



**STATE OF LOUISIANA  
LOUISIANA ECONOMIC DEVELOPMENT**

**REQUEST FOR QUALIFICATIONS (“RFQ”)**

FOR THE STATE SMALL BUSINESS CREDIT INITIATIVE SMALL  
BUSINESS OPPORTUNITY PROGRAM TECHNICAL ASSISTANCE  
PROGRAM

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# 1 GENERAL INFORMATION

## 1.1 Purpose –

This Request for Qualifications (RFQ) is issued by the LOUISIANA ECONOMIC DEVELOPMENT (LED), formerly known as LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT, an Agency of the State of Louisiana, is to obtain competitive Statements of Qualification from qualified Proposers who are interested in providing services to assist LED in identifying and selecting qualified, experienced “technical assistance” provider organizations to provide “technical assistance” to eligible Louisiana small businesses under the State Small Business Credit Initiative, Small Business Opportunity Program (SSBCI SBOP) Technical Assistance Grant Program; as well as the State Small Business Credit Initiative Technical Assistance (SSBCI TA) Grant Program in the areas of financial advisory, accounting and legal services.

LED ensures that in its selection process no person shall, on the grounds of race, color, or national origin as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activities receiving federal financial assistance. LED further ensures the prohibition of discrimination in all of its programs and activities, whether those programs and activities are federally funded or not, as provided by The Civil Rights Restoration Act of 1987 (inclusive of additional Title VI Authorities and citations).

This “technical assistance” to be provided to the public in the areas in which the selected provider organizations serve will be obtained through cooperative endeavor agreements or professional service agreements, which are not required to be competitively awarded through public bid or request for proposal procedures. This is an informal informational procedure. LED will select multiple eligible contractors from organizations providing sufficient information for LED to determine them to be capable of performing the required “technical assistance” within the required time frames and budget.

For the SSBCI SBOP TA Grant Program, Ideally, eligible organizations must operate structured, cohort-based accelerator programs with at least two completed cycles and a minimum of five startups served per cohort. This program is intended to prepare startup business to receive venture capital.

This “technical assistance” is not intended to be duplicative of services currently available or that could be implemented through existing State and/or federally funded resources, LED, or the proposing organization. Proposals for “technical assistance” should focus on providing additional resources, either innovative in content or approach, or otherwise difficult or costly for small businesses to easily access.

Funding for this project is provided through the U.S. Treasury under the State Small Business Credit Initiative Small Business Opportunity Program Technical Assistance Grant Program and the State Small Business Credit Initiative Technical Assistance Grant Program. LED and the organizations selected to provide “technical assistance” through this program will be subject to all guidelines and reporting requirements laid out for SSBCI SBOP TA by the U.S. Treasury. Eligible beneficiaries for the “technical assistance” provided through this program are Very Small Businesses (VSBs) and Socially or Economically Disadvantaged Individual-owned (SEDI-owned) businesses that are applying for, preparing to apply for, or have previously applied for an SSBCI capital program other federal or other jurisdiction programs that support small businesses.

**See Exhibit A - Eligible Beneficiaries and Exhibit B - Reporting**

LED has been approved for additional SSBCI SBOP TA and related administrative costs. Statewide proposals will be considered with implementation plans for up to 3 years allowable for program delivery.

**1.2 Scope of Services**

LED is seeking “technical assistance” for current needs of VSBs and SEDI-owned Louisiana businesses related to capital preparedness.

LED shall contract with provider organizations on an as needed, as requested basis, for the provision of “technical assistance” through one-on-one, group and/or classroom delivery. Even if an organization is selected by LED, there is no guarantee of the amount of assigned work. The programs of work for delivery of this “technical assistance” must fit within U.S. Treasury SSBCI SBOP TA Guidelines for eligible services.

**See Exhibit C - Eligible Legal, Accounting and Financial Advisory Services**

LED welcomes innovative ideas on programs of work addressing VSB and SEDI-owned business needs generally outlined in this RFQ.

**1.3 Required Qualifications – General**

The participating organization should provide a brief description of the organization, its type (non-profit or other organization structure); whether the organization has been registered with the Louisiana Secretary of State’s Office, and has been authorized to do business in this state; its history; number of years in business. The organization must have an annual report that is updated with the Louisiana Secretary of State’s Office, be in good standing with that office, and must comply with Title VI of the Civil Rights Act of 1964.

**1.4 Required Qualifications – Specific**

The participating organization must demonstrate that it is qualified and experienced in “technical assistance” services consistent with the type of “technical assistance” services referenced above

in this RFQ. The organization should describe its qualifications and experiences relevant to the project, including how or in what manner they were obtained. The organization must demonstrate that it is adequately staffed and performing at capacity, and that they possess any applicable professional licenses. Provide the organization's number of employees and their special qualifications, experiences, responsibilities, and achievements, if any; including but not limited to working with others in connection with business development, business training, business counseling, and accessing capital. The organization must provide the geographic area or region served, as well as the number of businesses that can be reached, served or assisted through "technical assistance" services. The organization should also provide the number of years in business, as well as a paragraph (no more than 200 words) describing 3 to 5 relevant projects and/or services and their results.

### **1.5 Independence**

Conflicts of interest checks will be required. The organization may contract with LED for other general services, but will be expected to perform a conflicts checks prior to acceptance of any requested assignment, report the results of the conflicts checks to LED, and LED may not select an organization to perform these services or other general services if the organization has any conflict or appearance of any conflict of interest with regard to any project.

## **2 RFQ INFORMATION**

In order to consider your organization, we ask that your Statement of Qualifications include all of the following information:

### **2.1 Company Information**

Interested parties should submit: physical and mailing address, telephone and fax numbers, e-mail address and website. Indicate whether your firm is local, regional, or national. Will you use third parties for any of the services provided under this Contract? If yes, please provide the same information requested for your company.

### **2.2 Experience and Qualifications of Proposed Staff**

Participating organizations should include sufficient information to satisfy evaluators that the organization has the appropriate qualifications, experience and knowledge to perform the "technical assistance" services as described herein.

- 1) The written response to this RFQ must show the identity of the Project Manager who will be the point of contact for day to day operations; and provide a list of key personnel who will participate in performing the scope of work, and indicate their necessary skills, experience, qualifications and any certifications or awards of the organization or it's staff, and the availability of the staff to handle these engagements. The Statement of Qualifications should include education, any certifications or awards and recent experience of key individuals, with particular reference to their ability to handle these services. Where additional support staff or 3<sup>rd</sup> party contractor assistance is anticipated, please indicate minimum qualifications and expertise requirements anticipated.
- 2) Include a brief statement of why the organization feels it should be considered for this

engagement.

### **2.3 Provide A Work Plan**

Provide a work plan describing your proposed approach to and methodology for the project. Include a suggested project work schedule, including tasks and targeted timeline, showing how the organization proposes to meet the targeted timeline for this project. Work plans should include methodology for outreach and delivery to the VSBs and SEDI-owned businesses that are eligible beneficiaries under this program. Work plans should also include a description of how proposed “technical assistance” will assist VSBs and SEDI-owned businesses with successful participation in Louisiana’s SSBCI programs.

Work plans should also include projections for anticipated deliverables, impact and outcomes, with the consideration that the intent of the program is increased capital preparedness and access to SSBCI programs for VSBs and SEDI-owned businesses.

### **2.4 LED Program Selection**

The Statement of Qualifications must include a list of the LED programs in which the organization has participated, if any, prior to this RFQ.

### **2.5 Cost Information**

The Statement of Qualifications must include an overview of the organization’s planned budget reflecting fee for service of “technical assistance” activities within a proposed program of work. All aspects of this RFQ are based on an overall budget LED has for the scope of work and will be in adherence with the U.S. Treasury’s SSBCI TA Grant Program and/or SSBCI SBOP TA requirements for delivery, reporting and payment for such services. Once LED has reviewed all qualifications and proposals and made a decision on qualified candidate(s), we will be in contact to discuss your suggestions and proposal and specific budget categories in a final negotiation for your scope of work. LED is required to comply with the requirements contained in 12 U.S.C. § 5708 (e) and Treasury’s implementing regulations and guidance.

### **2.6 Billing and Payment**

The participating organization’s hourly rates will be inclusive of all work performed for services and related costs, including all overhead, costs of doing business, use of organization equipment and in-house resources. No organization charges above the hourly rates or any statutory maximum fee per service rendered will be accepted. The organization will be expected to bill or invoice LED for cost reimbursements not exceeding one invoice per quarter, with supporting documentation attached to the invoice. Supporting documentation will be expected to include, at minimum, description and documentation of services provided as well as verification of recipient eligibility as required by U.S. Treasury for SSBCI TA Grant Program and/or SSBCI SBOP TA reporting. Selected organizations will be expected to maintain appropriate SSBCI TA and/or SSBCI SBOP TA Grant Program files. Program files shall include sufficient documentation that distinguishes costs and services funded through SSBCI TA Grant

Program or SSBCI SBOP TA Grant Program agreements and similar costs and services funded by other sources.

## **2.7 Selection Process**

All responses received shall be evaluated by a Selection Committee, assisted by technical personnel as deemed appropriate, for the purpose of selecting the provider organizations with whom a contract may be executed. LED reserves the right to reject all responses in whole or in part if in the judgment of the Selection Committee, the best interests of all parties will be served.

The initial phase of decision making on responses will involve an evaluation of the organizations' technical responses by the Selection Committee using the selection criteria below. The selection of the provider organizations will be determined by the highest total scores.

The criteria and weight of consideration in making the selections are as follows:

### **Comprehension of the Project Purpose and Scope of Work: 25 Points**

The organization's response must exhibit an understanding of the project purpose and goals as presented in the RFQ and the organization must demonstrate eligibility to be considered for selection. The evaluation will be based on this understanding, approach, specific tasks, and allocation of time on them. Responding organizations should feel free to suggest specific aspects on the general scope of work as described in the RFQ for value-added purposes. The proposal of innovative approaches to the general scope of work and intent of the SSBCI TA Grant Program and/or SSBCI SBOP TA Grant Program with connecting VSBs and SEDI-owned businesses to Louisiana SSBCI programing is encouraged.

### **Method of Approach: 25 Points**

The technical completeness of the organization's stated approach to the scope of work, the comprehensiveness of the proposed approach, and the methodology/techniques to be used must be clearly stated. Responses should outline the type of deliverables anticipated over the course of the project, geographic reach, businesses served, and description of outreach activities to ensure delivery of services to VSBs and SEDI-owned businesses.

### **Capability and Qualifications: 25 Points**

The qualifications, experience, and technical expertise of the organization, project manager, and team members to be assigned to the project as specified in the response, including any third parties, and shall refer to experience and technical quality on similar projects. The organization's professional and project staff that work on the project must be the same staff that is identified in the response. Demonstration of history and/or ability to reach VSBs and SEDI-owned businesses is a plus.

### **Work Experience in Louisiana: 15 Points**

As a Louisiana state agency, we value the expertise of organizations in our state, and welcome the opportunity to contribute to the state's economy. The organization's team experience working as a cooperative Louisiana team with relevance to this project is a plus.

### **Budget: 10 Points**

LED has a limited budget for each project scope of work, which is taken into consideration when

selecting a candidate. Per section 2.5 above, regarding cost Information for this RFQ, LED will contact your organization for discussion of your budget based on scope of work to potentially negotiate terms of a contract.

Responders will be awarded points as indicated in Section 2.7 above. Responders must receive a score of 75 to be considered for funding.

Criteria	Maximum Score
Comprehension of the Project Purpose and Scope of Work	25
Method of Approach	25
Capability and Qualifications	25
Work Experience in Louisiana	15
Budget	10
<b>TOTAL SCORE</b>	<b>100</b>

***To be considered by LED, responses to this RFQ must be received by 4:00 p.m., CST, August 29, 2025.***

### **3 ADMINISTRATIVE INFORMATION**

#### **3.1 Term of Contract**

The term of any contract resulting from this RFQ is tentatively scheduled to begin Fall 2025, for up to an initial three year term. Funding for full contract allocations will be conditional upon utilization of funds.

#### **3.2 RFQ Coordinator**

All questions regarding the RFQ process must be directed to the RFQ Coordinator:

Christina Ocmand, Contract/Grant Reviewer  
Louisiana Economic Development  
Office of the Secretary, Legal Division

Mailing Address:  
P.O. Box 94185  
Baton Rouge, LA 70804-9185

Physical Address:  
LaSalle Building, 11<sup>th</sup> Floor  
617 North 3<sup>rd</sup> Street  
Baton Rouge, LA 70802

E-mail: [christina.ocmand@la.gov](mailto:christina.ocmand@la.gov)



### **3.3 Participant Inquiries**

LED will consider written inquiries and requests for clarification regarding the Scope of Services and other substantive matters relating to this RFQ, submitted to the RFQ Coordinator, by 4:00 p.m., CST, on August 8, 2025.

LED reserves the right to modify the RFQ should a need for change be identified. Requests for email notification of such modifications may be made through the RFQ Coordinator.

### **3.4 RFQ Submission**

Interested parties shall submit ONE copy of the completed Statement of Qualifications of no more than 20 pages, signed by an authorized representative of the participating organization, and indicating whether their submission is for SSBCI TA, SSBCI SBOP TA or both via e-mail to the RFQ Coordinator: [christina.ocmand@la.gov](mailto:christina.ocmand@la.gov). The State reserves the right to determine what funding source shall apply to the application.

If the participating organization is a corporation, please also provide a copy of the corporation's Resolution authorizing the person signing this RFQ response, who will also be signing the contract/agreement for these "technical assistance" services, to sign contracts for the corporation.

### **3.5 Error and Omissions in Statement of Qualification**

The State reserves the right to seek clarification of any Statement of Qualification for the purpose of identifying and eliminating minor irregularities or informalities.

### **3.6 Changes, Addenda, Withdrawals**

The State reserves the right to change the schedule of events or revise any part of the RFQ by issuing an addendum to the RFQ at any time. Addenda, if any, will be posted at:

It shall be the responsibility of the Proposer to check the website for addenda to the RFQ.

### **3.7 Withdrawal of Statement of Qualification**

A Proposer may withdraw a Statement of Qualification that has been submitted at any time up to the date and time the Statement of Qualification is due. To withdraw a Statement of Qualification, a written request signed by the authorized representative of the Proposer must be submitted electronically via email to the RFQ coordinator identified in the RFQ.

### **3.8 Waiver of Administrative Informalities**

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any Statement of Qualification.

### **3.9 Statement of Qualification Rejection/RFQ Cancellation**

Issuance of this RFQ in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all Statements of Qualification submitted and/or cancel this RFQ if it is determined to be in the State's best interest.

### **3.10 Ownership of Statement of Qualification**

All materials submitted in response to this RFQ shall become the property of the State. Selection or rejection of a Statement of Qualification shall not affect this right.

### **3.11 Cost of Offer Preparation**

The State shall not be liable for any costs incurred by Proposers prior to issuance of or entering into a contract. Costs associated with developing the Statement of Qualification, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFQ shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

### **3.12 Taxes**

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under contract awarded from this RFQ.

In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of the contract by LED. The prospective contractor shall attest to its current and/or prospective compliance by including a statement certifying to their compliance, submitted with its Statement of Qualification, and also agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of the contract. LED reserves the right to withdraw its consent to the contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

### **3.13 Determination of Responsibility**

Determination of the Proposer's responsibility relating to this RFQ shall be made according to the standards set forth in LAC 34:V.2536. The State must find that the selected Proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their Statements of Qualification contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### **3.14 Use of Subcontractors**

The State shall have a single prime Contractor as the result of any contract negotiation, and that prime Contractor shall be responsible for all deliverables specified in the RFQ and Statement of Qualification. This general requirement notwithstanding, Proposers may enter into subcontractor

arrangements, however, shall acknowledge in their Statement of Qualification total responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer shall identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the Proposer under the terms of this RFQ shall also be required for each subcontractor, if requested by the State. The prime Contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

### **3.15 Written or Oral Discussions/Presentations**

The State, at its sole discretion, may require all proposers reasonably susceptible of being selected for the award to provide an oral presentation of how they propose to meet the agency's program objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding and formally recorded in the final contract.

If oral presentations are required, the Agency reserves the right to adjust the original scores based on information received in the presentation, using the original evaluation criteria. The cost score will remain unchanged.

### **3.16 Acceptance of Statement of Qualification Content**

All Statements of Qualification will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFQ. Statements of Qualification that are not in compliance will be rejected from further consideration.

### **3.17 Evaluation and Selection**

The evaluation of Statement of Qualifications will be accomplished by an evaluation team, to be designated by the State, which will determine the Statement of Qualifications most advantageous to the State, taking into consideration price and the other evaluation factors set forth in the RFQ.

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Proposer or Statement of Qualification. Such input may include, but not be limited to, analysis of Proposer financial statements, review of technical requirements, or preparation of cost score data.

### **3.18 Best and Final Offers (BAFO)**

The State reserves the right to conduct a BAFO with one or more Proposers identified by the evaluation committee to be reasonably susceptible of being selected for an award. If conducted, the Proposers selected will receive written notification of their selection, a list of specific items to address in the BAFO, and instructions for submittal. The BAFO negotiation may be used to assist the State in clarifying the scope of work or to obtain the most cost-effective pricing available.

**The written invitation to participate in BAFO will not obligate the State to a commitment to enter into a contract.**

### **3.19 Contract Award and Execution**

The State reserves the right to enter into a contract based on the initial offers received without further discussion of the Statement of Qualifications submitted. The State reserves the right to contract for all or a partial list of services offered in the Statement of Qualification.

The RFQ, including any addenda added, and the selected Statement of Qualification shall become part of the contract initiated by the State.

The selected Proposers shall be expected to enter into a. A Proposer shall not submit its own standard contract terms and conditions as a response to this RFQ. The Proposers should submit in its Statement of Qualification any exceptions or contract deviations that its firm wishes to negotiate. Negotiations may coincide with the announcement of the selected Proposer.

***To be considered by LED, responses to this RFQ must be received by 4:00 p.m., CST, August 29, 2025.***

***\*EXHIBITS TO FOLLOW\****

## 4 EXHIBITS

### 4.1 “**Exhibit A**” – Eligible Beneficiaries

Eligible beneficiaries for the “technical assistance” provided through this program are Very Small Businesses (VSBs) and Socially or Economically Disadvantaged Individual-owned (SEDI-owned) businesses that are applying for, preparing to apply for, or have previously applied for an SSBCI capital program other federal or other jurisdiction programs that support small businesses.

- A VSB is a business with fewer than 10 employees and includes independent contractors and sole proprietors.
- A SEDI-owned business is:
  - a business enterprise that certifies that it is owned and controlled by individuals who have had their access to credit on reasonable terms diminished compared to others in comparable economic circumstances, due to
    - (1) membership of a group that has been subjected to racial or ethnic prejudice or cultural bias within American society
    - (2) gender
    - (3) veteran status
    - (4) limited English proficiency
    - (5) disability
    - (6) long-term residence in an environment isolated from the mainstream of American society
    - (7) membership of a Federally or state-recognized Indian Tribe
    - (8) long-term residence in a rural community
    - (9) residence in a U.S. territory
    - (10) residence in a community undergoing economic transitions (including communities impacted by the shift towards a net-zero economy or deindustrialization), or
    - (11) membership of an underserved community. (Underserved communities are populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of equity. Equity is consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.);
  - a business enterprise that certifies that it is owned and controlled by individuals

- whose residences are in Community Development Financial Institution (CDFI) Investment Areas, as defined in 12 C.F.R. § 1805.201(b)(3)(ii);
  - a business enterprise that certifies that it will build, open, or operate a location in a CDFI Investment Area, as defined in 12 C.F.R. § 1805.201(b)(3)(ii); or
  - a business enterprise that certifies that it is located in a CDFI Investment Area, as defined in 12 C.F.R. § 1805.201(b)(3)(ii).
- For purposes of the definition of “SEDI-owned business,” a business is “owned and controlled” by applicable individuals:
  - (1) if privately owned, 51 percent or more is owned by such individuals;
  - (2) if publicly owned, 51 percent more or of the stock is owned by such individuals; and
  - (3) in the case of a mutual institution, if a majority of the board of directors, account holders, and the community which the institution services is predominantly comprised of such individuals.
- Some businesses may qualify as both a SEDI-owned business and a VSB. An eligible recipient can consider these businesses as SEDI-owned businesses, VSBs, or both for all TA Grant Program purposes.

#### 4.2 “**Exhibit B**” – Reporting

LED is required to follow all guidelines, for both programmatic delivery and reporting, from U.S. Treasury related to the award for the SSBCI TA Grant Program as well as the SSBCI SBOP TA Program. The below tables indicate information required for each recipient of one-on-one and group “technical assistance” as well as requirements for classroom trainings.

**Table 4. Eligible Beneficiary Data (if applicable)**

Data Element	Description
TA Provider	Enter the name of the TA provider
Eligible Beneficiary Identifier	Name of the business that is the eligible beneficiary
Eligible Beneficiary Street Address	Enter the street address of the eligible beneficiary
Eligible Beneficiary City	City of the eligible beneficiary.
Eligible Beneficiary State	State of the eligible beneficiary
Eligible Beneficiary Zip Code	Zip code of the eligible beneficiary.
NAICS Code 2	017 North American Industry Classification System (NAICS) code for the eligible beneficiary’s industry
Full-Time Equivalent Employees	The eligible beneficiary’s full-time equivalent employees (FTEs), rounded to the nearest whole number, at the time TA services are provided
VSB	Indicate whether the eligible beneficiary’s business is a VSB.

Self-Certified SEDI-Owned Business Status	Indicate whether the eligible beneficiary self-certified that it is a SEDI-owned business. Select all categories in groups (1) through (4) that apply*
Minority-Owned or Controlled Business Status	Indicate whether the eligible beneficiary is a minority-owned or controlled business
Women-Owned or Controlled Business Status	Indicate whether the eligible beneficiary is a women-owned or controlled business
Veteran-Owned or Controlled Business Status	Indicate whether the eligible beneficiary is a veteran-owned or controlled business
Race of Principal Owners	Indicate the race categories with which the principal owner or principal owners identify (check all that apply)*
Ethnicity of Principal Owners	Indicate the following ethnicity categories with which the principal owner or principal owners identify (check all that apply)*
Middle Eastern or North African Ancestry of Principal Owners	Indicate the following ancestry categories with which the principal owner or principal owners identify (check all that apply)*
Gender of Principal Owners	Indicate the following gender categories with which the principal owner or principal owners identify (check all that apply)*
Gender of Principal Owners – Self-Identification	Text field for description if selected “Prefer to self-describe” in the data element “Gender of a Principal Owners”
Sexual Orientation of Principal Owners	Indicate the following sexual orientation categories with which the principal owner or principal owners identify (check all that apply)*
Veteran Status of Principal Owners	Indicate the following categories with which the principal owner or principal owners identify (check all that apply)*
TA Services Provided to the Eligible Beneficiary	Provide the following information for TA services provided to the eligible beneficiary. If more than one discrete TA service is provided to an eligible beneficiary, the TA provider can report additional TA services in the fields for TA services 2 through 4.
Primary Purpose – TA Service 1	Indicate the primary purpose of TA service 1*
Primary Purpose of TA Service 1 – Other	Text field for description if selected “Legal Services: Other,” “Accounting services: Other,” or “Financial advisory services: Other” for the data element “Primary Purpose – TA Service 1.”
TA Service 1 – Brief Description	Provide a brief, descriptive overview of TA service 1.

Style – TA Service 1	Indicate how the TA provider provided TA service 1. -One-on-one (TA provider worked individually with eligible beneficiary) -Small-group (TA provider worked with a group to address specific small business issues (generally 2-10 people, but number may vary)) - Cohort (a group of eligible beneficiaries advanced through an educational program or curriculum) -Other
Description of Other Style – TA Service 1	Text field for a description if selected “Other” for the data element “Style – TA Service 1.”
Hours – TA Service 1	Number of hours spent providing TA Service 1 to the eligible beneficiary.
Small Business Program Referral	If the TA provider made a referral to a small business program with respect to the eligible beneficiary, check all that apply: -SSBCI-supported lending program -SSBCI-supported equity/venture capital program -Other federal small business program - Other small business program -N/A
Name of Small Business Program	If the TA provider made a referral to a small business program with respect to the eligible beneficiary, text field to specify the name of each small business program to which the eligible beneficiary was referred.
Referral to Source of Capital	If the TA provider made a referral to a potential source of capital with respect to the eligible beneficiary, check all that apply*
Description of Other Lender or Other Investor	Text field for a description of the type of lender or investor if selected “Other lender” or “Other investor” for the data element “Source of Capital Referral.” Note that the TA provider is not required to specify the name of the lender or investor.
* Please select option(s) included on SSBCI TA Grant Program Reporting Guidance - pages 13-25	

<b>Table 5. Classroom-Style TA Services (if applicable)</b>	
<b>Data Element</b>	<b>Description</b>
Classroom-Style TA Services	Provide the following information for each Classroom-Style TA Service Event
Classroom-Style TA Service Event – Primary Purpose	Indicate the primary purpose of the classroom-style TA service event*
Primary Purpose of Classroom-Style TA Service Event – Other	Text field for description if selected “Legal Services: Other,” “Accounting services: Other,” or “Financial advisory services: Other” for the data element “Classroom-Style TA Service Event – Primary Purpose.”
Classroom-Style TA Service Event – Brief Description	Provide a brief, descriptive overview of the classroom-style TA service event, including how the TA provider specifically targeted the event towards eligible beneficiaries.
Classroom-Style TA Service Event – Attendees	Text field for the number of attendees that attended classroom-style TA service event.
Classroom-Style TA Service Event - Date	Text field to provide the date of the classroom-style TA service event.
* Please check/select option(s) included on SSBCI TA Grant Program Reporting Guidance - pages 25-26	

For full information on reporting guidelines see [SSBCI-Technical-Assistance-Reporting-Guidance.pdf \(treasury.gov\)](#)



#### **4.3“Exhibit C” – Eligible Legal, Accounting and Financial Advisory Services**

Funds provided under a TA Grant Program award are for the provision of legal, accounting, and financial advisory services intended to help SEDI-owned businesses and VSBs access SSBCI capital or participate in other federal or other jurisdiction programs that support small businesses. Such services include a wide variety of assistance throughout the business life cycle. Eligible legal, accounting, and financial advisory services provided to an eligible beneficiary under a TA Grant Program award include the following and other services that are similar to the following.

- Legal Services
  - Assisting with business formation or adopting corporate governance documents.
  - Obtaining needed registrations, licenses, filings, and certifications.
  - Advising on, or preparing documents for, the business to enter into contracts.
  - Legal services related to the business obtaining capital from investors, such as the development of financial instruments, investment term sheets, purchase agreements, and shareholder rights agreements.
  - Legal services related to a transfer of ownership interests in a business, in the case of employee stock ownership plans (ESOPs).
- Accounting Services
  - Preparing audits, financial statements, or business records.
  - Digitizing financial records.
  - Advisory services or training regarding accounting practices, recordkeeping, or accounting software.
- Financial Advisory Services
  - Assisting with the establishment of banking relationships or other financial services.
  - Assisting with applications for government small business programs, including preparing financial analyses.
  - Identifying sources of credit, capital, grants, and other financing.
  - Advising on factors that may impede access to financing for the business.
  - Advising on financial management.
  - Developing presentations to potential investors, financial models, and business plans.

For full information on SSBCI TA Grant Program Guidelines see [TAGrantProgramGuidelines \(treasury.gov\)](https://www.treasury.gov/TAGrantProgramGuidelines)