



# BUSINESS MENTORS: ONBOARDING

The SDA, with its Small Business Development Center (Illinois SBDC @SSEGI), has launched the [Equitable Recovery Stimulus Program](#) (“Stimulus Program”) – which provides targeted, industry-specific, technical and financial assistance to Southland businesses. A business’ progression through the Stimulus Program is outlined below, to assist mentors/specialists in gaining familiarity with the program structure.

## OUTREACH/INTAKE

The SDA outreach team – in conjunction with industry partners – identifies firms in the Southland in need of assistance, directing them to complete the intake form: <https://southlandsbdc.com/contact-us>

## VET/ASSESS ELIGIBILITY

The SDA connects firms to Relationship Managers, who screen businesses, confirm their eligibility for the Stimulus Program, and fill out a 1-page writeup outlining their needs. A Management Committee reviews the writeup and identifies a mentor for the business.

## MATCH WITH MENTOR

One of the three Relationship Managers (listed below) introduce the mentor to the business:

- Vicki Brown ([vicki.brown@southlandsbdc.com](mailto:vicki.brown@southlandsbdc.com))
- Stanley Jackson ([stanley.jackson@ustaxsquad.com](mailto:stanley.jackson@ustaxsquad.com))
- Rodney Harrington ([r.harrington@southlandsbdc.com](mailto:r.harrington@southlandsbdc.com))

## DEFINE BUSINESS ASSISTANCE SCOPE

Mentors have a 1-hour deeper diagnostic call with the business owner to identify a scope of services that the mentor will deliver, in conjunction with specialists. **The Relationship Manager is available to address questions and help put this together.** The mentor proposes a simple workplan and budget (e.g., [workplan template](#)), which is approved by the Management Committee and executed through the Stimulus Program’s Professional Services Agreement (and business-specific [Assignment Addendum](#)).

While the scope will vary, on average:

- Mentors receive \$5,000 per business
- Specialists receive \$2,000 per business

## PERFORM SCOPE OF SERVICES

Deliver the agreed-upon business technical and financial assistance. **Check in with the business’ Relationship Manager to report on progress or discuss successes/challenges.**

## CLOSE-OUT

Complete a close-out form, which links directly into the Stimulus Program’s tracking software. At a high level this will include (1) hours of advising provided and (2) outcomes realized by the business. More specifically the form will include:

- *Duration:* Date connected with business; date mentorship is completed
- *Hours:* Total # of hours of service provided
- *Service provided:* # of new initiatives implemented (e.g., strategic initiatives, organizational improvements, operational improvements, financial improvements)
- *Support services utilized:* specialists or partner programs you have connected to the business