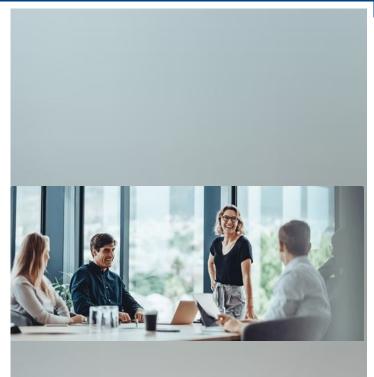


U.S. Small Business Administration

# Women's Business Centers Compliance Presentation

A slide presentation for the Association of Women's Business Centers (AWBC). Presented by Elizabeth Abreu, Economic Development Specialist and District Office Technical Representative (DOTR).





# About Elizabeth Abreu

Role	Responsibilities	Expertise
Economic Development	Assists with economic	Meets with clients,
Specialist and District	development plans,	residents, and
Office Technical	improves customer	officials on policy
Representative (DOTR)	relations, and monitors	and program
	business growth in the	issues.
	region.	

# DOTR-NY Women's Business Centers



**Camille Newman** Brooklyn Women's Business Center



Andrea Ormeno Queens Women's Business Center

**SB** 



**Delia Awusi** BOC Women's Business Center Brooklyn



**Persephone A. Zill** WEDC Westchester Women's Business Center



Christy Moya BOC Women's Business Center



**Cynthia Marsh-Croll** WEDC Mid-Hudson Women's Business Center



## **Compliance Requirements**



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Comply with 2 CFR 200 and 13 CFR 131.

**Program Guidelines** 

**Federal Regulations** 

Follow Funding Opportunity Announcement and Notice of Award terms.

#### **OWBO** Communication

Adhere to program guidance from the Office of Women's Business Ownership.

# Institutional Commitment to Compliance

# ф



Policies

Clear Roles

Define responsibilities for all involved in the grant.

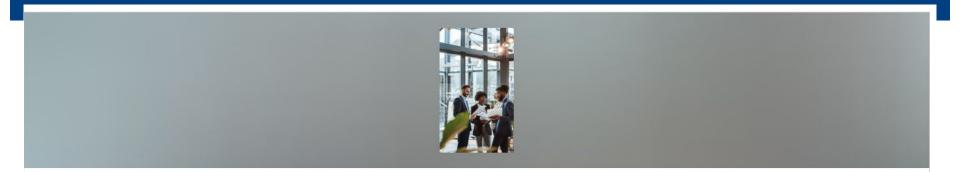
Establish clear procedures for grant management.

Internal Controls	
Implement effective	
oversight and information	
sharing.	



#### Training

Provide ongoing education on compliance requirements.



### **Building Institutional Commitment**

#### Compliance Committee

Establish a team to regularly review compliance goals and outcomes.

#### Pre-approval

Submit personnel and budget changes for approval before action.

Timely Submissions

Ensure financials and reports are submitted correctly and on time.

#### Annual Reviews

Conduct yearly checks to maintain compliance standards.

### Annual Training Requirements

Comprehensive Training

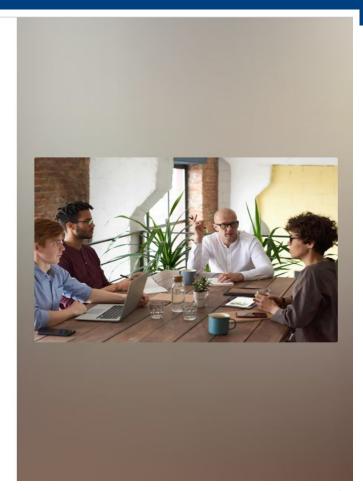
Provide annual training on grants management, compliance, and audits.

\_ Inclusive Participation

Include all staff involved in grant administration, including outside accountants.

\_\_\_\_ Current and Tracked

Keep training up-to-date and document participation to show commitment.



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# Women-Focused Services

### **Tailored Approach**

Gear training and counseling to

women's learning styles.

Supportive Environment

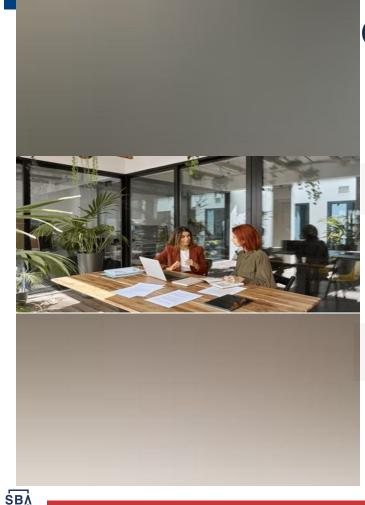
Create a space where women feel

comfortable participating.

### **Marketing Strategy**

Market services to women while still

serving all genders.



# **Operational Requirements**

Hours of Operation

40 hours per week, including evenings and weekends

Service Fees

Encouraged for workshops, must track program income

Advisory Board

Infrastructure

Must establish a representative community board

Adequate facilities and administrative systems required

Staffing

WBC Program Director and at least one other staff member



# Additional Operational Policies

Conflict of Interest

All staff and contractors must sign a conflict-of-interest policy.

- 2 Drug-Free Workplace The WBC must maintain a drug-free environment.
- 3 Budget Knowledge

WBC director must understand and have access to the budget.

Separate Identity

WBC project must maintain its identity separate from the host organization.



# **Questions?**

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