



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

Economic Development
Specialist and District
Office Technical
Representative (DOTR)

Responsibilities

Assists with economic
development plans,
improves customer
relations, and monitors
business growth in the
region.

Expertise

Meets with clients,
residents, and
officials on policy
and program
issues.

DOTR-NY Women's Business Centers



Camille Newman
Brooklyn Women's Business Center



Delia Awusi
BOC Women's Business Center Brooklyn



Christy Moya
BOC Women's Business Center



Andrea Ormeno
Queens Women's Business Center



Persephone A. Zill
WEDC Westchester Women's
Business Center



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

Compliance Requirements



1

Federal Regulations

Comply with 2 CFR 200 and 13 CFR 131.

2

Program Guidelines

Follow Funding Opportunity Announcement and Notice of Award terms.

3

OWBO Communication

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

Institutional Commitment to Compliance



Clear Roles

Define responsibilities for all involved in the grant.



Policies

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.

Timely Submissions

Ensure financials and reports are submitted correctly and on time.

Pre-approval

Submit personnel and budget changes for approval before action.

Annual Reviews

Conduct yearly checks to maintain compliance standards.

Annual Training Requirements

1

Comprehensive Training

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

2

Inclusive Participation

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

3

Current and Tracked

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



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 Must establish a representative community board

Infrastructure Adequate facilities and administrative systems required

Staffing WBC Program Director and at least one other staff member



Additional Operational Policies



- 1 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.
- 4 Separate Identity**
WBC project must maintain its identity separate from the host organization.



Questions?

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