Ohio | Small Business Development Centers

MEMORANDUM: FFY 2018 Closeout Guidance

TO: Ohio Small Business Development Centers
FROM: Jim Laipply, State SBDC Director
RE: **FFY 2018 Closeout Procedures**
DATE: 10/01/2018

Though our program year ends on October 1, 2018 a lot happens during the month of October to wrap up FFY 2018.   The purpose of this memo is to share important information to make this transition smooth and to provide relevant updates to center operations:

1) FFY 18 Current Impact Performance
Historically, the first two weeks of October tend to be significant impact reporting periods for the Ohio SBDC Program. To date 20.3 percent of total clients and 33% of LTCs have reported impact during the current program year. We currently stand close to meeting all FFY 2018 SBA Goals. I strongly encourage centers to focus on impact collection from clients that may have a "Capital Infusion" to report.

Current SBA Goal Performance:
==Capital Infusion: 81.5% to goal==
Long Term Clients: **Exceeded**
Business Starts: **Exceeded**

2) Impact Reporting:

A) Deadlines:

- **10/10/2018 – Training Reports –** we are still asking that all training reports be submitted by the original deadline **of October 10**. Training report verification requires significant lead time for the lead center staff verification process and to correct errors at the center level.

- **10/18/2018 – Economic Impact -** Center IC will remain open and impact may be reported for FFY 2018 through Thursday October 18th (this is an extension). After this date any new impact should be reported on FFY2019.

- **11/5/2018 – Success stories** (Extension)

B) – Attribution, Validation, Verification (AV²) of Impact
As a reminder, all impact reported to the SBDC program must meet our impact collection standards:

Attribution: refers to the client expressly attributing that the impact being reported as the result of SBDC services. Acceptable means of ensuring attribution are a signed attribution statement, a client expressly attributing impact in another form of written communication, or a client attributing impact by responding affirmatively to a statement or checking a survey box. A client email stating they received a loan or increased sales alone does not meet this standard.

Validation: refers to the connection of impact to SBDC services. Impact is only valid when the client

record clearly illustrates active or ongoing services to the client and reported impact can be reasonably tied to documented services provided. The client record should clearly demonstrate the full scope of services provided to the client to ensure that impact can be traced back to SBDC services. **If impact reported by a client is not related to SBDC services, the impact is not valid**.

Verification: refers to the *process* implemented at the local and state level that ensures the SBDC is collecting *valid* and *attributable* data. All impact should be reviewed at the advisor/center level to ensure that AV^2 is clear from the client's record in Center IC.

In limited circumstances additional notes may be added to the impact session in the client file to provide an additional explanation or clarification justifying validity of the impact.

C) **Back-Dating Impact:** If a client reports impact that occurred during FFY2018 on or after October 1, 2018 please back-date that session to a date prior to Sept 30, 2018. Otherwise such impact will count toward the following program year.

D) **Lead Center Impact Review:** The lead center will be kicking off its comprehensive year end impact review shortly. Centers will be notified as immediately as possible if questionable impact is discovered. Because of year end reporting requirements and CenterIC lockdown, centers may have a short period to remedy any errors. Therefore, we encourage all centers to be proactive in reviewing client impact date to ensure AV^2 is clear in the client file (see 2(B) above). Any impact that is not remedied will be disallowed by the lead center and a management note will be written into the client file.

3) **EDMIS Issues**:
EDMIS is the SBA's reporting database that all SBDC impact, activity and training data is reported to. Center IC flags specific client files that have errors that may result in data not uploading into EDMIS. Center IC provides a helpful tool to identify and correct such client files. You can access "EDMIS Issues" under the "Customer" tab in Center IC. You can view Issues at both the individual and center level. **Please review all EDMIS Export Issues tied to client files and resolve before October 18, 2018.**

4) **Year End Invoices:**
Invoices are due on October 31, 2018. Due to new federal fiscal reporting requirements no extensions can be granted on Q4 invoices. Please ensure compliance will all program guidelines. Invoices should not include any goods or services provided or received after September 30, 2018. All costs must have been incurred during FFY2018.

5) **Success Stories:** Because we value quality success stories we are granting an extension for final success story submission. Given the complexity of the annual closeout process several centers have asked for more time to submit final success stories. Please ensure all success stories include a full "story arc" of the client's interaction of the SBDC (what the client's challenge was, how SBDC helped, and how SBDC impacted the client). Please submit stories at: **https://development.ohio.gov/sbdcsuccessstories/**