



Governor's Office of Business and Economic Development

Office of Small Business Advocate

2018/19 Small Business Technical Assistance Program

Grant Announcement

The purpose of this grant announcement (Announcement) is to invite proposals from Minority Business Development Centers, Minority Business Development Agency Export, Procurement Technical Assistance Centers, Veterans Business Outreach Centers, and Women's Business Centers to provide free and low-cost consulting and training services to small businesses.

Opportunity Number: SBTAP2018
Total Program Funding: \$3,000,000

Opening Date: July 30, 2018
Closing Date: August 17, 2018

1. Definitions

1.1 Center: Means an entity authorized by the federal government to operate a Minority Business Development Centers Minority Business Development Agency Export Center, Procurement Technical Assistance Center, Veterans Business Outreach Center or Women’s Business Center in the State of California.

2. Overview

The California Small Business Technical Assistance Program (SB TAP or Program) was created in 2018 to provide one-time local cash match funding for Minority Business Development Centers, Minority Business Development Agency Export Centers, Procurement Technical Assistance Centers, Veterans Business Outreach Centers and Women’s Business Centers and support their direct assistance to small businesses in California. These Centers are designated by federal funding partners to operate federal small business technical assistance programs throughout the state. These Centers provide one-on-one, confidential consulting and training to help small businesses and entrepreneurs start, expand, facilitate investment and create jobs in California.

The SB TAP provides state grant funding to enable the full draw down of federal funds and support consulting and training efforts provided by the Centers. The Office of Small Business Advocate at the Governor’s Office of Business and Economic Development (GO-Biz) is charged with implementing and administering the Program.

3. Award Information

3.1 Funding

GO-Biz expects to issue \$3 million in grant awards in 2018-19. Grant awards will be distributed to the Minority Business Development Centers, Minority Business Development Agency Export Centers, Procurement Technical Assistance Centers, Veterans Business Outreach Centers and Women’s Business Centers that operate in California based on distribution totaling 50 percent of each respective Center’s federal award amount. Any remaining funds will be distributed in the form of a supplemental fund application process in January 2019.

3.2 Period of Performance

Awards will be made for a one-year period of performance. The grant will fund allowable services over a twelve-month period, from October 1, 2018 through September 30, 2019. On a case-by-case basis upon written approval from GO-Biz, Centers may receive up to a two-year extension to spend down 18/19 grant awards. Centers should ensure that grant funding requests and proposed scopes of work align with the 18/19 grant period timeline.

3.3 Funding Information

Funds provided under the Program must be used solely for the purposes stipulated in this Announcement and subsequently in the Agreement between GO-Biz and the Center. All costs

incurred under the Program must meet the tests of reasonableness, allowability and allocability in accordance with the Program's allowable costs and grant agreement terms.

Awards made under SB TAP are eligible to be used as match funds for application to the Small Business Technical Assistance Expansion Program (SB TAEP) administered by GO-Biz.

3.3 Allowable Activities and Costs

Allowable activities under the Program are listed below.

1. Direct technical assistance to small businesses (one-on-one consulting with businesses and pre-venture entrepreneurs).
2. Direct technical training to small businesses (workshops and classes for business owners). Training may include the cost of trainers, supplies, curriculum development or webinar subscriptions for virtual training. Training may not include travel.
3. Research (time and effort to assess small business service needs in a Center's geographical service area or research to inform a pilot project or other planned service expansion). Research may not include the cost of research tools or reports for individual client consulting.
4. Marketing (printed and online campaigns by Centers to reach small businesses in their communities). Allowable costs include personnel or consultants to conduct Center marketing initiatives, print and digital media, and subscriptions to database and marketing services to support expansions in Center activities.
5. Operations (operational costs related to the development and implementation of business services.) Includes time and effort of personnel as well as software to track consulting and training activity.

The grant program will fund the hourly rates of personnel or consultants to carry out the allowable activities described above. For personnel, hourly rates may include salary and benefits.

An unlimited portion of the grant award may be used for business consulting and training. Research and marketing are limited to 20% of the total annual grant award. In addition, operations is limited to 20% of the grant award.

Any spending on marketing, research, and operations must be justified in the grant application narrative.

All costs incurred under the Program must meet the tests of reasonableness, allowability and allocability in accordance with the Program's allowable costs and grant agreement terms. All costs charged under the Program are subject to audit. Recipients are responsible for insuring proper management and financial accountability of state funds to preclude future cost disallowances.

3.4 Eligible Applicants

Applications may only be submitted by Minority Business Development Centers, Minority Business Development Agency Export Centers, Procurement Technical Assistance Centers, Veterans Business Outreach Centers and Women’s Business Centers. Centers that are part of a statewide network may apply under a single authorized representative with the understanding that the authorized representative will be the coordinating administrative entity for that applicant group and is responsible for submitting performance and financial reports to GO-Biz on behalf of the group.

3.5 Technical Proposal Evaluation

GO-Biz will review the applications and assess the proposal’s approach to delivery of services and accompanying milestones. GO-Biz may ask Applicants for clarification of the technical aspects of their proposals.

3.6 Ceasing of Operations

If an applicant ceases to operate as a federally designated small business assistance Center, the state is obligated to compensate the Center only for all allowable and unavoidable expenses reasonably incurred by the Center incurred in the performance of its work under the agreement as of the effective date of the Terminating Event. In addition, if a Center has received notification by its administering federal agency that its cooperative agreement or contract is scheduled for termination or that its operations are placed under a probationary status, the Center must notify GO-Biz within 48 hours.

4. Award Requirements

4.1 Application and Submission Requirements

Applications must contain the following components submitted in the order below. The following checklist is provided to help ensure a complete proposal. **Please do not include the checklist in the proposal.**

CHECKLIST

- Section I: Summary Sheet**
- Section II: Narrative Responses (not to exceed 3 pages)**
- Section III: Metrics**
Projected small business starts, sales, contracts, capital infusion, businesses consulted and businesses trained for the 12-month grant period.

Please email all of the grant application materials to Jesse.Torres@gobiz.ca.gov by 12:00 pm on August 17, 2018. Hard copy submittals and late applications will not be considered.

5. Invoicing and Reporting Requirements

The Program requires awardees to submit quarterly invoices and reports on Program outcomes resulting from the grant award. Significant deviations from the original milestones must to be addressed by the awardee through an action plan. Milestones will be set by the Applicant. The Annual Report is combined with the fourth quarter report. Details are below.

5.1 Quarterly Invoices

Quarterly invoices must be submitted by the Center in a template to be provided by GO-Biz. All required information must be included. Invoicing amounts must exactly match the center's records. Invoice totals must not be rounded.

The Center must submit to OSBA an electronic version of their quarterly invoice within forty-five (45) days after completion of the quarter. If the 45th calendar day occurs on a weekend or U.S. Federal/State holiday, the report should be submitted the first working day after the weekend or U.S. Federal/State holiday.

5.2 Quarterly Report

The quarterly report identifies the small business milestones and grant outcomes for the specified period. If a grantee fails to meet 50% of their annual goals by the end of the second quarter, they must include a narrative that explains why the goals were not met and provide an action plan for improvement. **Capital infusion milestones must be recorded in the quarter when verification was provided (as opposed to when the funds were generated).**

The quarterly report will contain the following information from each center.

- A. Metrics on the following:
 - a. Number of Business Owners Counseled
 - b. Number of Training Events
 - c. Number of Training Event Attendees
 - d. Number of New Businesses Started
 - e. Number of Businesses that Started to Export after Receiving Assistance
 - f. Number of Business Exporters that Entered New Foreign Markets
 - g. Number of Business Exporters that Expanded Exports in Existing Markets
 - h. Number of Jobs Created
 - i. Number of Jobs Retained
 - j. Number of Contracts with Small Business serving as the Prime
 - k. Number of Contracts with the Small Business serving as the subcontractor
 - l. Dollar Amount of Contracts
 - m. Dollar Amount of Capital Infusion, which includes SBA loans, non-SBA loans, government grants, reimbursements, tax credits, nontraditional lending and non-owner equity investment. Owner equity is excluded from the program. **Capital infusion milestones must be reported in the quarter when verification was provided by the client (as opposed to when the funds were generated).**
 - n. Dollar Amount of Increase in Export Sales
 - o. Dollar Amount of Increase in Sales and Company Revenues

Some metrics may not be applicable to your specific grant program. Applicants should only propose, measure and report on metrics that are relevant to their specific grant program plan.

- B. Statement about performance, including successes and challenges associated with the Program. This section must also identify and explain any underperformance in meeting milestones or underspent grant funds.

5.3 Record Keeping

Recipients must maintain complete and accurate records and supporting documentation of sufficient detail to facilitate a thorough financial and/or programmatic and/or legal compliance audit or examination of their performance in the Program. Upon request, recipients must make these records available to GO-Biz, its agents and/or state investigators and provide them with unrestricted access to review and make copies of all products, materials and data, including those prepared or stored electronically. At a minimum, the records recipients must maintain for this Program include:

- The time and attendance of employees or consultants who are charged to this Program, with sufficient detail to substantiate the claimed work hours performed in support of the Program.
- Copies of receipts, invoices, contracts and other supporting documentation for all expenses paid with Program funds.
- Client or database records to substantiate metrics submitted in a Performance Report.
- Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements of this Program and the requirements established by your federal funding partner.

5.4 Program Monitoring and Reviews

GO-Biz will monitor recipient grant agreement performance. This monitoring will include regular review of Performance and Financial Report data. GO-Biz may also conduct program reviews to verify performance, including but not limited to a review of client files, client fees, training, marketing and administration invoices, cost share requirements and overall operations. Program reviews may be conducted remotely or onsite. GO-Biz may also review reported business assistance by interviewing the clients assisted by a Center. Staff will inform Centers by email about their selection for a program review and email instructions no later than thirty (30) days before the program review.

GO-Biz is not responsible for providing oversight of a Center's performance between program reviews. Moreover, GO-Biz does not accept liability for information not submitted in good faith by a Center for a program review.

6. Dates and Deadlines

- July 30, 2018: GO-Biz issues grant announcement.

- August 17, 2018: Grant application deadline (applications must be submitted by email to Jesse.Torres@gobiz.ca.gov by 12:00 PM).
- August 24, 2018: Grant awards and finalized scopes announced.
- October 1, 2018: Grant period begins.
- September 30, 2019: Grant period ends.

7. Application

Instructions for Group Submissions

Group submissions will consist of a single consolidated application to GO-Biz that contains all the applications from the Centers in their group. Each Center will complete their application and provide it to their group's authorized representative to be aggregated into one consolidated application. The consolidated application must be submitted in a **single PDF**.

The authorized representative is responsible for ensuring the completeness of group application submittals.

Instructions for Individual Submissions

Centers that operate individually may submit a group application under a single authorized representative as described above or submit an individual application directly to GO-Biz. The individual application containing Sections I, II, III and IV must be submitted in a **single PDF**.

California Public Records Act

By submitting an application, the applicant acknowledges that GO-Biz is subject to the California Public Records Act (PRA) (Government Code section 6250 et. seq.). Consequently, materials submitted by an Applicant to GO-Biz may be subject to a PRA request. In such an event, GO-Biz will notify the Applicant, as soon as practicable, that a PRA request for the Applicant's information has been received, but not less than five (5) business days prior to the release of the requested information to allow the Applicant to seek an injunction. GO-Biz will work in good faith with the Applicant to protect the information to the extent an exemption is provided by law, including but not limited to notes, drafts, proprietary information, financial information and trade secret information. GO-Biz will also apply the "balancing test" as provided for under Government Code section 6255 to the extent applicable.

SECTION I: Summary Sheet

Legal Name of Center: _____

Legal Name of Fiscal Host: _____

Employer/Taxpayer Identification Number: _____

Organizational DUNS (if available): _____

Mailing Address (and physical address if it is different):

Street 1: _____

Street 2: _____

City: _____ County: _____

State: _____ Zip/Postal Code: _____

Name and Contact Information of person to be contacted regarding this application:

First and Last Name: _____

Title: _____

Telephone Number: _____

Email: _____ Website: _____

Signature of Contact: _____ Date: _____

By signing, I certify that the information in this application is true and correct to the best of my knowledge.

Mission Statement: (75 words or less)

Geographic Area of Service (specific to this proposal):

SECTION II: Narrative

Describe your activities as they pertain to the item below. Narrative responses must not be more than three (3) pages total, double-spaced, one-inch margin, Times New Roman, 12 point.

- A. Current and proposed approach to providing small business services (outreach strategy, partner relationships, screening process and consulting services rendered). Please also describe how the state grant advances the overall goals of your federal program.
- B. If your proposed budget includes funding for marketing, research, and/or operations, provide a justification by describing how these funds would be used in each category.

SECTION III: PROPOSED BUDGET

Please complete the following table.

BUDGET INFORMATION		
Current Total Federal Award	\$0	
PROPOSED BUDGET FOR SB TAP 18-19		
Budget Category	SB TAP Grant	Federal Match Funds
Business Advising/Consulting	\$0	
Business Training	\$0	
Research	\$0	
Marketing	\$0	
Operations	\$0	
Total	\$0	

Please note: Research and Marketing Costs are capped at 20% of total proposed budget, and Operational Costs are capped at 20% of total proposed budget.

SECTION IV: METRICS

Proposed metrics for the 2018-19 grant period, which commences October 1, 2018 and ends September 30, 2019. Metrics should include all milestone outcomes that can be directly attributed to the Small Business Technical Assistance Match Program. Certain metrics may not be applicable to all programs – please only assign metric goals to categories that are relevant to your planned grant program.

2018-19 Proposed Metrics	
Total Business Owners Counseled	
Total Training Events	
Total Training Event Attendees	
Total Businesses Started	
Total Business that Started to Export after Receiving Assistance	
Total Business Exporters that Entered New Foreign Markets	
Total Business Exporters that Expanded Exports in Existing Markets	
Total Jobs Created	
Total Jobs Retained	
Total Contracts with Small Business Serving as the Prime	
Total Contracts with Small Business Serving as the Subcontractor	
Total Amount of Contracts	\$0
Total Capital Infusion (Loans and Non-Owner Equity)	\$0
Total Increase in Export Sales	\$0
Total Increase in Sales and Company Revenues	\$0