 12,287.68	1900	\$ 13,072.00
37	576	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 7.70	\$ 4,435.20	591	\$ 4,550.70
38	72	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 689.04	78	\$ 746.46
39	684	L.F. Conductor, 2/C-#10, Cu, 600 Volts	\$ 2.20	\$ 1,504.80	650	\$ 1,430.00
40	684	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 2,934.36	650	\$ 2,788.50
41	1541	L.F. Trench, 30" Deep	\$ 4.24	\$ 6,533.84	1541	\$ 6,533.84
42	7	Ea. Junction Box	\$ 1,639.00	\$ 11,473.00	7	\$ 11,473.00
42A	4	Ea. Furnish and Install Bollard	\$ 550.00	\$ 2,200.00	4	\$ 2,200.00
Subtotal - Division II				\$ 791,125.07		\$ 772,691.76
Division III - Ring Road Reconstruction						
43	692	C.Y. Excavation, Class 10	\$ 13.20	\$ 9,134.40	692	\$ 9,134.40
44	3016	S.Y. Subgrade Preparation, 12"	\$ 4.00	\$ 12,064.00	3056	\$ 12,224.00
45	3011	S.Y. Subgrade Treatment, Non-Woven Geotextile	\$ 3.10	\$ 9,334.10	3054	\$ 9,467.40
46	474	C.Y. Subbase, Modified	\$ 66.00	\$ 31,284.00	481	\$ 31,746.00
47	73	L.F. Storm Sewer, Trenched, SS, 15"	\$ 85.93	\$ 6,272.89	73	\$ 6,272.89
48	8	L.F. Storm Sewer, Trenched, RCP, 15"	\$ 152.48	\$ 1,219.84	8	\$ 1,219.84
49	8	L.F. Storm Sewer, Trenched, RCP, 18"	\$ 160.51	\$ 1,284.08	40	\$ 6,420.40
50	63	L.F. Removal of Storm Sewer, ≤27"	\$ 20.00	\$ 1,260.00	95	\$ 1,900.00
51	2	Ea. Connect to Existing Storm Sewer, ≤30"	\$ 1,000.00	\$ 2,000.00	2	\$ 2,000.00
52	1475	L.F. Subdrain, 6"	\$ 18.96	\$ 27,966.00	1475	\$ 27,966.00
53	13	Ea. Subdrain Outlet	\$ 331.03	\$ 4,303.39	13	\$ 4,303.39
54	2	Ea. Intake, SW-501	\$ 4,421.98	\$ 8,843.96	2	\$ 8,843.96
55	3	Ea. Intake, SW-505	\$ 6,384.45	\$ 19,153.35	3	\$ 19,153.35
56	1	Ea. Manhole Adjustment, Minor	\$ 1,374.24	\$ 1,374.24	1	\$ 1,374.24
57	1	Ea. Connect to Existing Manhole	\$ 1,150.00	\$ 1,150.00	1	\$ 1,150.00
58	3	Ea. Remove Intake	\$ 750.00	\$ 2,250.00	3	\$ 2,250.00
59	1	Ea. Reconstruct DW-12 Intake Top	\$ 2,402.90	\$ 2,402.90	1	\$ 2,402.90
60	213	S.Y. Pavement, PCC, 7"	\$ 64.04	\$ 13,640.52	213	\$ 13,640.52
61	2489	S.Y. Pavement, PCC, 8"	\$ 61.08	\$ 152,028.12	2523	\$ 154,104.84
62	261	S.F. Detectable Warnings	\$ 40.18	\$ 10,486.98	261	\$ 10,486.98
63	55	S.Y. Driveway, Paved, PCC, 6"	\$ 50.26	\$ 2,764.30	55	\$ 2,764.30
64	5765	S.F. Removal of Sidewalk	\$ 3.30	\$ 19,024.50	5765	\$ 19,024.50
65	7122	S.F. Sidewalk, PCC, 6"	\$ 10.09	\$ 71,860.98	7122	\$ 71,860.98
66	2682	S.Y. Pavement Removal	\$ 8.80	\$ 23,601.60	2716	\$ 23,900.80
67	180	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 693.00	240	\$ 924.00
68	186	L.F. Permanent Tape Markings, 24"	\$ 22.00	\$ 4,092.00	178	\$ 3,916.00
69	4	Ea. Arrow Symbol (Permanent Tape Marking)	\$ 550.00	\$ 2,200.00	8	\$ 4,400.00
70	351	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 2,800.98		\$ -
71	467	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 3,367.07		\$ -
72	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,419.00	\$ 1,419.00	1	\$ 1,419.00
73	4	Ea. Ring Road Twin Light Pole & Base	\$ 2,304.50	\$ 9,218.00	4	\$ 9,218.00
74	1	Ea. Ring Road Single Light Pole & Base	\$ 2,304.50	\$ 2,304.50	1	\$ 2,304.50
75	9	L.F. Ring Road Fixture	\$ 1,540.00	\$ 13,860.00	9	\$ 13,860.00

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
76	674	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 7.70	\$ 5,189.80	721	\$ 5,551.70
77	465	L.F. Conductor, 2/C-#10, Cu, 600 Volts	\$ 2.20	\$ 1,023.00	513	\$ 1,128.60
78	800	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 3,432.00	793	\$ 3,401.97
79	674	L.F. Trench, 30" Deep	\$ 4.24	\$ 2,857.76	721	\$ 3,057.04
80	2	Ea. Junction Box	\$ 1,639.00	\$ 3,278.00	2	\$ 3,278.00
Subtotal - Division III				\$ 490,439.26		\$ 496,070.50
Division IV - KWT Parking Lot Improvements						
81	161	C.Y. Excavation, Class 10	\$ 13.20	\$ 2,125.20	161	\$ 2,125.20
82	780	S.Y. Subgrade Preparation, 12"	\$ 3.00	\$ 2,340.00	780	\$ 2,340.00
83	22	L.F. Storm Sewer, Trenched, PVC, 6"	\$ 95.59	\$ 2,102.98	22	\$ 2,102.98
84	20	L.F. Storm Sewer, Trenched, PVC, 8"	\$ 103.73	\$ 2,074.60	23	\$ 2,385.79
85	183	L.F. Storm Sewer, Trenched, SS, 18"	\$ 104.96	\$ 19,207.68	183	\$ 19,207.68
86	17	L.F. Removal of Storm Sewer, ≤27"	\$ 30.00	\$ 510.00	17	\$ 510.00
87	2	Ea. Connect to Existing Storm Sewer, ≥6"	\$ 1,074.45	\$ 2,148.90	2	\$ 2,148.90
88	1	Ea. Intake, SW-501	\$ 4,421.97	\$ 4,421.97	1	\$ 4,421.97
89	1	Ea. Remove Intake	\$ 750.00	\$ 750.00	1	\$ 750.00
90	662	S.Y. Pavement, PCC, 7"	\$ 74.74	\$ 49,477.88	662	\$ 49,477.88
91	429	S.F. Removal of Sidewalk	\$ 3.30	\$ 1,415.70	429	\$ 1,415.70
92	632	S.F. Sidewalk, PCC, 6"	\$ 10.31	\$ 6,515.92	647	\$ 6,670.57
93	892	S.F. Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 2,676.00	892	\$ 2,676.00
94	803	S.Y. Pavement Removal	\$ 8.80	\$ 7,066.40	803	\$ 7,066.40
95	72	L.F. Painted Pavement Markings, Epoxy	\$ 2.86	\$ 205.92	72	\$ 205.92
96	77	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 296.45	83	\$ 319.55
97	1	Ea. Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 1,595.00	1	\$ 1,595.00
98	1	Ea. Furnish and Install Bollard	\$ 550.00	\$ 550.00	1	\$ 550.00
99	93	L.F. Wattle, 9". Furnish, Install, Maintain and Remove	\$ 7.98	\$ 742.14		\$ -
100	140	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,009.40	30	\$ 216.30
101	1	L.S. Light Pole Relocation & Base	\$ 1,430.00	\$ 1,430.00	1	\$ 1,430.00
102	180	L.F. Conduit, PVC, Schedule 40, 1.25"	\$ 5.23	\$ 941.40	176	\$ 920.48
103	36	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 344.52	84	\$ 803.88
104	200	L.F. Conductor, 3/C-#10, Cu, 600 Volts	\$ 2.86	\$ 572.00	194	\$ 554.84
105	216	Ea. Trench, 30" Deep	\$ 4.24	\$ 915.84	219	\$ 928.56
106	1	Ea. Junction Box	\$ 1,639.00	\$ 1,639.00	1	\$ 1,639.00
Subtotal - Division IV				\$ 113,074.90		\$ 112,462.60
Total Original Contract Divisions I, II, III and IV				\$ 1,454,334.23		\$ 1,440,919.86

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
Change Order No. 1						
Addition:						
107	388	SY Additional 12" Subgrade Treatment, with Polymer Grid	\$ 24.18	\$ 9,381.84	388	\$ 9,381.84
108	1	Ea. Adjust Fiber Vault to Grade	\$ 839.50	\$ 839.50	1	\$ 839.50
Total Addition				\$ 10,221.34		\$ 10,221.34
Total Change Order No. 1				\$ 10,221.34		\$ 10,221.34
Net Contract Cost to Date				\$ 1,464,555.57		\$ 1,451,141.20

Payment No.: 8-Final

Value of Work Completed \$ 1,451,141.20

STORED MATERIALS				
Item	Description	No. Units	Unit Cost (Matl. Only)	Total

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 1,451,141.20

Less Retainage 5% \$ 72,557.06

Amount Due This Certificate for Payment \$ 1,378,584.14

Less Previous Estimates \$ 1,377,903.94

AMOUNT DUE THIS ESTIMATE \$ 680.20

Payment Requested by: Steve Harris Construction Inc.
(Contractor)

Nickolas J. Stoos III 6/7/2025, 2025
(signature) (Date)

Payment Recommended by: DGR Engineering

Bryan Wells 6/12, 2025
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

[Signature] 6/16, 2025
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

_____, 2025
(signature) (Date)

CONTRACTOR'S DECLARATION

**For submittal each month with partial payment requests
Must list change order items
Items list and/or proposed prices required**

I hereby declare that I have not, during the period October 17, 2024 through June 15, 2025, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated February 12, 2024 for 2024 WITCC Parking Lot 4 Paving Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: 6/7/2025

Steve Harris Construction Inc.
(Contractor)

By: Nickolas J Stoos AIA
Title: Project Manager

CERTIFICATE FOR PAYMENT

Contractor: Steve Harris Construction Inc.
4793 Fiddler Creek Rd.
Homer, NE 68030

Payment No.: 9 - Final Retainage

DGR Engineering

Project: 2024 WITCC Parking Lot 4 Paving Improvements Project

DGR Project No.: 273068

Owner: Western Iowa Tech Community College

Contract Date: February 12, 2024

For Period From: June 16, 2025 through June 16, 2025

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
Division I - General						
1	1	L.S. Temporary Traffic Control	\$ 3,520.00	\$ 3,520.00	1	\$ 3,520.00
2	1	L.S. SWPPP Management	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
3	1	L.S. Erosion Control	\$ 3,850.00	\$ 3,850.00	1	\$ 3,850.00
4	1	L.S. Mobilization	\$ 51,325.00	\$ 51,325.00	1	\$ 51,325.00
Subtotal - Division I				\$ 59,695.00		\$ 59,695.00
Division II - Parking Lot 4 Improvements						
5	40.8	UNIT Clear and Grub Existing Trees	\$ 110.00	\$ 4,488.00	40.8	\$ 4,488.00
6	2687	C.Y. Excavation, Class 10	\$ 13.20	\$ 35,468.40	2687	\$ 35,468.40
7	7630	S.Y. Subgrade Preparation, 12"	\$ 3.00	\$ 22,890.00	7642	\$ 22,926.00
8	106	L.F. Sanitary Sewer Gravity Main, Trenched, PVC SDR26, 6"	\$ 65.05	\$ 6,895.30	109	\$ 7,090.45
9	104	L.F. Removal of Sanitary Sewer Main	\$ 8.00	\$ 832.00	107	\$ 856.00
10	1	Ea. Connect to Existing Sanitary Sewer Main	\$ 552.95	\$ 552.95	1	\$ 552.95
11	110	L.F. Storm Sewer, Trenched, SS, 15"	\$ 75.85	\$ 8,343.50	108	\$ 8,191.80
12	30	L.F. Storm Sewer, Trenched, SS, 18"	\$ 99.95	\$ 2,998.50	30	\$ 2,998.50
13	264	L.F. Storm Sewer, Trenched, HPPP, 30"	\$ 143.52	\$ 37,889.28	264	\$ 37,889.28
14	404	L.F. Removal of Storm Sewer, ≤27"	\$ 15.00	\$ 6,060.00	404	\$ 6,060.00
15	1	Ea. Manhole, SW-301, 48"	\$ 7,320.10	\$ 7,320.10	1	\$ 7,320.10
16	1	Ea. Intake, SW-545R, 14' Opening	\$ 4,902.90	\$ 4,902.90	1	\$ 4,902.90
17	1	Ea. Manhole Adjustment, Minor	\$ 1,397.24	\$ 1,397.24	1	\$ 1,397.24
18	1	Ea. Remove Sanitary Manhole	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
19	4	Ea. Remove Intake	\$ 750.00	\$ 3,000.00	4	\$ 3,000.00
20	1	L.S. Existing Oil/Sand Separator Access and Cleanout Adjustments	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
21	7297	S.Y. Pavement, PCC, 7"	\$ 59.29	\$ 432,639.13	7329	\$ 434,536.41
22	184	S.F. Removal of Sidewalk	\$ 3.30	\$ 607.20	184	\$ 607.20
23	1835	S.F. Sidewalk, PCC, 6"	\$ 10.25	\$ 18,808.75	1828	\$ 18,737.00
24	5976	S.F. Furnish and Install 1.5-inch Below Grade Rated Insulation Board	\$ 3.00	\$ 17,928.00	3847	\$ 11,541.00
25	6800	S.Y. Pavement Removal	\$ 8.80	\$ 59,840.00	6800	\$ 59,840.00
26	2998	L.F. Painted Pavement Markings, Epoxy	\$ 2.86	\$ 8,574.28	3588	\$ 10,261.68
27	542	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 2,086.70	499	\$ 1,921.15
28	11	Ea. Furnish and Install Handicap Signs/Bollard and Symbol (Permanent Tape Markings)	\$ 1,595.00	\$ 17,545.00	5	\$ 7,975.00
29	746	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 5,953.08		\$ -
30	149	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 1,074.29	20	\$ 144.20

Item No.	Estimated Units	Description	Unit Price	Contract Cost	Completed Units	Value of Work
31	1	L.S. Flume Replacement at Bur Oaks Student Housing Location	\$ 1,000.00	\$ 1,000.00	1	\$ 1,000.00
32	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,892.00	\$ 1,892.00	1	\$ 1,892.00
33	5	Ea. Parking Lot Twin Light Pole & Base	\$ 3,338.50	\$ 16,692.50	5	\$ 16,692.50
34	10	Ea. Parking Lot Fixture	\$ 1,595.00	\$ 15,950.00	10	\$ 15,950.00
35	893	L.F. Conduit, PVC, Schedule 40, 1"	\$ 3.85	\$ 3,438.05	950	\$ 3,657.50
36	1786	L.F. Conduit, PVC, Schedule 40, 2"	\$ 6.88	\$ 12,287.68	1900	\$ 13,072.00
37	576	L.F. Conduit, PVC, Schedule 80, 1.25"	\$ 7.70	\$ 4,435.20	591	\$ 4,550.70
38	72	L.F. Conduit, PVC, Schedule 80, 2"	\$ 9.57	\$ 689.04	78	\$ 746.46
39	684	L.F. Conductor, 2/C-#10, Cu, 600 Volts	\$ 2.20	\$ 1,504.80	650	\$ 1,430.00
40	684	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 2,934.36	650	\$ 2,788.50
41	1541	L.F. Trench, 30" Deep	\$ 4.24	\$ 6,533.84	1541	\$ 6,533.84
42	7	Ea. Junction Box	\$ 1,639.00	\$ 11,473.00	7	\$ 11,473.00
42A	4	Ea. Furnish and Install Bollard	\$ 550.00	\$ 2,200.00	4	\$ 2,200.00
Subtotal - Division II				\$ 791,125.07		\$ 772,691.76
Division III - Ring Road Reconstruction						
43	692	C.Y. Excavation, Class 10	\$ 13.20	\$ 9,134.40	692	\$ 9,134.40
44	3016	S.Y. Subgrade Preparation, 12"	\$ 4.00	\$ 12,064.00	3056	\$ 12,224.00
45	3011	S.Y. Subgrade Treatment, Non-Woven Geotextile	\$ 3.10	\$ 9,334.10	3054	\$ 9,467.40
46	474	C.Y. Subbase, Modified	\$ 66.00	\$ 31,284.00	481	\$ 31,746.00
47	73	L.F. Storm Sewer, Trenched, SS, 15"	\$ 85.93	\$ 6,272.89	73	\$ 6,272.89
48	8	L.F. Storm Sewer, Trenched, RCP, 15"	\$ 152.48	\$ 1,219.84	8	\$ 1,219.84
49	8	L.F. Storm Sewer, Trenched, RCP, 18"	\$ 160.51	\$ 1,284.08	40	\$ 6,420.40
50	63	L.F. Removal of Storm Sewer, ≤27"	\$ 20.00	\$ 1,260.00	95	\$ 1,900.00
51	2	Ea. Connect to Existing Storm Sewer, ≤30"	\$ 1,000.00	\$ 2,000.00	2	\$ 2,000.00
52	1475	L.F. Subdrain, 6"	\$ 18.96	\$ 27,966.00	1475	\$ 27,966.00
53	13	Ea. Subdrain Outlet	\$ 331.03	\$ 4,303.39	13	\$ 4,303.39
54	2	Ea. Intake, SW-501	\$ 4,421.98	\$ 8,843.96	2	\$ 8,843.96
55	3	Ea. Intake, SW-505	\$ 6,384.45	\$ 19,153.35	3	\$ 19,153.35
56	1	Ea. Manhole Adjustment, Minor	\$ 1,374.24	\$ 1,374.24	1	\$ 1,374.24
57	1	Ea. Connect to Existing Manhole	\$ 1,150.00	\$ 1,150.00	1	\$ 1,150.00
58	3	Ea. Remove Intake	\$ 750.00	\$ 2,250.00	3	\$ 2,250.00
59	1	Ea. Reconstruct DW-12 Intake Top	\$ 2,402.90	\$ 2,402.90	1	\$ 2,402.90
60	213	S.Y. Pavement, PCC, 7"	\$ 64.04	\$ 13,640.52	213	\$ 13,640.52
61	2489	S.Y. Pavement, PCC, 8"	\$ 61.08	\$ 152,028.12	2523	\$ 154,104.84
62	261	S.F. Detectable Warnings	\$ 40.18	\$ 10,486.98	261	\$ 10,486.98
63	55	S.Y. Driveway, Paved, PCC, 6"	\$ 50.26	\$ 2,764.30	55	\$ 2,764.30
64	5765	S.F. Removal of Sidewalk	\$ 3.30	\$ 19,024.50	5765	\$ 19,024.50
65	7122	S.F. Sidewalk, PCC, 6"	\$ 10.09	\$ 71,860.98	7122	\$ 71,860.98
66	2682	S.Y. Pavement Removal	\$ 8.80	\$ 23,601.60	2716	\$ 23,900.80
67	180	L.F. Permanent Tape Markings, 4"	\$ 3.85	\$ 693.00	240	\$ 924.00
68	186	L.F. Permanent Tape Markings, 24"	\$ 22.00	\$ 4,092.00	178	\$ 3,916.00
69	4	Ea. Arrow Symbol (Permanent Tape Marking)	\$ 550.00	\$ 2,200.00	8	\$ 4,400.00
70	351	L.F. Wattle, 9", Furnish, Install, Maintain and Remove	\$ 7.98	\$ 2,800.98		\$ -
71	467	L.F. Silt Fence, Furnish, Install, Maintain and Remove	\$ 7.21	\$ 3,367.07		\$ -
72	1	L.S. Remove Light Pole, Pole Base, Conduit and Wiring	\$ 1,419.00	\$ 1,419.00	1	\$ 1,419.00
73	4	Ea. Ring Road Twin Light Pole & Base	\$ 2,304.50	\$ 9,218.00	4	\$ 9,218.00
74	1	Ea. Ring Road Single Light Pole & Base	\$ 2,304.50	\$ 2,304.50	1	\$ 2,304.50
75	9	L.F. Ring Road Fixture	\$ 1,540.00	\$ 13,860.00	9	\$ 13,860.00

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78	800	L.F. Conductor, 4/C-#8, Cu, 600 Volts	\$ 4.29	\$ 3,432.00	793	\$ 3,401.97
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80	2	Ea. Junction Box	\$ 1,639.00	\$ 3,278.00	2	\$ 3,278.00
Subtotal - Division III				\$ 490,439.26		\$ 496,070.50
Division IV - KWIT Parking Lot Improvements						
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83	22	L.F. Storm Sewer, Trenched, PVC, 6"	\$ 95.59	\$ 2,102.98	22	\$ 2,102.98
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Total Original Contract Divisions I, II, III and IV				\$ 1,454,334.23		\$ 1,440,919.86

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Addition:						
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108	1	Ea. Adjust Fiber Vault to Grade	\$ 839.50	\$ 839.50	1	\$ 839.50
Total Addition				\$ 10,221.34		\$ 10,221.34
Total Change Order No. 1				\$ 10,221.34		\$ 10,221.34
Net Contract Cost to Date				\$ 1,464,555.57		\$ 1,451,141.20

Payment No.: 9 - Final Retainage

Value of Work Completed \$ 1,451,141.20

STORED MATERIALS				
Item	Description	No. Units	Unit Cost (Matl. Only)	Total

Total Stored Materials \$ -

Value of Work Completed and Stored Materials \$ 1,451,141.20

Less Retainage 5% \$ 72,557.06

Amount Due This Certificate for Payment \$ 1,378,584.14

Less Previous Estimates \$ 1,378,584.14

AMOUNT DUE THIS ESTIMATE \$ -

AMOUNT RETAINAGE DUE IN 30 DAYS \$ 72,557.06

Payment Requested by: Steve Harris Construction Inc.
(Contractor)

Nickolas J Stoos III 6/7/2025, 2025
(signature) (Date)

Payment Recommended by: DGR Engineering

Bryan Wells 6/12, 2025
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

[Signature] 6/16, 2025
(signature) (Date)

Payment Approved by: Western Iowa Tech Community College
(Owner)

_____, 2025
(signature) (Date)

CONTRACTOR'S DECLARATION

**For submittal each month with partial payment requests
Must list change order items
Items list and/or proposed prices required**

I hereby declare that I have not, during the period June 16, 2025 through June 16, 2025, performed any work, furnished any material, sustained any loss, damage or delay for any reason, including soil conditions encountered or created, or otherwise done anything for which I shall ask, demand, sue for, or claim compensation from Western Iowa Tech Community College, the Owner, or his agents, in addition to the regular items set forth in the contract dated February 12, 2024 for 2024 WITCC Parking Lot 4 Paving Improvements Project executed between myself and the Owner, and in the Change Orders for work issued by the Owner in writing as provided thereunder, except as I hereby make claim for additional compensation and/or extension of time, as set forth on the itemized statement attached hereto.

Date: 6/7/2025

Steve Harris Construction Inc.

(Contractor)

By: Nickolas J Stoos III

Title: Project Manager



June 12, 2025

Mr. Kyle Hueser
Western Iowa Tech Community College
P. O. Box 5199
Sioux City, IA 51102

**Re: 2024 WITCC Parking Lot 4 Paving Improvements Project
DGR File 273068**

Dear Kyle:

The following items for the project referenced above are enclosed:

1. Three copies of Certificate for Payment No. 8-Final for the project referenced above for work completed, from October 17, 2024, through June 15, 2025, are enclosed. Please sign all three copies. Retain one copy for your files, return one copy to DGR for our files, and forward one copy with payment in the amount of \$680.20 to the contractor, Steve Harris Construction Inc.
2. Three Copies of Certificate for Payment No. 9-Final Retainage. Please have all copies signed, retain one copy for your files, return one copy to DGR for our files, and forward one copy with payment for retainage in the amount of \$72,557.06.
3. One copy of Certificate of Contractor and Indemnity Agreement for Steve Harris Construction Inc. with lien waivers for your files.
4. Executed copy of Certificate of Substantial Completion. This marks the beginning of the warranty period starting August 27, 2024.
5. Three copies of Engineer's Statement of Completion and Owner's Acceptance of Contract Construction. Please sign all three copies, retain one for your files, forward one copy to DGR for our files, and forward one copy to the contractor.

The project was constructed in substantial compliance with the provisions of the construction contract and, therefore, DGR recommends the Owner accept the project. The final construction cost of the project was \$1,451,141.20 which is \$3,193.03 or .22% lower than the original contract amount of \$1,454,334.23.

Sincerely,

DGR Engineering

A handwritten signature in blue ink that reads 'Bryan Wells'.

Bryan Wells, P.E.
BNW:tmh

Enclosures

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	Western Iowa Tech Community College	Owner's Contract No.:	N/A
Contractor:	Steve Harris Construction, Inc.	Contractor's Project No.:	N/A
Engineer:	DGR Engineering	Engineer's Project No.:	273068
Project:	2024 WITCC Parking Lot 4 Paving Improvements Project Contract Name:		N/A

This [preliminary] [final] Certificate of Substantial Completion applies to:

All Work The following specified portions of the Work:

8/27/2024

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: [Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]

Amendments to Owner's responsibilities: None As follows

Amendments to Contractor's responsibilities: None As follows:

The following documents are attached to and made a part of this Certificate: *NONE*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<p>EXECUTED BY ENGINEER:</p> <p>By: <u>[Signature]</u> (Authorized signature)</p> <p>Title: <u>Vice-President</u></p> <p>Date: <u>6-9-25</u></p>	<p>RECEIVED:</p> <p>By: <u>[Signature]</u> (Authorized Signature)</p> <p>Title: <u>Director Facilities</u></p> <p>Date: <u>6/9/25</u></p>	<p>RECEIVED:</p> <p>By: <u>Nickolas J Stooa Aded</u> (Authorized)</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>6/10/2025</u></p>
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**ENGINEER'S STATEMENT OF COMPLETION
AND
OWNER'S ACCEPTANCE OF CONTRACT CONSTRUCTION**

TO: Steve Harris Construction, Inc.
P. O. Box 343
Homer, NE 68030-0343

2024 WITCC Parking Lot 4 Paving Improvements
Project
Project Designation

I, the undersigned Engineer of the above designated project, do hereby state that:

1. The construction provided for pursuant to Construction Contract No. N/A, dated February 12, 2024, including all approved amendments and change order, (hereinafter called the "Project") between

Western Iowa Tech Community College ("Owner")
and Steve Harris Construction, Inc. ("Contractor")

has been completed as of 6/7/2025 and to the best of my knowledge, information, and belief, based on observations made during the period of construction, is in substantial compliance with the provisions of the Construction Contract, including all plans, specifications, and drawings, and modifications thereof.

To the best of my knowledge, information, and belief,

2. Defects in workmanship and materials reported during the period of construction of the Project have been corrected.

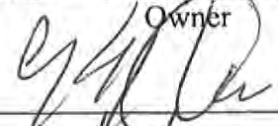
3. The total cost of the project as completed is One Million Four hundred fifty-one thousand One hundred forty-one dollars and 20/100----- dollars \$(1,451,141.20).

4. The Final Inventory attached hereto and made a part hereof is a complete and accurate summary of the work performed in accordance with the Construction Contract.

Accepted:

Western Iowa Tech Community College

DGR Engineering

By 
Date 6/16/25

By 
Title Vice President

Attest _____

Date 6/12/25

**ENGINEER'S STATEMENT OF COMPLETION
AND
OWNER'S ACCEPTANCE OF CONTRACT CONSTRUCTION**

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To the best of my knowledge, information, and belief,

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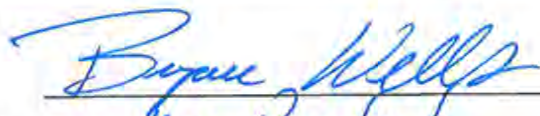
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Western Iowa Tech Community College

DGR Engineering

By 
Date 6/16/25
Attest _____

By 
Title Vice President
Date 6/12/25

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AND
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4. The Final Inventory attached hereto and made a part hereof is a complete and accurate summary of the work performed in accordance with the Construction Contract.

Accepted:

Western Iowa Tech Community College

DGR Engineering

By  Owner

By 

Date 6/16/25

Title Vice President

Attest _____

Date 6/12/25



STEVE HARRIS CONSTRUCTION, INC
 793 Fiddler Creek Rd, Homer Ne, 68030
 Phone: 402-698-2154
 Fax: 402-698-2595
Heavy Civil Constructors Specializing in Concrete
 Licensed in Iowa, South Dakota & Nebraska

RE: Appointment of Agents – Power of Attorney to Whom it May Concern:

I hereby authorize and empower the following individuals to be designated an agent of Steve Harris Construction, Inc. to execute and deliver documents, including but limited to, construction contracts, subcontracts, prime contractor proposals, subcontractor proposals, competitive bids for projects, price quotations or bids for materials, lien releases, and other related agreements, documents, and instruments with governmental authorities (federal, state, county, or local), with general contractors or subcontractors, and with private parties, in the name and on behalf of Steve Harris Construction, Inc.

Nickolas J. Stoos III

Mark Wiener

Lita Hirschman

Angi M Meins, being first duly sworn, disposes and says that she is the Corporate Secretary/Director for Steve Harris Construction, Inc., a Corporation; that is execution of this instrument is the act and deed of the company, that she has read the foregoing document and knows the contents thereof, and that the statements herein are true.

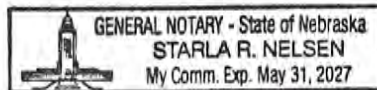
Angi M Meins
 Angi M Meins

Corporate Secretary/Directory

Subscribed and sworn to before me on *July 24, 2023*

Notary

Date



7/24/23

Starla R Nelsen



DATE: July 8, 2025

TO: Dr. Terry Murrell, President

FROM: Troy A. Jasman, Vice President of Finance
and Administrative Services

RE: **CHANGE ORDER #01 FOR 2025 WITCC RING ROAD PAVING IMPROVEMENTS PROJECT**

Background Information

Attached to this memo is change order #01 for the 2025 WITCC Ring Road Paving Improvements Project with Bainbridge Construction LLC of Kingsley, Iowa.

When the College approved to extend the paving project, there are two existing light poles that should be updated to match the current light poles as well as enhancing the durability of the poles. Change Order #1 accounts for this requested change. The contractor will supply the light poles, bases, fixtures and the additional electrical requirements. This change order will increase the amount of the original contract by \$20,624.10.

Administrative Recommendation

It is the Administrative Recommendation that the College approves change order #01 to Bainbridge Construction LLC of Kingsley, Iowa for \$20,624.10 to update two existing light poles along the 2025 Ring Road Paving Improvements Project. The additional funds will come from the Plant Fund.

Change Order



ENGINEERING
 6115 Whispering Creek Drive
 Sioux City, IA 51106
 (712) 266-1554
 Fax: (712) 266-1707

Contractor: Bainbridge Construction LLC.
 202 E 1st Street
 Kingsley, IA 51028

Project No.: 274075

Change Order No.: 1

Project: 2025 WITCC Ring Road
 Paving Improvements Project
 Owner: Western Iowa Tech Community College
 4647 Stone Avenue
 Sioux City, IA 51106

Contract Date: April 4, 2025

Additional cost for electrical items for street extension.
 You are hereby directed to make the following changes in this Contract:

<u>Bid Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
Addition					
45	2	EA	Ring Road Single Light Pole & Base	\$ 4,726.00	\$ 9,452.00
46	2	EA	Ring Road Fixture	\$ 1,290.30	\$ 2,580.60
47	305	LF	Conduit, PVC, Schedule 40, 1.25"	\$ 5.75	\$ 1,753.75
48	198	LF	Conduit, PVC, Schedule 80, 2"	\$ 9.25	\$ 1,831.50
49	305	LF	Conductor, #/C #6, CU 600 Volts	\$ 6.25	\$ 1,906.25
50	1	LS	Additional Bonding and Insurance	\$ 3,100.00	\$ 3,100.00
Total Addition					\$ 20,624.10
Total Change Order No. 1					\$ 20,624.10

Project No.: 274075

Change Order No.: 1

The original Contract Sum was \$ 478,573.55

Net change by previous Change Orders (+ or -) \$ -


The Contract Sum will be **increased** by this Change Order \$ 20,624.10

The New Contract Sum including this Change Order will be \$ 499,197.65

The Contract Time will be increased by (0) Days.

Bainbridge Construction LLC.

Contractor


By:  June 25, 2025

DGR Engineering

By:  6/27, 2025

Western Iowa Tech Community College

Owner

By:  6/27, 2025

WITCC in the News

JUL 25 15

TRIO

<https://www.kwit.org/spm-podcasts/2025-06-13/how-trio-helped-kevin-romo-escape-factory-work-and-build-a-brighter-future>

Babysitting Academy

<https://www.youtube.com/watch?v=kO2ZGEbVpNo>

Verizon Camp

<https://www.siouxlandproud.com/community/local-events/recap-stem-summer-camp-at-western-iowa-tech/>

Honor's List / Grad List

<https://www.chronicletimes.com/stories/student-news,152893>

https://www.yankton.net/life/article_41dd9f61-33cf-497e-886f-a4da1775623b.html

Upward Bound at WITCC

<https://www.kwit.org/news/2025-06-26/high-schoolers-share-their-experience-with-upward-bound-at-witcc>

ALUMNI–

Sarlettes grand marshals for marching band Festival

<https://stevenscountytimes.com/sarlettes-grand-marshals-for-marching-band-festival/>

New Sioux County EMA coordinator, attended WIT

https://www.nwestiowa.com/news/new-sioux-county-ema-coordinator/article_82e2a55d-bfa1-401a-b5a8-880a8faff58b.html

BRIEF REFERENCE–

SCPD Youth Academy, graduation held at WIT

<https://www.siouxlandproud.com/news/local-news/scpd-youth-academy-graduation/>

STUDENT NEWS

WITCC 2025 Spring President's List

SIOUX CITY, IA - Western Iowa Tech Community College (WITCC) is pleased to announce the President's List, full-time students who achieved a 4.0 grade point average during the 2025 spring semester.

Alta: Gabriel McSparran

Cherokee: Adyson Jenness, Hanna Mummert, Hannah Munoz

Cleghorn: Jacyn Jenness

Cushing: Teddy Mummer

Larrabee: Kalexis Hyndman

WITCC 2025 Spring Scholar's List

SIOUX CITY, IA - Western Iowa Tech Community College (WITCC) is pleased to announce the Scholar's List, full-time students who achieved a 3.5-3.99 grade point average during the 2025 spring semester.

Alta: Sabrina Rivera

Cherokee: Madison Bitner, Ava Bouchard, Samantha Eberly, Braxton Krusemark, Kaiden Leeds, Lex Meredith, Cully Mizner-Fundermann, Jeffrey Schuwer, Katie Smith, Dylan Strahmann, Grace Woodall

Cleghorn: Emily Ankenman

Correctionville: Shaelee Baker

Cushing: Gavin Stehr

Holstein: Kaylee Cedeno

Meriden: Stephanie Jenkins

WESTERN IOWA TECH COMMUNITY COLLEGE

Bills to be paid at the Board Meeting July 14, 2025

July 2025

	<u>Operating</u>	<u>Special Federal Funds</u>	<u>Funds Held For Others</u>	<u>Plant Fund</u>	<u>House File</u>	<u>Total</u>
Supplemental Warrants	\$ 76,427.63			\$ 975,146.55	\$ 56,369.20	\$ 1,107,943.38
Total	<u>\$ 76,427.63</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 975,146.55</u>	<u>\$ 56,369.20</u>	<u>\$ 1,107,943.38</u>

WESTERN IOWA TECH COMMUNITY COLLEGE

BILLS TO BE APPROVED AT BOARD MEETING JULY 14, 2025

GENERAL FUND

JULY 2025

<u>Vendor</u>	<u>Amount</u>
IMKO Enterprises	<u>\$ 76,427.63</u>
TOTAL	<u><u>\$ 76,427.63</u></u>

Western Iowa Tech Community College
Board Approval Voucher Detail Report
Plant Fund
7/14/25

<u>CHECK DATE</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
7/15/2025	Bainbridge Construction	\$ 145,364.25	Other Structures & Improv
7/15/2025	Cannon Moss Brygger	\$ 2,490.00	Buildings & fixed equipment
7/15/2025	Dewild Grant Reckert & Associates	\$ 196.50	Professional services
7/15/2025	Dewild Grant Reckert & Associates	\$ 1,676.50	Professional services
7/15/2025	Dewild Grant Reckert & Associates	\$ 33,714.30	Professional services
7/15/2025	Engineering Design Associates	\$ 2,950.00	Professional services
7/15/2025	Engineering Design Associates	\$ 5,225.00	Professional services
7/15/2025	High Point Networks	\$ 60,750.00	Non capital exp & equip <5000
7/15/2025	Maxient LLC	\$ 6,000.00	Non capital exp & equip <5000
7/15/2025	OCLC Inc	\$ 21,781.64	Non capital exp & equip <5000
7/15/2025	OCLC Inc	\$ 1,200.67	Non capital exp & equip <5000
7/15/2025	Riverside Technologies Inc	\$ 2,197.82	Materials and supplies
7/15/2025	Salesforce	\$ 6,717.70	Non capital exp & equip <5000
7/15/2025	Steve Harris Construction	\$ 680.20	Other Structures & Improv
7/15/2025	Steve Harris Construction	\$ 72,557.06	Other Structures & Improv
7/15/2025	Story Construction	\$ 505,521.36	Buildings & fixed equipment
7/15/2025	Thompson Solutions Group	\$ 106,123.55	Buildings & fixed equipment
	TOTAL	<u>\$ 975,146.55</u>	

WESTERN IOWA TECH COMMUNITY COLLEGE

BILLS TO BE APPROVED AT BOARD MEETING JULY 14, 2025

HOUSE FILE

JULY 2025

<u>Vendor</u>	<u>Amount</u>	<u>Description</u>
Seaboard Triumph	\$ 12,369.20	Training Expense
WITCC Community College	\$ 11,000.00	Training Expense
WITCC Community College	\$ 11,000.00	Training Expense
WITCC Community College	\$ 11,000.00	Training Expense
WITCC Community College	\$ 11,000.00	Training Expense
TOTAL	\$ 56,369.20	