

State Performance Funds

SEPARATE ACCOUNTS. SUBRECIPIENT must establish and maintain separate accounts sufficient for proper accounting and to avoid commingling of funds allocable to each Prime Award source, including federal, state and matching funds. Unless otherwise authorized in writing by the UNIVERSITY, the SUBRECIPIENT accounting system must account for funds by source.

State Performance Funds will allow Centers flexibility in spending to meet SBA and APEX KPIs and State Performance goals of Government Contracts, Sales Revenues Generated, Total Jobs Impacted, and Total Consulting Hours Target. The State Office will monitor jobs supported numbers while jobs impacted is a result of running the data through the IMPLAN model. Additional funds will be allocated for participation in support of the following network strategic initiatives: Strategic Task Forces for Specialized Services, Disaster Response, Capacity Building in Underserved Markets, and Retention & Participation in Network Events:

- **Task Forces:** Each region can have one team member on each of the four task force groups. Compensation for participation is \$15,000 per participant for a total of \$60,000 per region. Individuals must participate in at least three of the four quarterly meetings. Regions can invoice the State Office and submit meeting minutes to show participation.
- **Capacity Building in Underserved Markets:** Each region can earn \$7,500 per event, up to four (4) events annually, two (2) events from July to December 2024 and two (2) events January to May 2025, for capacity building in underserved markets. Events must actively engage a significant partner in their region and the event be co-hosted. Within 90 days after submission of the ACF, the region shall submit up to four events to be considered for reimbursement. The events will be reimbursed after conclusion of the event and after the State Office can verify the event record through Blackthorn.
- **Disaster Response:** Regions can receive up to \$20,000 supplemental funds for participating in disaster response measures in the event of a natural disaster in the state.
- **Staff Retention & PD:** Regions can earn \$1,000 per participant with a maximum of \$15,000 per region for participation in the annual FSBDC professional development conference, and \$1,000 per participant with a maximum of \$15,000 per region for participation in the annual FSBDC Small Business Success Summit. Regions can also receive a maximum of \$7,500 for achieving 90% staff participation in the annual Q12 survey.

Additional Network Meetings: The State Office values the support and input of network leadership and staff. We rely on collaboration, strategic direction, and feedback to continually improve and shape our network. Therefore, it is the desire of the State Office for regions to participate in host council meetings, monthly leadership meetings, at least two of the four yearly town hall meetings, and participation in Small Business Days at the Capitol in Tallahassee.

Performance and Financial (Invoices) Reports shall be submitted in the format prescribed by the UNIVERSITY based on the schedule below. Failure to submit timely reports may be subject to loss of funding and non-renewal of the agreement.

PROGRAMMATIC REPORT	PERFORMANCE PERIOD	REPORT DUE DATE
#1	January 1, 2024 – December 31, 2024	January 15, 2025
#2	January 1, 2025 - June 30, 2025	July 15, 2025

FINANCIAL INVOICE	INVOICE PERIOD	REPORT DUE DATE
#1	June 1, 2024 – September 30, 2024	October 15, 2024
#2	October 1, 2024 – December 31, 2024	February 15, 2025
#3	January 1, 2025 – May 31, 2025	June 15, 2025

*State Performance 2024 funds must be fully allowable and allocable program expenditures during the period of July 1, 2024 – December 31, 2024 as described in the 2024 ACF. Remaining balance will be **automatically** carried forward to the subsequent year. State Performance 2025 funds must be fully allowable and allocable program expenditures during the January 1, 2025 - May 31, 2025 reporting period as described in the 2025 ACF. Any balance remaining will be forfeited and cannot be carried forward.*

Financial supporting documentation is only required for the FINAL report. SBDC final financial reports are due no later than February 15, 2025. APEX final financial reports are due no later than May 15, 2025. Supporting documentation must include:

- a) Departmental Ledger Summary report for SBDC and APEX Federal funds, SBDC and APEX Host Cash Match, SBDC and APEX State Performance Funds, and Program Income (in PDF format).
- b) Departmental Ledger Detailed Transaction Journal for SBDC and APEX Federal funds, SBDC and APEX Host Cash match, SBDC and APEX State Performance Funds, and SBDC Program Income. The detailed ledger transaction journal should provide detail of expenditures summarized in the Department Ledger Summary report (in PDF format).
- c) Detailed Payroll History to support personnel expenses listed on departmental ledger summary reports (in PDF format).

Payments are to be made from state funds obtained by the UNIVERSITY through appointing authorities of its Prime Awards. If at any time such funds become unavailable, this subcontract shall be modified or terminated. The state office reserves the right in future contracts to utilize the increased non-performance-based state funds to strategically reward those regions showing exemplary participation and collaboration in these events.