

1. **AUTHORIZATIONS:** 15 USC 648, 31 USC 6305, 13 CFR Part 130
2. **OMB UNIFORM ADMINISTRATIVE REQUIREMENTS:** 2 CFR Part 200, 2 CFR Part 215, 2 CFR Part 220, OMB Circular-A-133
3. **U.S. SBA NOTICE OF AWARD TO SFCC NO.** SBAOEDSB250140-01-04
4. **SUBCONTRACTOR:** **Name of College**
ADDRESS: 123 Address
City, NM 12345
(505)123-4567
5. **SBDC SERVICE CENTER DIRECTOR:** xxx
6. **PROJECT/BUDGET/AGREEMENT PERIOD:** January 1 – December 31, 2026
7. **PROGRAM TITLE:** Small Business Development Center (SBDC) Program
8. **AMOUNT OF AWARD:** See Attachment B
9. **APPROVED BUDGET:** See Attachment B
10. **DELIVERABLES:** See Attachment A
11. **DESIGNATED SERVICE AREA:** See Attachment J
12. **THIS AWARD IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:**
- a. The program legislation cited above in Section 1 Authorizations.
 - b. The program regulation cited above in Section 2 OMB Uniform Administrative Requirements.
 - c. SBA Federal Assistance Regulations or Manual issuances in effect as of the beginning date of the budget period.
 - d. SBA Policy Guidelines in effect as of the beginning date of the budget period.
 - e. SBA Administrative Regulations/Guidelines in effect as of the beginning date of the budget period.
 - f. OSBDC Funding Opportunity No. SB-OEDSB-26-001
 - g. Cooperative Agreement No. - SBAOEDSB250140-01-04
 - h. NMSBDC Statewide Network Business Plan and NMSBDC Program Policy and Procedures Manual.

In the event there are conflicting or otherwise inconsistent policies applicable to this cooperative agreement, the above order of precedence shall prevail. The Subcontractor acknowledges acceptance of all terms and conditions upon subcontractor signing this cooperative agreement.

SANTA FE COMMUNITY COLLEGE:

Rebecca K. "Becky" Rowley Ph.D., President

Date

13. **DATE ISSUED:** December xx, 2025

14. **ACCEPTANCE OF AWARD:**

xxx, President/Chancellor/CEO

Date

TABLE OF CONTENTS

SERVICE CENTER COOPERATIVE AGREEMENT SIGNATURE PAGE	Page 1
TABLE OF CONTENTS	Page 2
COOPERATIVE AGREEMENT SECTIONS	Page 2
LIST OF ATTACHMENTS	Page 2
SERVICE CENTER COOPERATIVE AGREEMENT	Pages 3-20
ATTACHMENTS	Pages 21-46

SERVICE CENTER COOPERATIVE AGREEMENT SIGNATURE PAGE	Page 1
TABLE OF CONTENTS	Page 2
COOPERATIVE AGREEMENT SECTIONS	Page 2
LIST OF ATTACHMENTS	Page 2
SERVICE CENTER COOPERATIVE AGREEMENT	Pages 3-20
ATTACHMENTS	Pages 21-46

COOPERATIVE AGREEMENT SECTIONS

1. PROGRAM INTRODUCTION, PURPOSE, OVERSIGHT
2. DESIGNED SERVICE AREA, LOCATION(S), HOURS, CLOSURES, OFFICE REQUIREMENTS, EMERGENCY ACTIONS/POWERS
3. PERSONNEL, PROFESSIONAL DEVELOPMENT, VACANCIES
4. KEY SERVICES
5. COLLABORATION/RELATIONSHIPS
6. CODE of CONDUCT, CONFIDENTIALITY, CONFLICT of INTEREST
7. DISASTER OPERATION PLAN, CYBERSECURITY
8. COMMUNICATION RELATED MATTERS
9. RECORDS
10. ACCOUNTING, PROGRAM INCOME, FINANCIAL REPORTS, PAYMENT
11. NON-TRANSFERABILITY, TERMINATION, CLOSEOUT
12. INCORPORATION OF APPLICABLE PROVISIONS OF PRIME CONTRACT

LIST OF ATTACHMENTS

ATTACHMENT A	DELIVERABLES
ATTACHMENT B	APPROVED BUDGET
ATTACHMENT C	REQUEST FOR REIMBURSEMENT
ATTACHMENT D	PROGRAM INCOME STATEMENT FORM
ATTACHMENT E	REQUEST FOR LINE-ITEM TRANSFER
ATTACHMENT F	SUPPLEMENTAL ALLOCATION REQUEST
ATTACHMENT G	QUARTERLY TIME AND EFFORT REPORT
ATTACHMENT H	NMSBDC INVENTORY SUBMISSION FORM
ATTACHMENT I	CLIENT GROWTH ASSESSMENT
ATTACHMENT J	DESIGNATED SERVICE AREA, LOCATION(S), NORMAL BUSINESS HOURS & ASSISTANCE
ATTACHMENT K	NOT USED
ATTACHMENT L	NOT USED
ATTACHMENT M	CLIENT SURVEY FOR TRAINING
ATTACHMENT N	CODE OF CONDUCT/CONFIDENTIALITY/CONFLICT OF INTEREST FORM SBDC PROGRAM FUNDED STAFF
ATTACHMENT O	CODE OF CONDUCT/CONFIDENTIALITY/CONFLICT OF INTEREST FORM VOLUNTEER
ATTACHMENT P	CODE OF CONDUCT/CONFIDENTIALITY/CONFLICT OF INTEREST FORM PROGRAM PAID TRAINER
ATTACHMENT Q	OUT-OF-STATE/COUNTRY TRAVEL REQUEST
ATTACHMENT R	RELEASE TO DISCLOSE CLIENT INFORMATION TO MEDIA (ENGLISH & SPANISH)
ATTACHMENT S	RELEASE TO DISCLOSE CLIENT INFORMATION TO LENDER
ATTACHMENT T	CLIENT SUCCESS STORY INSTRUCTIONS
ATTACHMENT U	RELEASE TO DISCLOSE CLIENT INFORMATION TO 3 RD PARTY
ATTACHMENT V	QUARTERLY PERSONNEL COSTS
ATTACHMENT W	NOT USED

1. PROGRAM INTRODUCTION, PURPOSE, OVERSIGHT

SBDC Program Introduction

The Small Business Development Centers (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 (four in Texas and five in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and Northern Marianas Islands. As the recipient organization for New Mexico (NM), the Santa Fe Community College (SFCC) NMSBDC Lead Center is responsible for establishing a Network of Service Centers to cover the entire state. The NMSBDC Program links the resources of Federal, state, local and tribal government with the resources of the educational community and the private sector to provide assistance to the small business community. In partnership with the SBA Office of Small Business Development Centers (OSBDC) and the New Mexico SBA District Office, the NMSBDC Program provides technical assistance in the form of counseling, training, informational tools, and other services that enhance the economic development goals and objectives of the SBA, the State of NM and the NMSBDC Program. *(13 CFR Part 130 §130.100) (OSBDC Funding Opportunity CY 2025 p.4-5, 1.2)*

Purpose of this Cooperative Agreement

SFCC is the SBA's SBDC recipient organization for New Mexico. As required by SBA program rules, the NMSBDC Lead Center is the entity established by SFCC to administer and operate the NMSBDC Network. *(OSBDC Funding Opportunity CY 2025 p.4-5, 1.2)*

At the request of the NMSBDC Executive State Director (ESD), SFCC is entering into this cooperative agreement with your institution to establish an SBDC Service Center within your institution to provide technical assistance in the form of counseling and training services to clients of the NMSBDC Program. *(OSBDC Funding Opportunity CY 2025 p. 4-5. 1.2)*

Your institution is authorized by the NMSBDC Lead Center for the period listed on page 1, Item 6, of this cooperative agreement to operate an SBDC Service Center to fulfill the Deliverables as listed in Attachment A. Your SBDC Service Center is part of the NMSBDC Network designed to comply with the SBA's requirement of ensuring that NMSBDC Key Services are readily accessible to small businesses across New Mexico. Under the strategic and program oversight authority of the ESD and the NMSBDC Lead Center, your SBDC Service Center shall deliver professional, high quality, counseling, and training to existing small businesses and pre-venture entrepreneurs using the Diagnostic Business Counseling approach and the Counseling Session Design Team Process. *(15 USC 648, C.2 (a), (b) & (d)) (13 CFR Part 130 § 130.320 a. & 130.330 a) (OSBDC Funding Opportunity CY 2025 p.4-5. b1.2)*

Oversight

The SBA OSBDC is responsible for the general management and oversight of the NMSBDC Program, and a partnership exists between SBA and SFCC for the delivery of assistance to the small business community across the state of New Mexico. *(13 CFR Part 130 § 130.100)*

As the recipient organization, SFCC is required to establish and maintain an SBDC Lead Center. The Lead Center is responsible for establishing an NMSBDC Network for New Mexico and for overall program development, service coordination, financial management, reporting, promotion and public relations, evaluation, assessment, and internal quality control over Program services. *(OSBDC Funding Opportunity CY 2025 p. 4-5, 1.2)*

The NMSBDC Lead Center is located at:
Santa Fe Community College
6401 Richards Avenue, Santa Fe, NM 87508 (505) 428-1362

In accordance with SBDC Program rules, the State Director, Russell Wyrick, referred to in this cooperative agreement as the NMSBDC Executive State Director (ESD), operates and administers the operations of the NMSBDC Program and Network, and has full authority to make budget expenditures under the program's budget as well as to manage NMSBDC Program activities (2 CFR Part 130 §130.340 (c)). As the full-time senior manager, the ESD directs and monitors the program activities and financial affairs of the NMSBDC Network to deliver effective services to the small business community. The ESD is tasked to ensure the NMSBDC's compliance with applicable laws, regulations, OMB circulars and executive orders, implements the SBA/SFCC cooperative agreement and serves as the principal contact point for all matters involving the NMSBDC Network (Russell.wyrick@sfcc.edu). Additionally, there are two Associate State Directors, Martin Gutierrez (martin.gutierrez@sfcc.edu) that manages the SBDC Service Centers at NMACC host institutions and Adriene Gallegos (adriene.gallegos@sfcc.edu) that manages the SBDC Service Centers at NMICC host institutions. (13 CFR Part 130 § 130.350 (a)(b)&(d)) (OSBDC Funding Opportunity CY 2025 p. 30, 5.1.6)

Once the NMSBDC receives its approved budget and program funding from SBA and the State of New Mexico, the ESD has full authority to manage and implement the budget without restrictions from the grant's host entity, including the management and oversight of all statutorily required areas of statewide coverage. (OSBDC Funding Opportunity CY 2025 p 30, 5.1.6)

Your institution or any of your employees shall not apply for a federal, state, or local grant or pursue separate financial support from the Governor, the State of New Mexico Legislature, or any other stakeholder of the NMSBDC program for their SBDC Service Center without written permission from the ESD. (OSBDC Funding Opportunity CY 2025 p.12, 4.1.1.1.m)

The NMSBDC, as an accredited Program, requires the ESD to have full authority to allocate the financial and human resources for setting and achieving the vision and strategic priorities, determining the appropriate organization structure and governance, managing operations in accordance with rules and regulations governing the program, and creating and overseeing the achievement of SBDC Program performance expectations. (Accreditation Standards, 2024, p.6, 1.1) (OSBDC Funding Opportunity CY 2025 p.30, 5.1.6) All SBDC clients are clients of the SBDC Program. Additionally, the NMSBDC Lead Center may survey and contact the following, but not limited to, SBDC clients, volunteers and contractors, partners, SBDC Program funded staff and training attendees.

2. DESIGNATED SERVICE AREA, LOCATION(S), HOURS, CLOSURES, OFFICE REQUIREMENTS, EMERGENCY ACTIONS/POWERS

Designated Service Area

The NMSBDC Program is required to provide services as geographically close as possible to small businesses by using a variety of service delivery mechanisms, including satellite locations, traveling counselors and electronic means, as appropriate. The facilities and staff of each SBDC Service Center are located in places designed to provide maximum accessibility and benefits to the small businesses to which they are designated to serve. (15 USC 648, p.227, C.2.) (OSBDC Funding Opportunity CY 2025 p. 30, 5.1.6) At the request of the ESD, SFCC is entering into this cooperative agreement with your institution to operate a SBDC Service Center to promote and provide SBDC Key Services, which are technical assistance in the form of counseling and training, within your Designated Service Area as listed on Attachment J.

Providing SBDC Key Services Outside Your Designated Service Area

At the request of another NMSBDC Service Center Director and with the permission of the ESD, your SBDC Program funded staff shall be made available to provide collaborative assistance, provided your SBDC Service Center is meeting your Deliverables listed on Attachment A. This assistance can be via phone or other electronic communication to NMSBDC Program clients located within the service areas of other SBDC Service Centers in New Mexico. Measurement outcomes resulting from these collaborative efforts outside of your Designated Service Area shall not be counted towards fulfillment of your institution's Deliverables listed on Attachment A.

The ESD may allow an SBDC to provide advice, information and assistance to small businesses located outside New Mexico, but only to the extent such businesses are located within close geographical proximity to the small business development center, as determined by the SBA Administration. *(15 USC 648, p.226, 3)*

Your SBDC Service Center may provide limited SBDC services to pre venture or in business clients who are members of tribal entities whose sovereign territories cross the New Mexico state line. When possible or appropriate these out of state SBDC clients should be referred to an SBDC Service Center located within their state of residence e.g., Arizona, Colorado, Oklahoma, Utah, and/or Texas. Measurement outcomes resulting from services to out-of-state SBDC clients should be tracked but shall not be counted towards fulfillment of your institution's Deliverables as listed on Attachment A.

Out-of-state/country travel requires prior approval using the Out of State/Country Travel Request (Attachment Q) and must be submitted to the NMSBDC Lead Center no less than 45 days prior to the requested travel date. *(OSBDC Funding Opportunity CY 2025, p.31, 5.1.9.1)*

SBDC Service Center Location(s)

The ESD annually determines the locations for SBDC Service Center and satellite locations in New Mexico to ensure that services are readily accessible to small businesses. Your SBDC Service Center approved location(s) is/are listed on Attachment J. *(13 CFR Part 130 § 130.310 & 320 (a) (b) & (d)) (OSBDC Funding Opportunity CY 2025 p.9, 4.1.1.1)*

Your institution is expected to provide free-of-charge, adequate and accessible facilities for your SBDC Service Center to perform the key services outlined in this cooperative agreement. These facilities should include office space for private and secure one-on-one counseling, a reception/waiting area for clients, bathroom facilities accessible for both clients and SBDC Program funded staff, and any other space as required, along with access to telephones, computers, and internet connections. Your institution is also expected to provide free-of-charge, adequate classroom/conference room space for your SBDC Service Center to provide training/workshop SBDC Program events. If renovations are needed of an existing facility to provide the required SBDC services, then you must obtain advance written approval from the NMSBDC ESD prior to using any SBDC Program funds for these renovations.

In the event your institution does not have free-of-charge space the space must be procured from a third party and all rental agreements must be in accordance with all requirements of *2 CFR 200.465* including being at an "arm's-length" basis and be approved by the ESD. For this purpose, an "arm's-length" lease is one under, which no party to the lease is able to control or substantially influence the actions of the other, such as:

- Divisions within your institution
- Entities under common control through common officers, directors, or members
- A director, trustee, officer, key employee, or immediate family member thereof, either directly or through corporations, trusts or similar arrangements in which they hold a controlling interest.

Your institution is not permitted to open, close or relocate an SBDC Service Center or satellite location(s) without written authorization of the ESD indicating that the NMSBDC Lead Center initiated the location

change and that the SBA Project Officer and the SBA OSBDC Program Manager have approved the change. *(OSBDC Funding Opportunity CY 2025 p.31, 5.1.9.3)*

SBDC Service Center Hours

Your SBDC Service Center shall be open to the public throughout the year during the normal business hours of your institution. Service Centers need to follow host institution policies and keep their assigned NMSBDC Associate State Director (ASD) informed of their work and office status. In addition, provisions shall be made to provide evening and weekend assistance, both in your SBDC Service Center and online, as appropriate to meet local community demands and needs. Your SBDC Service Center's operating hours are listed in Attachment J. *(13 CFR Part 130 § 130.320 (c)) (OSBDC Funding Opportunity CY 2025 p.11, 4.1.1.2.f)* Changes in your institution's normal business hours which will impact the SBDC Service Center's operating hours shall be reported to their assigned ASD as soon as is feasible so that the SBA Project Officer and SBA OSBDC Program Manager can be notified. *(13 CFR Part 130 § 130.330 (c)) (OSBDC Funding Opportunity CY 2025 p.11, 4.1.1.2.f and p.49-50, 8.3.1)*

Anticipated SBDC Service Center Closures

Anticipated closures for your SBDC Service Center location(s) may occur for institution holidays, institution professional development trainings, NMSBDC Network meetings, or NMSBDC Program statewide professional development training activities. The SBA OSBDC requires anticipated closures for SBDC Service Center locations to be included in the SBA/SFCC cooperative agreement. *(13 CFR Part 130, p.520, 130.330 c.) (OSBDC Funding Opportunity CY 2025 p.11, 4.1.1.2.f and p.49-50, 8.3.1)*

Notification of Unplanned SBDC Service Center Closure

Emergency or un-anticipated closure of your SBDC Service Center location(s) shall be reported to their assigned ASD, by email as soon as is feasible, so that the SBA Project Officer and SBA OSBDC Program Manager can be notified by the assigned ASD. *(13 CFR Part 130, p.520, 130.330 c) (OSBDC Funding Opportunity CY 2025 p.11, 4.1.1.2.f and p.49-50, 8.3.1))*

Leaving your SBDC Service Center Unattended for Counseling and Outreach

In order to conduct business counseling and outreach to small businesses within your entire Designated Service Area, your SBDC Program funded staff may temporarily leave your SBDC Service Center unattended during normal business hours. These occasional short-term closures (less than a day), for Key Services and outreach purposes, do not require reporting to their assigned ASD.

Wait Times

When initial client sessions have a pattern of the wait time exceeding one week then the service center director must notify their ASD for wait time evaluation. Staff absences due to leave, illness, etc. are not subject to this requirement. *(OSBDC Funding Opportunity CY 2025 p.9, 4.1.1.2 d)*

SBDC Service Center Office Requirements

SBDC Service Center and satellite locations must have appropriate signage that identifies the facilities as a "Small Business Development Center" and must be clearly visible from the main road and/or parking area. In addition, the SBDC Service Center must display signage featuring both the SBA and the NMSBDC Network logos prominently at all facilities open to the public.

Approved locations must allow space for confidential client counseling and secure storage of any client information temporarily maintained on site prior to uploading into Neoserra. Adequate parking must be available for clients. (OSBDC Funding Opportunity CY 2025 p.30, 5.1)

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 used to provide services to the public in connection with this project must be accessible by persons with disabilities.

Emergency Actions/Powers

Due to state emergency disaster declarations and/or New Mexico Public Health Orders the ESD may modify, on a temporary basis, procedures such as designated service area and hours of operations, to comply with directives and orders.

3. PERSONNEL, PROFESSIONAL DEVELOPMENT, VACANCIES

Personnel

In issuing this agreement, the NMSBDC Lead Center in its capacity of oversight of the SBDC Grant to SFCC hereby agrees to allocate funding for the Personnel line item as shown in the attached budget (Attachment B) for the following position(s) at your institution:

Center Director	- \$ XX,XXX.XX
Business Advisor	- \$ XX,XXX.XX
Business Advisor	- \$ XX,XXX.XX
Administrative Assistant	- \$ XX,XXX.XX

If any positions listed above become vacant covered by the period of this agreement the NMSBDC ESD will conduct a review to determine if the position will continue, change or be discontinued.

Your institution's SBDC Program funded staff are employees of your institution, however their time must be dedicated solely to SBDC grant activities. Additionally, they shall direct all human resource (HR) related questions or concerns regarding themselves or any other employee of your institution in accordance with your institution's established policy regarding chain of command for HR related matters. Your institution's SBDC Program funded staff shall not discuss their human resource questions or concerns regarding themselves or any other employee of your institution, with the SBA, NMSBDC Lead Center Staff, ESD or the host institution leadership of other SBDC Service Centers or their staff.

The following HR actions regarding your SBDC Program funded staff require prior **written approval** of the NMSBDC ESD:

1. Changing the title or job description of your institution's SBDC Program funded staff.
2. Making an offer of employment to an applicant who will be funded through this cooperative agreement or SBDC Program funds.
3. Posting a job vacancy for a position, which will be funded through this cooperative agreement or SBDC Program funds.
4. Increasing the salary or pay rate of your staff funded through this cooperative agreement beyond the personnel budget included this cooperative agreement.
5. Changes in the organizational structure of your SBDC Service Center or reporting line for your SBDC Service Center Director.

Increase in your SBDC Program funded staff compensation including fringe benefits approved by the Legislature and Governor is the sole responsibility of your institution unless the funding is provided to the NMSBDC Program in its appropriation and provided in writing with a modified Attachment B from the ESD. If the allocation of funding for these staff compensation and fringe benefits is approved by the ESD they will be provided to host institutions for their SBDC Program Funded staff normally at least 14 days prior to effective date of any such increases. Additionally, any compensation including fringe benefits increases more than any statewide increase percentage is also the sole responsibility of your institution unless **prior written approval** has been provided by the ESD.

The NMSBDC is an accredited program and is required to identify patterns of employee turnover, which might affect the program's ability to fulfill its mission. If your institution chooses to discontinue the employment of any of your staff funded under this cooperative agreement or if any of your staff funded under this agreement voluntarily choose to discontinue employment, it is requested that your assigned leadership or human resource department provide a generic, non-specific description of the reason for the employee turnover, to the ESD.

It is recommended that your SBDC Service Center Director report directly to the most senior leader of your institution. When not feasible, your Center Director should not be assigned a reporting structure more than two levels below your institution's senior leader.

Professional Development

Your institution must require your SBDC Program funded staff to participate in the NMSBDC Professional Development Program and fulfill program requirements. Additionally, your institution must allow your SBDC Program funded staff to participate in NMSBDC Lead Center sponsored professional development activities in the method determined by the ESD. This includes allowing ESD selected SBDC Program Funded Staff to use AI and related tools that the ESD provides to enhance knowledge, skills, and services to clients.

Vacancies

Any projected vacancy of SBDC Program funded positions must be reported in writing to the assigned ASD within five business days. Any position whose job responsibilities include client counseling must be advertised/listed/posted externally including on the americassbdc.org website. During the hiring process for a permanent replacement for your SBDC Service Center Director position, an SBDC Service Center Director from one of the NMSBDC Service Centers and a staff member from the NMSBDC Lead Center must be allowed to serve on the hiring committee. Hiring of any SBDC Program funded staff requires prior approval of the ESD before an offer of employment is extended to the selected candidate. If the ESD objects to your institution's candidate selection, the ESD shall provide a written copy of the decision to your institution. Your institution should then submit to the ESD one of the remaining qualified candidates according to your institution's policies or conduct a new recruitment process for the position.

4. KEY SERVICES

The Service Center shall be managed by a center director who will have the technical background and experience needed to assist small businesses, analyze their problems and needs, and recommend solutions by providing our key services which are Counseling and Training. In addition, the center director will have the ability to effectively communicate and coordinate the delivery of business development services to individuals and groups of clients and providers of services to provide maximum assistance for entrepreneurs and small businesses in the designated service areas. SBDC Service Centers provide high quality assistance by connecting clients to tools, information, resources, partners, opportunities, support, and education that meets their specific needs and leads to them becoming a skilled entrepreneur with a strong business.

Counseling

SBDC Service Centers provide on a non-fee basis, one-on-one confidential counseling in accordance with the NMSBDC Statewide Business Plan and this agreement. (*OSBDC Funding Opportunity CY 2025 p.24, 5.1.4.1*). All SBDC Service Center Program funded staff are expected to spend a portion of their time in client counseling. While there is variation in service areas and center size it is generally expected that the Center Director will produce between 350-700 counseling hours including prep time and if the Center also has any Advisor positions it is generally expected that each Advisor will produce 550-800 counseling hours including prep time. The balance of time should be spent on travel to clients, client training, professional development, record keeping and outreach to clients, stakeholders, and the community.

It is the responsibility of the Center Director to review the completed Client Survey for Counseling for each client and ensure that any client concerns are addressed in a timely manner.

Training

SBDC Service Centers provide training in accordance with the NMSBDC Statewide Business Plan and (*OSBDC Funding Opportunity CY 2025 p.48, 8.2.16*). SBDC Service Centers may charge reasonable fees to cover program costs associated with training. These fees are considered SBDC Program income and shall be used to expand services and further SBDC Program objectives. All SBDC Program funded staff may be requested by the Network Training Coordinator to assist with instructing statewide online training.

It is the responsibility of the Center Director to review the completed Client Survey for Training (Attachment M) for each attendee and ensure that any attendee concerns are addressed in a timely manner and contact requests for counseling services or additional assistance are acted upon within the requested time.

SBDC Co-hosted Training

Under the direction of the NMSBDC Lead Center, SBDC Service Centers 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 including the Lead Center with SBDC Service Centers is not considered co-hosting. (*OSBDC Funding Opportunity CY 2025 p. 48, 8.2.16.1*) In order for an SBDC Service Center 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 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 event file must also document how the receipts were distributed (*OSBDC Funding Opportunity CY 2025 p. 48, 8.2.16.1*)

Co-hosted training event attendees, which meet the definition of an SBDC Client, are considered clients of the Program and their name, address and telephone number may not be released without the client's written consent as required in the Confidentiality section of this agreement.

Restrictions on Certain Types of Clients

Your institution may not utilize SBDC Program funds or resources to provide counseling services to any concern that:

1. Is other than small.
2. Is based in a foreign country; with the exception of US affiliates or subdivisions of foreign companies can receive services as long as the combined company is still considered "small" under the size standards and are located in New Mexico.

3. Is engaged in any activity that is illegal under federal, New Mexico, or local law or that can reasonably be determined to support or facilitate any activity that is illegal under federal, New Mexico, or local law;
4. Derives more than one-third of its gross annual revenue from legal gambling activities;
5. Presents live performances of a prurient sexual nature or derives more than a de Minimis amount of revenue from the sale of products or services of a prurient sexual nature;
6. The OSBDC has not authorized concerning providing counseling services to entities not organized for profit. The OSBDC has further explained that position stemmed from the fact that the statutory language giving rise to the Agency's grant programs typically states that the purpose of each program is to provide technical assistance to the small business community (or certain specified segments thereof). Upon further review, it is now our (OSBDC) position that the Agency's grant recipients may also, under certain circumstances, provide technical assistance to non-profit organizations.

Where a significant portion of a non-profit organization's activities involve providing aid to small business concerns, we believe it would be permissible for a grant program office to allow its grant recipients to provide counseling or training to such non-profits. Such an action would still result in the provision of technical assistance to small business concerns, albeit in an indirect rather than a direct manner.

There is no express statutory restriction against grant recipients providing indirect assistance to small business concerns in the manner described above. As such, we believe it would be consistent with the terms of the Small Business Act to permit grant recipients to provide technical assistance to small business concerns in the traditional, direct manner as well as by indirectly extending such assistance through means of a "train the trainers" type of approach involving non-profit organizations." (*OSBDC Funding Opportunity CY 2025, p.29, 5.1.5.5*)

Your SBDC Service Center cannot use SBDC Program funds to provide counseling services related to Federal contract, grant, or loan opportunities to individuals or firms that are currently under suspension or debarment by a Federal agency. Training may be provided on these three topics without regard to an individual's suspension or debarment status. Your SBDC Service Center staff is responsible for verifying that entities paid or (where applicable) assisted with SBDC Program funds or SBDC Program resources are not suspended or debarred in order to avoid subsequent disallowance of costs under this cooperative agreement. To determine if an individual or firm is suspended or debarred or have an unresolved debt with a Federal agency, you may consult the System for Award Management (<https://www.sam.gov/>). (*OSBDC Funding Opportunity CY 2025 p.38, 6.4.2*)

5. COLLABORATION/RELATIONSHIPS

The NMSBDC Lead Center is required to maximize the Network's efforts to leverage SBA funding by working in conjunction with the SBA District Office and other Federal, state, local and tribal government small business development programs. This includes SBA resource partners such as SCORE, Women's Business Centers (WESST in New Mexico) and the Veterans Business Outreach Centers (VBOC) as well as SBA Community Navigators, 7(j) Technical Assistance providers, Small Business Investment Companies, U.S. Export Assistance Centers, Certified Development Companies, and SBA lenders; universities, colleges, other institutions of higher education; and private organizations such as chambers of commerce and trade and industry groups and associations (*OSBDC Funding Opportunity CY 2025 p.28, 5.1.5 and p.31, 5.2.2*) While collaboration is encouraged, your SBDC Service Center shall not provide a letter of support for any federal, state, or local grant without written permission from the ESD.

Collaboration/Relationships with SBA Resource Partners

Under the direction of the NMSBDC Lead Center, SBDC Service Centers shall participate in collaborative efforts with SBA Resource Partners including co-counseling, remote co-counseling, co-hosted training, client referrals, and shared professional development training. (*OSBDC Funding Opportunity CY 2025 p 28, 5, 1.5*)

The SBA requires SBDC programs to avoid duplication of training efforts. If an SBA Resource Partner office is located within your SBDC Service Center's Designated Service Area, your Center Director should meet with the leadership of the SBA Resource Partner office each year and seek to coordinate SBDC client training offerings so that they do not overlap or duplicate partner offerings. When possible, your SBDC Service Center Director shall seek to establish co-hosted trainings with SBA Resource Partners located within your center's Designated Service Area. (*OSBDC Funding Opportunity CY 2025 p.48, 8.2.16*) SBDC programs are required to support the Entrepreneurship track of the Department of Defense's Transition Assistance Program known as Boots to Business. Under the direction of the NMSBDC Lead Center, your SBDC Service Center shall actively participate in Boots to Business offerings hosted by the New Mexico VBOC within your center's Designated Service Area. (*OSBDC Funding Opportunity CY 2025 p.48, 8.2.17*)

New Mexico SBDC Service Centers shall allow employees of the New Mexico VBOC and WESST, or volunteers of the New Mexico SCORE chapters, to attend training offered by your SBDC Service Center at no charge. SBDC Service Centers may charge these SBA Resource Partners for the actual cost of the attendee workbook if it is required to be purchased from a third party. In turn, your SBDC Program funded staff are encouraged to participate in training offerings from the New Mexico VBOC or WESST programs, or the New Mexico SCORE chapters who have agreed to allow your staff funded through this cooperative agreement to attend their training offerings at no charge. The actual cost of attendee workbooks for these training offerings is an allowable cost for your SBDC Program staff funded under this cooperative agreement. Prior to implementation of collaborative initiatives, such as co-sponsored and/or co-hosted training events, actions or activities with SBA Resource Partners Service Center Directors should inform their assigned ASD of the initiative(s).

Collaboration and Relationship with SBA

The SBDC program for the state of New Mexico is established through a cooperative agreement between SFCC and the SBA. Whereas SFCC is the Small Business Administration's SBDC recipient organization for New Mexico, your institution's relationship to the SBDC Program is as a subcontractor of SFCC. Therefore, there is no direct relationship between a SBDC Service Center and the SBA, only with SFCC and the NMSBDC Lead Center. However, your institution must comply with all SBA program rules, federal grant guidelines and laws.

Neither the SBA logo nor the acknowledgment of support statement may be used in connection with activities outside the scope of this program. Under no circumstances may the SBA logo or acknowledgement of support statement appear on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, services, entity or individual.

SBA Office of Small Business Development Centers (OSBDC)

The NMSBDC Lead Center is under the grant authority of the SBA OSBDC located in Washington DC and SBDC Service Centers have no direct relationship with the OSBDC. Oversight from the OSBDC may require contact with your SBDC Service Center as coordinated with the NMSBDC Lead Center.

Under the direction of the NMSBDC Lead Center, SBDC Service Centers shall assist the SBA in promoting and recruiting participants for SBA co-sponsored events. (*OSBDC Funding Opportunity CY 2025 p.28, 5.1.5 and p.44 8.2.3*)

SBA District Office

The SBA NM District Office conducts delegated grant monitoring activities of the NMSBDC Program on behalf of the SBA OSBDC in Washington D.C.

While the NMSBDC Program is not under the authority of the SBA NM District Office, the NMSBDC Program is required to work in conjunction with the SBA NM District Office to support them in accomplishing the SBA's strategic priorities.

When requested to do so by the NMSBDC Lead Center, your SBDC Program funded staff shall work collaboratively with the SBA NM District Office on SBA initiatives. Your SBDC Service Center shall notify their assigned ASD within one duty day of any request for support from the SBA NM District Office and shall obtain written authorization from the ESD prior to expending time or financial resources on an SBA NM District Office initiative. If needed, additional financial resources may be provided by the ESD to support preapproved SBA initiatives.

Collaboration with ASBDC

America's SBDC (ASBDC) is the association that represents America's nationwide network of Small Business Development Centers. The NMSBDC Lead Center is a paying member of the ASBDC. As an SBDC Service Center, your SBDC Program funded staff may use the resources offered by the ASBDC, and resources located on the ASBDC membership page <https://americassbdc.org/members/>.

The ESD selects SBDC Program Funded Staff to participate in ASBDC activities (i.e., events, committees, interest groups) as is determined appropriate. SBDC Program Staff are not authorized to participate in ASBDC activities without prior written approval of the ESD. SBDC Program Funded Staff desiring to volunteer or participate in ASBDC activities may request ESD approval by sending a written request to their Assigned ASD for consideration. SBDC Program Funded Staff selected for participation in ASBDC activities will have a responsibility for sharing activity information with the Lead Center staff.

6. CODE of CONDUCT, CONFIDENTIALITY, CONFLICT of INTEREST

Code of Conduct

Your institution and your SBDC Program funded staff must avoid engaging in any actions that may harm the integrity of the NMSBDC Program. The SBA requires that SBDC Programs have a written policy with enforceable elements, which safeguards the SBDC Program. If it is identified by the ESD or SBA OSBDC that any of your SBDC Program funded staff, volunteer and/or program paid trainer have violated the NMSBDC's Code of Conduct/Confidentiality/Conflict of Interest Forms (Attachments N,O, and P), SBA client confidentiality rules, have engaged in conduct reflecting a material lack of business integrity or honesty, have engaged in conduct resulting in a criminal conviction or civil judgment which would cause the public to question the SBDC's business integrity, or have an actual or apparent conflict of interest, your institution is required to take action. The action your institution must take is to remove them from involvement in this project. (*OSBDC Funding Opportunity CY 2025 p. 51, 8.3.5*) (*13 CFR Part 130 § 130.700*)

As required by the SBA if the Program funded staff, volunteer, and/or program paid trainer as identified above is not removed from all involvement with the project any of the following actions may be taken by the NM Lead Center at the direction of the ESD. Possible actions include removing their access to NMSBDC Program tools or resources, listing them as ineligible for travel funding related to participating in NMSBDC Program statewide meetings or professional development activities, removing their access to the NMSBDC Program client database, listing them as ineligible to be paid out of NMSBDC grant funds, defunding the position from this cooperative agreement and/or cancellation or non-renewal of this cooperative agreement with your institution.

Confidentiality

Except where a client consents in writing or as directed by SBA per statute (15 U.S.C. § 648(a) (7)), SBDC Service Centers are not permitted to disclose any client information to a third party (or share such information with other units of your institution). In addition, your institution's staff cannot disclose a client's name, address, or telephone number to any party (including SBA), except where:

1. the client consents in writing (Release to Disclose Client Information Attachment R, S or U); or

2. a court orders such disclosure; or
3. SBA determines it is necessary for the purpose of conducting financial examinations or client surveys, or where other SBA products, services and/or programs could benefit the client or small business.
4. However, SBA is also allowed access to client data for obtaining program activity information or conducting client surveys. For clients who have responded “yes” to Question 12 Part I of SBA Counseling Information Form 641. (*OSBDC Funding Opportunity CY 2025 p.22, 4.4.2*)

To the extent allowable by the New Mexico Tort Claims Act, Section 41-4-1 et seq. NMSA 1978, each party hereto agrees to be responsible and assume liability for its own wrongful or negligent acts or omissions, or those of its officers, agents, or employees to the full extent required by law, and agrees to hold the other party harmless from any such liability.

Due to confidentiality requirements SBDC Service Center Program funded staff when using Zoom for client counseling and training shall only use provided NMSBDC Zoom accounts.

Conflict of Interest

The NMSBDC Program is required to have a written conflict of interest policy that is signed by all employees, consultants, instructors, and volunteers of the SBDC Program. The policy is required to include enforceable elements safeguarding the SBDC Program from actual or apparent conflicts in accordance with 2 C.F.R. § 2701.112. (*OSBDC Funding Opportunity CY 2025 p.51, 8.3.5*) The NMSBDC Program policy is included in Attachments N, O and P, which addresses the entire calendar year.

2 C.F.R. § 2701.112 stipulates:

1. Where an employee or contractor of a non-Federal entity providing assistance under an SBA award also provides services in exchange for pay in her or his private capacity, that employee or contractor may not accept as a client for her or his private services any individual or firm she or he assists under an SBA award.
2. No non-Federal entity providing assistance under an SBA award (nor any sub recipient, employee, or contractor of such an entity) may give preferential treatment to any client referred to it by an organization with which it has a financial, business, or other relationship.
3. Except where otherwise provided for by law, no non-Federal entity may seek or accept an equity stake in any firm it assists under the auspices of an SBA award. Additionally, no principal, officer, employee, or contractor of such an entity (nor any of their Close or Secondary Relatives as those terms are defined by 13 CFR 108.50) may seek or accept an equity stake or paid position in any firm the entity assists under an SBA award.

Your institution must avoid both organizational and individual conflicts of interest and your SBDC Service Center may not assist clients with whom it or its principals have business relationships, or in which it or its principals hold financial interests, whether based on debt or equity in accordance with the principles identified in 2 C.F.R. § 2701.112. Furthermore, your institution must not permit your employees or agents to assist clients in which they or their immediate family members have financial interests. Your institution, principals, employees, and agents also must not take advantage of any involvement in the SBDC Program to direct or refer clients to outside business endeavors in which they or their immediate family members have financial interests. (*OSBDC Funding Opportunity CY 2025 p.51, 8.3.5*)

7. DISASTER OPERATION PLAN, CYBERSECURITY

The SBA requires that each Service Center 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. 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.

Your Service Center should maintain awareness of your institutions cybersecurity policies and follow them. In the event of a known data breach of SBDC client data or a cybersecurity breach at your host institution which would potentially compromise computers used to access SBDC client data, your institution will notify the NMSBDC Database Analyst as soon as possible. Service Centers should be on the alert for potential phishing attempts and should not provide their Neoserra username or password to the Lead Center, SBA or any third-party. Additionally, every SBDC Program funded staff must change their Neoserra password at least quarterly and ensure the password is unique and that the password is not used as a password for any other sites.

Notification of cybersecurity breaches or Neoserra access phishing attempts should be provided immediately upon awareness of said breach. Please promptly report cybersecurity breaches or Neoserra access phishing attempts to:

NMSBDC Lead Center
Julianna Gutierrez, NMSBDC Database Analyst
6401 Richards Avenue
Santa Fe, NM 87508
(505) 428-1589, e-mail: julianna.gutierrez@sfcc.edu

The NMSBDC Lead Center requires access to all usernames and passwords of any social media or email marketing accounts associated with the NMSBDC Program or your SBDC Service Center and all administrative access/rights necessary to change passwords for these accounts, lock out all users authorized or unauthorized in an attempt to secure the platform, integrity of the program and your institution.

8. COMMUNICATION RELATED MATTERS

SBDC Program Matters

Your institution is required to inform your SBDC Program funded staff of their duty to report all concerns, issues, or matters pertaining to potential SBDC Program violations, the mistreatment or discrimination of SBDC clients to the ESD.

Your SBDC Service Center shall comply with 13 CFR parts 112, 113 and 117, which require that no person shall be excluded on the grounds of age, color, handicap, marital status, national origin, race, religion, or sex from participation in, be denied that benefits of, or otherwise be subjected to discrimination under, any program or activity for which the recipient organization received Federal financial assistance from the SBA. Your SBDC Program funded staff is obligated to report all instances of fraud, waste, or abuse related to the SBDC Program to the ESD. If, in their view, the ESD does not satisfactorily address the allegations of fraud, waste or abuse they should report the matter as indicated below. (*Core Award Terms and Conditions, 2025, p.1, 2e*)

Rachel Karton rachel.newman-karton@sba.gov
U.S. Small Business Development Centers
409 Third Street; SW, 6th Floor
Washington, DC 20416
(202) 619-1816

If still not satisfied they should report the matter to the SBA Office of Inspector General via the online complaint submission system or the Fraud, Waste, and Abuse Hotline at 1-800-767-0385 or via mail at Office of Inspector General, ATTN: Hotline, 409 3rd Street, S.W., Suite 7150, Washington, D.C. 20416.

SBDC Marketing and Promotional Matters

SBDC Service Centers are expected to participate in promoting the SBDC Program and SBDC Key Services within your Designated Service Area as listed on Attachment J in alignment with the NMSBDC Statewide Business Plan and the direction of the NMSBDC Lead Center.

The SBA has specific restrictions and guidance concerning the use of the SBA logo, SBA disclaimer verbiage, promotional expenses and the use of client emails and contact information. Service Centers are required to use the approved templates which are located on the NMSBDC Intranet when communicating with the public on printed materials and/or online materials including websites and any social media platforms.

The following actions regarding promotion/branding of the NMSBDC Program or your SBDC Service Center require the prior approval of their assigned ASD:

1. purchasing any advertising or promotional services.
2. purchasing or creating items for marketing purposes (e.g., signs, banners, etc.).
3. the creation, use or alteration of any business and/or rack cards, brochures for your SBDC Program funded staff.
4. releasing NMSBDC or SBDC Service Center measurement outcomes in printed or digital format.
5. developing and/or establishing any website, website pages, social media or email marketing accounts associated with the NMSBDC Program or your SBDC Service Center.

SBDC Service Centers may not purchase promotional items with funds allocated through this agreement and/or Program Income. Promotional items are objects such as gifts, memorabilia, awards, mugs, clothing, pens, notebooks, etc. and any other like items. SBDC Service Center Directors may send requests for promotional items to their assigned ASD for consideration to be purchased by the Lead Center.

9. RECORDS

SBDC Service Center Records

Your institution must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial and/or programmatic and/or legal compliance audit or examination of your SBDC Service Center. You must make these records available to the NMSBDC Lead Center, SBA, its agents, its Office of Inspector General, and/or Federal investigators on demand within a reasonable amount of time during regular business hours and provide them with unrestricted access to review and make copies of all products, materials, and data, including those prepared or stored electronically. (*OSBDC Funding Opportunity CY 2025 p.37 6.4*)

At a minimum, your SBDC Program must maintain the following Program records:

1. The signed time and effort of your employees whose salaries are charged to this cooperative agreement, with sufficient detail to substantiate the claimed percentage of work performed in support of this project was 100%. (Quarterly Time and Effort Report Attachment G)
2. Your annual Single Audit (A-133) and general ledgers. All audit findings must be reported to the NMSBDC Lead Center within 30 days of the completed audit.

3. Copies of receipts, invoices, contracts, leases, and other supporting documentation for all expenses paid with SBDC Program funds including federal, state match and program income.
4. Copies of checks, receipts, and other supporting documentation for all expenses and SBDC Program income related to this cooperative agreement.
5. 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 and requirements in this cooperative agreement.

Program records may be kept in hard copy or electronic form and must be retained for no less than four years and three months from the ending date of this cooperative agreement, unless notified by the NMSBDC Lead Center that the Program grant retention period has been extended (2 CFR 200-332). Your SBDC Service Center shall not create or alter any NMSBDC Program form.

Counseling

Each counselor is provided an account in the Outreach Systems Neoserra database to document client information, counselor information, professional development activities, and an annually updated copy of their resume. The **ONLY** approved storage location for client information including client names, contact information, files or records is in the Outreach Systems Neoserra database (referred to as Neoserra).

The SBDC Service Center is responsible for reporting all business counseling activity utilizing the NMSBDC Program's management information system software Neoserra. **Prior to commencement of any business counseling** the SBDC Service Center shall require each business or individual requesting assistance to complete the SBA Counseling Information Form (SBA Form 641) through <https://nmsbdc.ecenterdirect.com> including their digital signature, or verify that the client has previously signed the SBA Form 641 and is attached to the client file. If multiple people participate from one business, only one person will complete SBA Form 641. The counselor will note how many people were in attendance so the number of people served can be tracked. This will only be collected on the initial SBA Form 641. (*OSBDC Funding Opportunity CY 2025 p.38 6.4.1*)

All NMSBDC Service Centers are required to have all clients register for counseling through <https://nmsbdc.ecenterdirect.com>. If a client cannot access the internet, the Service Center can guide the client to register through eCenter Direct using a laptop or client phone or download a paper SBA Form 641 from www.sba.gov, and complete it, have the client sign it, and then the Service Center uploads the SBA Form 641 to Neoserra and then shreds the paper copy.

Your SBDC Service Centers Director must ensure that new sign-ups received through [ecenterdirect.com](https://nmsbdc.ecenterdirect.com) are contacted no later than the next duty day regarding their request for SBDC services. Additionally, new clients should be seen for an initial session normally within 10 working days of their sign-up.

The SBDC Service Center shall fully document all business counseling using Neoserra for initial and each subsequent client business counseling session no later than the end of the next duty day. The SBDC Service Center shall maintain individual files in an electronic format on each business counseling client in Neoserra, including detailed counseling session notes sufficient to demonstrate how impacts are reasonable, and fair based on the services rendered and documentation necessary to provide a clear audit trail of all counseling sessions.

All economic impact associated with WIG 1 Program measures must be captured on the client signed Client Growth Assessment (Attachment I) and must be attached to the specific corresponding milestone or capital funding in Neoserra. Milestones and capital funding entered into Neoserra without a corresponding Client Growth Assessment will be marked as non-reportable by the NMSBDC Lead Center and will not be reported to the SBA nor count towards the SBDC Service Center's Deliverables.

Training Records

The SBDC Service Center shall require each business or individual requesting training assistance to register online through <https://nmsbdc.ecenterdirect.com/events> and complete the SBA Counseling Information Form

(SBA Form 641) including their digital signature in order to become a client or verify if they already have a signed SBA Form 641 in their client file. If an individual shows up for an in-person training that they have not registered for and wish to become a client, they can register for the training in ecenter and complete the SBA Form 641 or complete and sign a paper 641. If a paper copy is completed, then the Service Center uploads the SBA Form 641 to Neoserra and shreds the paper copy. If multiple people from the same business or prospective business attend a training all may be counted as attendees; however, only one can be entered as a client and the rest as contacts under that client record.

To ensure accurate reporting and compliance with program requirements all required documentation must be attached to each training event record and the status indicated as closed by the Service Center no later than the end of the fifth working day after the training event.

Required Documentation:

- Completed SBA Form 888 with the assigned ASD signature, and
- Advertisement of the training event describing the program content on the NMSBDC template, and
- Training event attendee report for online events or the attendance sign-in sheet for in-person events, and
- Completed Client Survey for Training (Attachment M) for each attendee,
- Additionally, verify that trainers have a current signed NMSBDC Code of Conduct/Confidentiality/Conflict of Interest form on file within their counselor record

Financial Records

The General Ledgers of all accounts, files, and records of the SBDC Service Center, which are applicable to this cooperative agreement, shall at all reasonable times be available for inspection, review and audit by NMSBDC Lead Center, SBA, SFCC or SFCC's Federal or State Cognizant Audit Agency in accordance with the Uniform Administrative Regulations.

10. ACCOUNTING, PROGRAM INCOME, FINANCIAL REPORTS, PAYMENT

Accounting

Your institution must establish and maintain separate identifiable accounts for 1) Federal funds, 2) State matching funds and 3) Program Income. SBA requires the ability to obtain separate reporting information on how all federal, state matching funds and program income have been expended. All funds allocated under this cooperative agreement, including all matching and program income funds, are subject to Federal laws and SBA guidelines.

Any budget revision requests between line-item cost categories as outlined on the SBDC Service Center's Approved Budget (Attachment B) in this cooperative agreement must be submitted on Request for Line-Item Transfer (Attachment E) and require prior approval from their assigned ASD, the Principal Accountant and the ESD.

If the SBDC Service Center receives a refund of their program funds previously paid under this program, it must be immediately reported to the assigned ASD and the Principal Accountant for the remedy, regardless if the program period has ended. The remedy will be provided to your institution in writing and must be followed.

Cost incurred in excess of this cooperative agreement or deemed unallowable by the NMSBDC Lead Center shall not be reimbursed and are the sole responsibility of your institution. Use of Program funds for the payment of per diem, lodging, meals or other subsistence expenses associated with local travel (within a 50-mile circumference of the center) are not allowable, however, Program funds may be used to pay transportation expenses (mileage) for local travel not to exceed Federal allowable amounts. If the Service Center Director would like to expend Program Funds (including Program Income) for meals, snacks and/or

beverages for attendees at training and other events then a written request must be submitted to their assigned ASD at least 30 days prior to the event to allow for review, approval and/or denial. Program funds including Program Income may not be used for the cost of alcoholic beverages. (2 CFR 200.323) Indirect or institutional charges may not be charged to this cooperative agreement. Direct charges for appropriate and customary services that are allowable, allocable, and reasonable may be permitted as determined by the ESD and the SBA. Any attempt to reclassify indirect or institutional charges as direct charges is not permitted. If SFCC, State or SBA rule through audit exception or some other appropriate means that expenditures from funds allocated to your institution for direct costs, were not made in compliance with regulations or this cooperative agreement, your institution shall reimburse the amount of any expenditure disallowed.

Your SBDC Service Center Director is to have complete control of the center's budget, hence your institution must allow your SBDC Service Center Director to execute their program budget and expenditures in accordance with their Approved Budget (Attachment B) subject to all Federal laws and regulations and the terms of the SBDC grant and this cooperative agreement. Your institution shall not pressure or encourage personnel performing under this cooperative agreement to incur additional cost in an effort to use unexpended funds that resulted from a planned expenditure that did not occur such as a personnel vacancy.

If your Center uses Program funds including Program Income during the Program Year to purchase equipment or controlled supplies of higher dollar value and high potential for loss such as computers, etc., you must complete and submit NMSBDC Inventory Submission Form (Attachment H) to the Database Analyst at julianna.gutierrez@sfcc.edu. (OSBDC Funding Opportunity CY 2025 p. 15, 4.1.2.3 d & e) (2 C.F.R. § 200.313(d))

The SBDC Service Center shall not have Federal cash balances which earn interest. Accrued leave charged to the allocated funding in this cooperative agreement are required to comply with 2 CFR part 200.431.

Program Income

Program Income is gross income earned by a Service Center that is directly generated by an activity supported with project funds or earned as a result of the award and once received are treated as Federal funds. All non-federal, SBDC revenues received from any source under the auspices of this program, except as defined by 2 CFR 200.80, are considered to be Program Income and subject to the same rules and regulations contained herein. 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 should occur annually and are subject to OMB Uniform Guidance and SBDC program rules and requirements as set forth in 13 C.F.R. § 130.480. All Program Income as defined in 2 CFR 200.80 and 2 CFR 200.307, shall be reported to the NMSBDC Lead Center using the Program Income Statement (Attachment D). Program Income balances planned expenditures should be discussed with the assigned ASD.

Your institution shall establish a separately identifiable program income account to facilitate financial reporting. By SBA requirements, all Program Income and Program Income account expenditures must be accounted for separately from the regular SBDC Service Center's SBDC federal and state match accounts and must carry forward if a new cooperative agreement is provided for the next calendar year. If an agreement is not offered for the forthcoming year, then disposition of any Program Income must be made in accordance with the closeout procedures outlined in Section 11.

Financial Reports and Payment

The type, frequency and number of total technical reports required are subject to change, as determined by the ESD. SBDC Service Centers will be notified in writing of any such changes and any additional reporting requirements/forms will be provided by the NMSBDC Lead Center, as necessary.

Your institution shall, following the commencement of work and Deliverables (Attachment A), submit a Request for Reimbursement (Attachment C) on a quarterly basis to SFCC for payment of costs incurred during the

preceding quarter. The quarterly financial reports will consist of a Request for Reimbursement (Attachment C) signed and dated by both the Center Director and the Host Institution's Financial Officer, Program Income Statement (Attachment D) signed and dated by both the Center Director and the Host Institution's Financial Officer, Quarterly Time and Effort Report (Attachment G) for each individual charged to the grant signed and dated by both that individual and their supervisor, and Quarterly Personnel Costs (Attachment V) signed and dated by both the Center Director and the Host's Institution Finance Officer. Follow Attachment A and Attachment T for the required Success Stories submission.

Appropriate backup documentation on individual expenditures during the quarter must be provided to support the Request for Reimbursement (Attachment C) and the Program Income Statement (Attachment D). All financial reports and backup documentation should be submitted within 30 days of the close of each quarter to: invoices@sfcc.edu for reimbursement. This backup documentation must include, but not be limited to, supporting General Ledger reports that completely correspond to the amounts shown on the Request for Reimbursement and show the detailed transactions for the period in question. The NMSBDC Lead Center reserves the right to request further documentation as necessary to ensure that all expenditures in both accounts are in full compliance with SBDC Program rules as well as State and Federal law. The Program Income Statement must clearly show all income into the account and match training event(s) reported on all SBA Form 888's for the period of the statement in Neoserra or explain any differences. The Program Income Statement must clearly show all program income account expenditures and match the General Ledger reports for the period and include a detailed description of said expenditures on the Program Income Statement.

Complete all the information on the Quarterly Personnel Costs (Attachment V) with the exact Salary Compensation and the Fringe Benefits paid for each employee for the period being invoiced. This report must coincide with the Request for Reimbursement and General Ledgers submitted for the period. Please note that any differences may result in delay of reimbursement.

Once the quarterly Attachments C, D, G, and V are drafted send the draft to the assigned ASD normally within 15 calendar days of the quarter end date for their review and feedback. Use the feedback provided to ensure the accuracy and completeness of the attachments before submittal. Any corrections to previously submitted financial reports and backup documentation, problems, and/or questions relating to payment under this agreement should be directed promptly to the assigned ASD (listed on page 4) and to the NMSBDC Principal Accountant.

Payments for performance under this cooperative agreement shall be made by SFCC to your institution on a cost-reimbursement basis, upon receipt of deliverables as listed on Attachment A, when approved by the assigned ASD, Principal Accountant, the ESD and SFCC. Any payments shall be made in accordance with the Approved Budget (Attachment B) and/or any subsequent revised approved budgets for the period.

Pursuant to OMB Circular A-129 (Policies for Federal Credit Program), no Federal funds may be awarded to an organization, which is delinquent on repayment of a Federal debt. Your institution certifies by acceptance of this cooperative agreement that it is not currently suspended or debarred by any Federal agency or other government entity and is not delinquent on the repayment of any Federal debt.

Litigation costs whether they are civil, criminal, or administrative are not permitted to be charged to the SBDC Program. No SBDC Program funds may be used to cover costs related to liabilities arising under this program.

11. NON-TRANSFERABILITY, TERMINATION, PROJECT CLOSEOUT

Non-Transferability

This cooperative agreement may not be transferred or assigned (either in whole or in part) without prior written approval from the ESD and SFCC. Additionally, no interest in this cooperative agreement may be conferred upon a third party and the cooperative agreement may not be pledged as collateral or security. (*Core Award Terms and Conditions, 2025, p.2, 6*)

Your institution entering into contracts or a memorandum of understanding involving the SBDC Program requires prior approval from the ESD.

Termination/Suspension/Enforcement

This cooperative agreement is for the Project period as stated on page 1. During the period of this cooperative agreement, if your institution materially fails to comply with the terms and conditions of this agreement, or with any requirement imposed by statute, regulation, executive order, or other source of law or policy, ESD, SFCC or the SBA will take whatever enforcement measures deemed appropriate to remedy that non-compliance, up to immediate termination of this agreement. If your institution chooses to terminate their involvement in the SBDC Program your institution must provide written notification 45 days in advance of that intent to the ESD so that the SBA can be notified and approve of the closure. Your institution must continue to operate their SBDC Service Center until authorization to close the Service Center is obtained from the SBA.

Project Closeout

At the end of this cooperative agreement and if a new cooperative agreement has not been offered by SFCC and fully executed, this cooperative agreement will cease, and your institution may not incur any new reimbursable expenses. Your institution must submit its final performance and financial reports and its final request for payment within 60 calendar days of the cooperative agreement end date. If your institution does not submit its final payment requests within 60 days of the cooperative agreement end date, all remaining, undisbursed program funds will be de-obligated and will no longer be available to your institution.

If your institution has not received a new cooperative agreement, your institution must include a list of all equipment purchased with SBDC Program funds along with final performance and financial reports. That list must describe each piece of equipment and identify its purchase price, the percentage of that purchase price paid with SBDC program funds, and its current, depreciated value. Your institution must follow the instructions of the NMSBDC Lead Center on how to transfer/dispose of that equipment. Where your institution has unexpended program income remaining at the end date of this program award, your institution must remit that money as determined by the NMSBDC Lead Center.

Where the ESD has designated another organization as successor for the purposes of providing SBDC services in the Designated Service Area, your institution must turn over all the equipment, materials (including top-level domains, social media platforms and web content), and remaining office supplies, computers, peripherals and computer supplies purchased with SBDC program funds, client files, as well as all program records, to the successor designated in accordance with procedures and timeline provided by the NMSBDC Lead Center. Your institution must make a good faith effort to facilitate the smooth transition of the program to the successor designated by the ESD. (*Core Award Terms and Conditions, 2025, p 7. #13*)

12. INCORPORATION OF APPLICABLE PROVISIONS OF PRIME CONTRACT (*Core Award Terms and Conditions, 2025, p.7 #13*)

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 cooperative agreement will be governed by and construed under Federal law. Subcontractors must comply with the Uniform Guidance in 2 VFR 200 and all appropriate flow-down provisions (*OSBDC Funding Opportunity CY 2025 p.14 4.1.2.2*). Specifically, this cooperative agreement is subject to the following laws, regulations, and policies in addition to those enumerated in the SF 424B (Assurances: Non-Construction Programs):

- a. 15 USC § 648 (SB 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 C.F.R. 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 C.F.R. 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 C.F.R. Parts 180 and 2700 (Non-procurement Debarment and Suspension).
- p. 13 C.F.R. Parts 112, 113, and 117 (Civil Rights Compliance).
- q. 13 C.F.R. Part 146 (Restrictions on Lobbying).
- r. 15 C.F.R. Parts 730-774 (Export Restrictions).
- s. 22 C.F.R. Parts 120-130 (International Traffic in Arms).
- t. 31 C.F.R. Parts 500-598 (Foreign Assets Control).
- u. 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements).
- v. Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency).
- w. Executive Order 13513 (Federal Leadership on Reducing Text Messaging While Driving);
- x. Executive Order 13788 (Buy American and Hire American).
- y. Executive Order 14151 Ending Radical and Wasteful Government DEI Programs and Preferencing
- z. Executive Order 14148 Initial Rescissions of Harmful Executive Orders and Actions
- aa. Executive Order 14168 Defending Women From Gender Ideology Extremism and Restoring Biological Truth to the Federal Government
and
- bb. Executive Order 14173 Ending Illegal Discrimination and Restoring Merit-Based Opportunity