

APPENDIX A: BGA Program Report and Milestone Schedule

Report #	Report Title	Duration	Milestones	Report Information
1	Pre-Program Assessment & Participant Overview	3 Months Starting from the notice of interest.	<ul style="list-style-type: none"> • Develop a targeted marketing and recruitment plan that aligns with the regional economic landscape. • Conduct a comprehensive assessment of each participant's business, including financial health, operational capacity, and market positioning. • Outline the curriculum and technical assistance strategy, ensuring alignment with the specific needs of each participant. • Registration and Onboarding of Participants • Monthly Networking Event 1 	<ul style="list-style-type: none"> • Must include all invoices for the quarter with proof of payments and receipts • Recruitment and marketing strategy for business participants • Summary of pre-assessment conducted • Status of curriculum development • Final curriculum • Business growth plan overview • Technical assistance, one-on-one counseling and mentorship plan • Confirmation of cohort including summary of each business participant firm • Attendance records of any meetings and or sessions
2	Foundational Development	Month 4-6	<ul style="list-style-type: none"> • Milestone 1: Execute BGA 3.0 Introductory Sessions <ul style="list-style-type: none"> ○ Conduct foundational sessions, laying the groundwork for the program, including establishing baseline metrics for each participant. ○ Provide ongoing support and resources to ensure participant engagement • Milestone 2: Ongoing Monitoring and Feedback Collection <ul style="list-style-type: none"> ○ Regularly gather feedback from participants to tailor the program ○ Adjust content and delivery methods based on participant needs • Milestone 3: Monthly Networking Events 2 and 3: Industry Insights and Collaborations 	<ul style="list-style-type: none"> • Must include all invoices for the quarter with proof of payments and receipts • Program narrative/applicant complaints (if any) • Progress to deliverables (includes but not limited to types of contracts identified, contract opportunities shared, contract/bid amounts, access to capital programs/resources made available) • Partnership development (e.g., NYS Agency/Authority partners, guest speakers, business advisors, local partners) • Attendance records (curriculum/class hours; number of classes, one-on-one Counseling hours)

			<ul style="list-style-type: none"> ○ Events focusing on industry-specific challenges and opportunities. ○ Facilitate collaborations and discussions on emerging trends. ● Milestone 4: Matchmaking Event 1: Connecting Businesses with Opportunities <ul style="list-style-type: none"> ○ Curated matchmaking sessions for business collaborations and mentorship pairings. ● Milestone 5: <ul style="list-style-type: none"> ○ Monitor early engagement and participation in program activities. ○ Mid-program assessment should include progress in training, development of business growth plans, and initial outcomes like networking success and access to new resources. 	<ul style="list-style-type: none"> ● Business Growth Plan updates by participating firm
3	Opportunity Cultivation	Months 7-9	<ul style="list-style-type: none"> ● Milestone 1: Execute BGA 3.0 Introductory Sessions <ul style="list-style-type: none"> ○ Conduct foundational sessions, laying the groundwork for the program ○ Initiate networking events to build community among participants ○ Provide ongoing support and resources to ensure participant engagement ● Milestone 2: Ongoing Monitoring and Feedback Collection <ul style="list-style-type: none"> ○ Regularly gather feedback from participants to tailor the program ○ Adjust content and delivery methods based on participant needs ● Milestone 3: Monthly Networking Events 2 and 3: Industry Insights and Collaborations <ul style="list-style-type: none"> ○ Events focusing on industry-specific challenges and opportunities. ○ Facilitate collaborations and discussions on emerging trends. 	<ul style="list-style-type: none"> ● Must include all invoices for the quarter with proof of payments and receipts ● Program narrative/applicant complaints (if any) ● Progress to deliverables (includes but not limited to types of contracts identified, contract opportunities shared, contract/bid amounts, access to capital programs/resources made available) ● Partnership development (e.g., NYS Agency/Authority partners, guest speakers, business advisors, local partners) ● Attendance records (curriculum/class hours; number of classes, one-on-one Counseling hours) ● Business Growth Plan updates by participating firms

			<ul style="list-style-type: none"> • Milestone 4: Matchmaking Event 1: Connecting Businesses with Opportunities <ul style="list-style-type: none"> ○ Curated matchmaking sessions for business collaborations and mentorship pairings. • Milestone 5: Mid-program assessment should include progress in training, development of business growth plans, and initial outcomes like networking success and access to new resources. 	
4	Accelerated Growth	Months 10-12:	<ul style="list-style-type: none"> • Milestone 1: Mid-Program Deep-Dive Sessions <ul style="list-style-type: none"> ○ Conduct more intensive and specialized sessions ○ Organize industry-specific workshops and mentoring sessions ○ Facilitate peer-to-peer learning and group projects • Milestone 2: Monthly Networking Events 4 and 5: Peer Learning and Success Stories <ul style="list-style-type: none"> ○ Sessions highlighting participant success stories and lessons learned. ○ Encourage peer-to-peer learning and experience sharing. • Milestone 3: Matchmaking Event 2: Expanding Networks <ul style="list-style-type: none"> ○ A focused session on expanding business networks and exploring new markets. • Milestone 4: Mid-Program Review and Adjustments <ul style="list-style-type: none"> ○ Comprehensive assessment of the program's progress and impact ○ Implement changes or enhancements as needed ○ Track advancements in financial credibility and market positioning. 	<ul style="list-style-type: none"> • Must include all invoices for the quarter with proof of payments and receipts • Program narrative/applicant complaints (if any) • Progress to deliverables (includes but not limited to types of contracts identified, contract opportunities shared, contract/bid amounts, access to capital programs/resources made available) • Partnership development (e.g., NYS Agency/Authority partners, guest speakers, business advisors, local partners) • Attendance records (curriculum/class hours; number of classes, one-on-one Counseling hours) • Business Growth Plan updates by participating firm
5	Sustained Success	Months 13-15	<ul style="list-style-type: none"> • Milestone 1: Conclude BGA 3.0 Sessions <ul style="list-style-type: none"> ○ Final training sessions and program wrap-up. ○ Facilitate end-of-program assessments 	<ul style="list-style-type: none"> • Must include all invoices for the quarter with proof of payments and receipts

			<ul style="list-style-type: none"> ○ Conduct feedback and evaluation sessions ● Milestone 2: Monthly Networking Event 6: Reflection and Forward Planning <ul style="list-style-type: none"> ○ Discussions on long-term planning and sustainability. ○ Encourage forming lasting business relationships. ○ Assess overall capacity enhancement and prepare for post-program support ● Milestone 3: Final Matchmaking Event: Strategic Partnerships <ul style="list-style-type: none"> ○ Focus on establishing long-term strategic partnerships among participants and stakeholders. ● Milestone 4: Closing Ceremony and Networking Event <ul style="list-style-type: none"> ○ Recognize achievements and facilitate a grand networking event. ○ Recognize key contributors and sponsors 	<ul style="list-style-type: none"> ● Progress Report of Participant firms showing: <ul style="list-style-type: none"> ○ Public and/or Private contracts secured ○ Financial credibility (i.e. securing business loans) ○ Revenue changes (positive and negative) ○ Credit growth ○ Capital assets acquired ○ Job creation ○ Capacity to purchase/add on equipment (if applicable) ● Attendance records (curriculum/class hours; number of classes, 1-on-1 counseling hours) ● Program narrative: challenges and successes for the firms and the Incubator, detailed services provided, proposed solutions and recommendations for future program iterations
6	Post-Assessment Report	Months 16-18	<ul style="list-style-type: none"> ● Milestone 1: Post-Program Analysis and Reporting <ul style="list-style-type: none"> ○ Analyze participant feedback, achievements, and overall program effectiveness ○ Conduct a thorough evaluation of the program's impact on each business, including changes in revenue, market share, and business capacity. ○ Analyze the effectiveness of the program in terms of achieving its objectives, such as increased MWBE participation in regional economic projects. 	<ul style="list-style-type: none"> ● Must include any final invoices with proof of payments and receipts ● Progress Report of Participant firms showing: <ul style="list-style-type: none"> ○ Public and/or Private contracts secured ○ Financial credibility (i.e. securing business loans) ○ Revenue changes (positive and negative) ○ Credit growth ○ Capital assets acquired ○ Job creation

			<ul style="list-style-type: none"> ○ Develop recommendations for future iterations of the program based on feedback and outcomes. ○ Prepare and distribute a comprehensive report ● Milestone 2: Planning for Continuous Support <ul style="list-style-type: none"> ○ Design post-program support mechanisms for MWBEs ○ Establish networks or communities for continuous collaboration ○ Continue providing platforms for networking and support among alumni. 	<ul style="list-style-type: none"> ○ Capacity to purchase/add on equipment (if applicable) ● Attendance records (curriculum/class hours; number of classes, 1-on-1 counseling hours) ● Presentation of Business Growth Plans
--	--	--	---	---