



**Governor's Office of Business and Economic Development
Office of Small Business Advocate**

2019/20 Technical Assistance Expansion Program

Program Announcement

Opportunity Number: SBTAEP2019

Total Program Funding: \$17 Million

Released:

July 12, 2019

Proposals Due:

By 12:00 PM PST on August 16, 2019

No late submissions accepted

Table of Contents

About the Program.....	4
Overview	4
Purpose	4
Priorities	4
Definitions	5
Appendixes and Attachments	7
Funding and Duration.....	8
Funding Categories.....	8
Funding Method.....	9
Eligibility	9
Authorized Representatives	10
Group-Based Programs	10
Individual Centers.....	10
Applicant and Agreement Responsibilities	10
Grant Period Responsibilities	10
Application Process	11
Application Submission	11
Application Criteria and Evaluation	11
Notice of Award.....	11
Agreement.....	11
Amendments.....	12
Reporting.....	12
Performance Reports	13
Financial Report.....	13
Performance and/or Underperformance Reporting	14
Final Year-End Report.....	14
Documentation and Record Keeping.....	15
Program Monitoring and Reviews	16
Pre-Bid Webinar	16
Timeline.....	16
California Public Records Act.....	17
Application Instructions and Submission.....	18

Instructions for Group-Based Submissions.....	18
Groups must submit the application following the instructions provided below:.....	18
Instructions for Individual Center Submissions	18
Proposal Questions and Scoring.....	19
Section I: Applicant Information.....	19
Section I: Applicant Information continued.....	20
Section II: Proposed Scope of Work	21
Section III: Center Strategies and Organizational Capacity.....	22
Section IV: Financial Management Capability	22
Section IV: Financial Management Capability Continued	22
Section V: Center Performance	23
Section VI: Bonus Points.....	23
Appendix A: Cover Sheet	24
Attachment A: Intake Sheet	25
Attachment B: Budget Justification Template	25
Attachment C: Executed federal contract or Letter of Intent with scope of work	25
Attachment D: Change Order Request Form.....	25

About the Program

Overview

The California Small Business Technical Assistance Expansion Program (SB TAEP or Program) was created in 2018 to expand the capacity of federal small business technical assistance programs in California, administered by and primarily funded by federal agencies, that provide one-on-one confidential consulting and training to small businesses and entrepreneurs in this state. The Program was enacted in Government Code Section 12100-12100.69. The Office of Small Business Advocate (OSBA) at the Governor's Office of Business and Economic Development (GO-Biz) is charged with administering and providing oversight for the Program.

The Program provides \$17 million in annual grant funding to improve the state's business and technical resources and networks for entrepreneurs and micro and small business owners, with a focus on underserved business groups, including women, minorities (people of color), and veteran-owned businesses, and businesses in low-wealth, rural, and disaster-impacted communities. Funding is provided to expand consulting and training services. The program was authorized with a five-year funding period ending on June 30, 2023. Each fiscal year, GO-Biz will release an annual Program Announcement to provide Centers with the application, instructions and details about the annual funding, eligibility, evaluation criteria and performance requirements. This document serves as the Program Announcement for SB TAEP funding available during the 2019/20 fiscal year.

Purpose

Federal small business technical assistance centers (Centers) are funded in part by federal agencies to operate small business support services and programs throughout the state. These Centers provide one-on-one, confidential consulting and training to help small businesses and entrepreneurs start, grow and expand, fundraise and create jobs in California. The SB TAEP provides state grant funding to create new or enhanced consulting and training services through existing and new Centers, including satellite offices. As the Program's purpose is to expand offerings to California small businesses over a five-year period, annual requests may include continued support of expansion offerings created in previous years through TAEP.

SB TAEP funds shall not supplant a Center's local cash match. However, funding from other state programs may be used as local cash match.

Priorities

GO-Biz will prioritize funding to applications that propose new or enhanced services to underserved small business owners, including women, people of color and veteran-owned businesses and businesses in low-wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation.

Eligible consulting and training services covered by the Program's grant funding include: capital readiness and access; expansion/growth strategies such as export assistance, government and private procurement, business plans and strategy, business development, e-commerce, and marketing; management, operations, financial management, marketing cybersecurity, manufacturing assistance, and, increased productivity and innovation; business resilience such as emergency preparedness, disaster economic recovery, succession planning; among other areas. Priority will be given to proposals with new or enhanced services that fill opportunity gaps for underserved small business owners to help them reach greater parity in revenue creation and job creation including capital readiness, export

training, procurement and other programs that increase revenues and job creation to narrow the gap. Priority will also be given to business resilience programs for underserved small businesses with increased challenges dealing with disaster recovery and recovery from natural, technological, health, or human induced hazards. Business resilience can also include strong succession planning to address the large number of retiring small business owners through worker cooperative conversion options.

GO-Biz will also prioritize efforts to build a strong ecosystem and creating more collaboration in order to ensure a seamless network of federal, state, and nonprofit programs, services, and activities that benefit all California small business.

- Research and marketing focused on building a map of the continuum of services and identifying any gaps that exist for small businesses
- Program expansion that includes identifying or developing best-practices and creating partnerships to fill identified gaps in the continuum of services and ecosystem
- Building new partnerships, collaborations and best practice sharing functions to ensure a standard level of small business service offerings, especially with women, people of color and veterans, and in underserved areas including low-wealth, rural and disaster impacted areas
- Sharing GO-Biz information and resources with small businesses to ensure they have access to and knowledge of state service offerings and products

Definitions

Definitions that pertain to this Program Announcement are provided below.

- “Federal funding partners” means the federal agencies that fund small business technical assistance centers such as the U.S. Small Business Administration, U.S. Department of Commerce or U.S. Department of Defense and other federal agencies with the authority to administer small business technical assistance programs in the state of California.
- “Federal small business technical assistance center (Centers)” means an organization that contracts with a federal funding partner to operate as a technical assistance center provider, a Small Business Development Center, a Women’s Business Center, Veterans Business Outreach Center, NIST Manufacturing Extension Partnership Centers (MEP), Minority Business Development Agency Centers, Procurement Technical Assistance Center or similar programs within California to support small businesses.
- “Fiscal agent” means the entity with which a federal funding partner administering the specified federal small business technical assistance program for all aspects of the program requirements, which may include staffing, program, outreach and securing the required match to draw down federal funds and reporting performance outcomes to operate the program in this fiscal agent’s area of responsibility.
- “Lead Center” means a Small Business Development Center (SBDC) Lead Center

- “Local cash match” means nonfederal cash that is spent on eligible federal small business technical assistance program costs.
- “Grant Period” means October 1, 2019 through September 30, 2020
- “Small business” means a business with 500 employees or less for most manufacturing and mining industries and \$7.5 million or less in average annual receipts for nonmanufacturing industries.
- “Client” means the client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving SBDC services. Each client will be counted only once.
- “Client Served” means the number of unique clients counseled and/or trained.
- “Low-wealth areas” means a city and/or county within California with a poverty rate of at least 150% of the California statewide poverty rate per the most recently updated data available from the U.S. Census Bureau’s American Community Survey 5-Year Estimates thirty days prior to the first day of the applicable application period.¹
- “Rural areas” means all territory, population, and housing units that are located outside of urban areas (50,000 or more people) and urban clusters (at least 2,500 and less than 50,000 people). Urban areas and clusters are determined by population density and size available per the most recently updated data available from the U.S. Census Bureau’s American Community Survey 5-Year Estimates thirty days prior to the first day of the applicable application period.²
- “Veteran” means the individual served on activity duty with the Army, Air Force, Navy, Marine Corps, or Coast Guard for any length of time and didn’t receive dishonorable discharge, or served as a Reservist or member of the National Guard and were called to federal activity duty or disabled from a disease or injury that started or got worst in the line of duty or while in training status.
- “Veteran-Owned Small Business” means a small business registered with the Office of Small & Disadvantaged Business Utilization (OSDBU).³

¹ U.S. Census Bureau. American Community Survey (ACS). <https://www.census.gov/programs-surveys/acs>

² U.S. Department of Veteran Affairs. <https://www.va.gov/careers-employment/veteran-owned-business-support/>

³ U.S. Department of Veteran Affairs. OSDBU. <https://www.va.gov/osdbu/verification/index.asp>

- “New Businesses Created” means substantive counseling attributed to assisting an individual(s) explore the establishment of new business, who achieved on or more of the following verified results: The client makes their initial sale while receiving assistance, the client has made a sale, but comes to the SBDC without the necessary licenses and permits and obtains them with help from the SBDC, or the client obtains funding for the business.

Appendixes and Attachments

- Appendix A: Cover Sheet
- Attachment A: Intake Sheet
- Attachment B: Budget Justification Template
- Attachment C: Executed federal contract or Letter of Intent with scope of work
- Attachment D: Change Order Request Form

Funding and Duration

The 2019/20 grant period will commence on October 1, 2019 and end on September 30, 2020.

GO-Biz will award \$17 million during the grant period using a merit-based review process. Centers are expected to spend their 2019/20 award in full during the grant period. On a case-by-case basis upon written approval from GO-Biz, Centers may receive up to a one-year extension to spend down 2019/20 grant awards. Center should ensure that grant funding requests and proposed scopes of work align with the grant period timeline.

The requested funding amount may not exceed the total federal award specified in a Center's agreement with a federal funding partner, but in any event may not be less than twenty-five thousand dollars (\$25,000) per year. Centers applying as a group under an Authorized Representative may combine federal award dollar amounts. Additionally, if the group is proposing a network-wide program offering, the requested funding amount may not exceed the combined total federal award.

Funding Categories

Allowable activities and expenditures under the Program are listed below.

1. Employee or consultant's time and effort to conduct direct technical assistance to small businesses (one-on-one consulting with businesses and pre-venture entrepreneurs).
2. Employee or consultant's time and effort to conduct direct technical training to small businesses include (workshops and classes for business owners). Training may include the cost of supplies to conduct training and/or webinar subscriptions for virtual training.
3. Research includes employee or consultant's time and effort to assess small business service needs in a Center's geographical service area or to inform a pilot project or other planned service expansion. Research may not include the cost of research tools, software, or reports for the Center or for individual client consulting. We encourage the use of partnerships and existing best practices for any large research expenditures. Research expenditures must be justified in the grant application. Any additional research over \$5,000 planned post or beyond the original proposal must be submitted with justification to GO-Biz for pre-approval.
4. Marketing includes employee or consultants' time and effort to conduct Center marketing initiatives, print media (i.e. flyers, brochures, and pull-up banners), digital media (i.e. social media ads), and subscriptions to database and marketing services to support expansions in Center activities (i.e. MailChimp or Constant Contact). We encourage the use of partnerships and research-driven approaches for any large marketing expenditures. Marketing expenditures must be justified in the grant application. Any additional marketing (non-labor marketing costs over \$5,000) planned post or beyond the original proposal must be submitted with justification to GO-Biz for pre-approval.

5. Travel expenses related to startup or capacity-building that result from a geographic expansion to a new underserved area will be allowed for a reasonable period as defined in the proposal's strategic plan. Funds may only be used for transportation expenses. Funds are not available for the payment of per diem, lodging, meals, or subsistence expenses.

An unlimited portion of the grant award may be used for business consulting and training. Centers may spend the full award on business consulting and training. However, research and marketing are limited to a maximum of 20% of the total annual grant award. Further, any and all spending on allowed travel (item 5 above), research and/or marketing must be justified in the grant application.

Unallowable activities and expenditures under the Program include, but are not limited to:

- Salary or contract bonuses
- Travel expenses for per diem, lodging, meals or subsistence expenses
- Travel expenses for transportation (i.e. mileage, car rental, rail or air) unless noted above for geographic expansion)
- Food and beverage
- Indirect or overhead costs (The grant agreements in this Program are not subject to the model agreement provisions developed pursuant to Chapter 14.27 (commencing with Section 67325) of Part 40 of Division 5 of Title 3 of the Education Code)
- Other items that are banned by the State of California, or GO-Biz deems inappropriate or inconsistent with statutory or programmatic requirements of TAEP

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 ensuring proper management and financial accountability of state funds to preclude future cost disallowances.

Funding Method

GO-Biz will process grant payments quarterly on a cost-reimbursement basis. GO-Biz will issue payments within forty-five (45) days of receiving a valid or undisputed invoice with all required documentation and reporting requirements.

GO-Biz will determine final funding amounts based on evaluation of scores and budget reasonableness as defined in Funding Categories.

Eligibility

At the time of applying for funds, Centers must meet the requirements below.

1. Applicants must have an active grant, cooperative agreement or contract with a federal funding partner to administer a federal small business technical assistance program in California OR a Letter of Intent from a federal funding partner to administer a federal small business technical assistance program in California by December 31, 2019.
2. Applicants must have a fiscal agent that is able to receive nonfederal funds.
3. Applicants must have a plan of action and commitment to fully drawn down all the federal funds in their primary agreement with a federal funding partner during the grant period using local cash match.

- a. Applicants must generate and provide documentation of the local cash match required by the federal funding partner by December 31, 2019.
- b. If the applicant is a new federal small business technical assistance center, the applicant must demonstrate the ability to fully draw down substantially all federal funds available to it.

Authorized Representatives

Applicants may include Centers that operate as a group (e.g., regional or statewide networks) or individually. Group-Based Programs and Individual Centers must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.

Group-Based Programs

Group-based programs consist of Centers organized under a coordinating administrative or fiscal entity, such as a SBDC Lead Center or a voluntary grouping of individual Centers.

For Centers that operate as a group, the Authorized Representative will be the coordinating administrative entity defined by their federal program or the fiscal agent selected by the group.

Authorized Representatives that act only as a Fiscal Agent will not be responsible for designating final funding award amounts per Center.

Individual Centers

For Centers that operate individually, the Authorized Representative will be the Center itself or a designated entity that will represent a group of individual Centers to carry out Program responsibilities on their behalf. Centers that operate individually will have their final funding award amounts determined by GO-Biz upon final review.

Applicant and Agreement Responsibilities

The Authorized Representative will submit the Program application to GO-Biz, receive the Notice of Award and enter into the 2019/20 agreement with GO-Biz. For group-based applications and agreements, the Authorized Representative will enter into separate sub-agreements with the Centers in their group agreement.

Grant Period Responsibilities

During the grant period, the Authorized Representative will submit performance and financial reports to GO-Biz after reviewing each Center for accuracy and completeness. The Authorized Representative will also receive and distribute GO-Biz's quarterly reimbursements to Centers in group agreements.

In addition, the Authorized Representative will serve as the principal contact for GO-Biz and the Centers in a group agreement. Any programmatic or agreement-related issues will flow through the Authorized Representative to the Centers in their agreement. When programmatic issues and questions arise, Centers are expected to contact their Authorized Representative, who will engage GO-Biz if necessary. Likewise, GO-Biz will communicate to Authorized Representatives to communicate program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, they must provide GO-Biz with a written statement confirming they are acting on behalf of the Authorized Representative.

Application Process

Application Submission

Applications will be submitted to the Office of the Small Business Advocate at GO-Biz at sbtaep@gobiz.ca.gov.

- A. Group-based programs will apply as a group (i.e. SBDCs with Lead Center structure and others who voluntarily organize as a group). The group's Authorized Representative will submit a single consolidated application to GO-Biz that contains all the applications from the Centers in their group. The Authorized Representative must include a roll-up of all Center names and requested grant funds. Additionally, if the group is proposing a network-wide program offering, the Authorized Representative may submit an additional application for funding.
- B. Centers that operate individually at the federal level may apply individually or submit a group application under a single designated Authorized Representative. For instance, a Northern California technical assistance provider may submit a consolidated application with the Northern California SBDC network.

Application Criteria and Evaluation

Application packages should include the elements for each section as described below to be eligible for maximum consideration. Applications that fail to include all the necessary elements (in the order outlined below) will not be reviewed or considered and will be disqualified.

A GO-Biz panel will evaluate and score all applications individually and as a group.

Notice of Award

Final award amounts for all grantees will be determined by the competitive score received.

Once the award amounts for all recipients have been determined, GO-Biz will email the Authorized Representative a Notice of Award. The Notice of Award will indicate the award amount and scores, along with instructions about next steps. If a Center's award amount is different than the amount requested, the Center will be required to revise its scope of work and proposed milestones based on the final award. GO-Biz will instruct Centers to submit the requested information within five business days of receiving the Notice of Award. If it's a Group-Based Program, the Authorized Representative will be provided with guidance and scoring from GO-Biz to determine final award amounts for subgrantees.

Agreement

Once milestones are finalized, the Program's funding will be awarded in an agreement between GO-Biz and the Authorized Representative. The agreement will contain standard terms and conditions and specify the award amount, the reporting and invoicing requirements, scope of work and milestones that will be used to evaluate recipient progress during the year of the agreement. In the case of group submissions, the Authorized Representative will enter into separate sub-agreements with each of the Centers in their group.

Amendments

GO-Biz may amend agreements if necessary as a result of external factors, including changes in federal funding, Center closures or openings, Center staffing issues, noncompliance in carrying out the agreement or other agreement-related issues that may arise during the grant period.

In some cases, a Center may not be able to spend their 2019/20 grant award in full. If needed, a portion of a Center's funding award may be redirected to other Centers in the same group agreement without an amendment if the change in funding results in no net changes to the total award in the agreement. A Changer Order Request (COR) form (Attachment D) must be completed for funding redirections that results in no net change in the total award. GO-Biz will evaluate requests and provide written approval if allowed. Funding redirections that results in a change in the total award in an agreement will require an amendment.

If a recipient ceases to operate a federal small business technical assistance program, the state is obligated to compensate the recipient only for all allowable and unavoidable expenses reasonably incurred by the recipient in the performance of its work under the agreement as of the effective date of the terminating event. In addition, if a recipient has received notification from its federal funding partner that its cooperative agreement is scheduled for termination or that its operations are placed under a probationary status, the recipient must notify the Office of Small Business Advocate GO-Biz via email at SBTAEP@gobiz.ca.gov within 48 hours. Failure to notify the Office of Small Business Advocate will impact future eligibility.

Reporting

Authorized Representatives are responsible for collecting accurate and complete performance reports and financial reports from sub-recipients. The Authorized Representative is responsible for submitting all final reports in the online portal to GO-Biz once reviewed and approved. Reports will be submitted electronically through the Small Business Grantee Portal to GO-Biz grant administrators.

Authorized Representatives will receive separate email instructions for the Grantee Portal, including log-in/password information, and tips on how to navigate the portal. A mandatory webinar training will be held within the first quarter (October 1 through December 31).

The reports or portions thereof provided by grantees may be made public.

GO-Biz may withhold payment if reports are not received or are deemed inadequate. Failure to report in a timely manner may also be weighed against future applications for grant funding from GO-Biz.

GO-Biz reserves the right to audit information submitted in a performance report by requesting additional documentation, performing on-site visits, contacting clients served, or verifying other information as necessary to verify the information contained in the performance report.

Performance Reports

Grantees will submit performance reports quarterly during the performance period.

The performance reports will include but not be limited to the following information:

- Quarterly outcomes from the assistance provided including:
 - Number of Training Events
 - Number of Unique Clients Trained
 - Number of Clients Counseled
 - Number of New Clients Counseled
 - Number of New Businesses Started
 - Number of Jobs Created (full and part-time)
 - Dollar Amount of Increase in Sales
 - Number of Contracts
 - Dollar Amount of Contracts
 - Number of Loans
 - Dollar Amount of Loans (SBA loans and non-SBA loans)
 - Dollar Amount of Equity Capital (to include private investment)
 - Additional Funds Raised (non-dilutive funding, grants, etc.)
- Actual funding expended

Financial Report

Recipients will be required to submit quarterly financial reports to GO-Biz using a Financial Report Template in the Grantee Portal within 15 days of the completion of each of the first three quarters and within 30 days of the completion of the fourth and final quarter of the grant period.

The Financial Report Template will contain the invoice template and not be limited to the following information:

- Business consultant names (including affiliated organizations if it's a partnership with another local technical assistance provider, chamber, accelerator, incubator, institution, government entity, etc.)
- Description of non-labor expenditures
- Cost for client consulting, including hourly rates, benefit rates and number of hours worked
- Costs for client trainings
- Cost for travel
- Cost for research
- Cost for marketing
- Reimbursement period
- Signature from Authorized Representative affirming that the information is accurate

Performance and/or Underperformance Reporting

Underperformance statements will be required based on the thresholds below:

- Q1 (Oct-Dec): Year-to-date (YTD) results less than 10% of the annual award or goals
- Q2 (Jan-Mar): YTD results less than 35% of the annual award or goals
- Q3 (Apr-Jun): YTD results less than 60% of the annual award or goals
- Q4 (Jul-Sept): YTD results less than 100% of the annual award or goals

The performance narrative must describe the work performed, outcomes achieved, progress made against full grant proposal plan, and justify the cost categories invoiced. For instance, if 200 hours were charged to training, we would expect the work associated with those costs to be broadly described (e.g., did staff develop curriculum, plan and host training events for underserved businesses, deliver consulting services, acquire supplies or webinar subscriptions?). If travel costs were expensed, please describe how the travel was critical to the Center's proposed geographic expansion for startups. If research costs were expensed, please indicate the type of research conducted. In addition, please describe how the Center was able to target outreach and marketing to underserved businesses to meet metric goals.

The underperformance narrative must include challenges and an action plan for improvement. We are looking for the Center to briefly describe the work plan to spend the funds and meet goals (e.g., Center's marketing efforts will generate new client consultations, X number of trainings will be conducted in Q2, etc.) Also critical is a confirmation that the Center is still on track to meet annual goals and spend the funds by the end of the performance period.

Statements deemed inadequate result in an incomplete report.

Final Year-End Report

The final year-end report will be a detailed narrative description of how the funds awarded were used to expand services to underserved businesses, including women, people of color and veteran-owned businesses, and to help businesses and entrepreneurs to start, expand, raise funds and create jobs in all areas of California, including low-wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation.

Grantees should address the following:

- Actual metric outcomes compared to proposed
- Client demographics:
 - The number of businesses assisted that were pre-launch, part-time only, and/or operating full-time
 - The employee size of businesses assisted; based on the number at the time assisted, as reported by the assisted business
 - The revenue size of businesses assisted; based on the amount at the time assisted, as reported by the assisted business. Reporting shall be in categories of business size, as determined by GO-Biz
 - The city and county in which the businesses assisted were located.
 - Industry sectors of the businesses assisted, as reported by the assisted businesses.
 - The number of business owners assisted based on gender

- The number of business owners assisted based on race
 - The number of business owners assisted that are Veteran/Non-Veteran
 - The number of business owners assisted in low-wealth areas
 - The number of businesses/owners assisted in rural areas
 - The number of businesses assisted in disaster areas (state or federally declared disasters)
- Network and collaboration to build a seamless network of programs, services and activities that benefit small business
 - Describe or share any mapping of the continuum of services and any gaps that exist for small businesses (i.e. work product such as research studies, strategic regional plans, or databases, diagrams, technology tools, etc.)
 - Describe efforts to develop best-practices and partnerships to fill identified gaps
 - Describe efforts to build new partnerships, collaborations and/or share best practices, especially into underserved areas including low-wealth, rural and disaster impacted areas to ensure a standard level of small business service offerings across demographics.
 - Share metrics on partnerships established as a result of expansion, especially with organizations with strong memberships bases across women, people of color and veterans
- Regional and economic shifts (i.e. regional strategies or priorities informing focus, natural disasters, emerging industries, etc.)
- A minimum of five success stories - with no less than one per program created or expanded, or new region entered

Documentation and Record Keeping

Grantees must maintain complete and accurate records and supporting documentation of sufficient detail, for up to five fiscal years, to receive quarterly reimbursements, and to facilitate a thorough financial and/or programmatic and/or legal compliance audit or examination of performance in the Program. In addition, funds must be identifiable to the program year for which they were provided. Funds that were approved as a “carryover” from a previous program year also must be maintained and reported separately. Upon requested, grantees must make these records available to GO-Biz.

- A spreadsheet that reconciles the financial invoices and the disbursement journals at the Host organization and subrecipient organizations (i.e. subcontracted Service Center(s))
- Support for all charges to the Grant Agreement, but not limited to the disbursement ledger, vendor invoices, canceled checks and journal entries
- The expense reimbursement invoices submitted from the subcontracted Service Centers and any relating supporting documentation (i.e. disbursement ledgers, comparison of actual to budget expenditures)
- Salary and wage records for employees charged to the Grant Agreement (Both Recipients and subrecipients must maintain the appropriate standard to document for full-time and part-time personnel allocated to the program. This may include, but is not limited to, time and effort certification, appointment letters or contracts, performance reviews, payroll journals and/or activity reports)

- Backup timesheet with time and attendance of employees or consultant 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.

Program Monitoring and Reviews

GO-Biz will monitor grantees 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 five business (5) 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.

Pre-Bid Webinar

Monday, July 22, 2019 from 2:00 PM to 3:30 PM

Webinar link will be posted at <http://www.business.ca.gov/Programs/Small-Business-Assistance/Small-Business-Technical-Assistance-Expansion-Program>

Timeline

July 12, 2019	Program Announcement Release
July 22, 2019	Pre-Bid Webinar at 2:00 PM PST
August 16, 2019	Grant application deadline (must submit to sbtaep@gobiz.ca.gov by 12:00 PM PST)
September 9, 2019	Grant awards announced
October 1, 2019	Grant program begins
September 30, 2020	Grant program ends

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.

Application Instructions and Submission

All applications, with required attachments, must be submitted to GO-Biz at sbtaep@gobiz.ca.gov. Applications must be in Times New Roman, size 12 font, double-spaced, and one-inch margins. Do not attach RFP to application submission.

Instructions for Group-Based Submissions

Group-based submissions may consist of the following:

- Network with a Lead Center (e.g. SBDC)
- Individual Centers with a designated Authorized Representative

Groups must submit the application following the instructions provided below:

1. Cover sheet (Appendix A)
 2. A single consolidated PDF application to GO-Biz that contains all the applications from the Centers in their group and supporting documentation. Each Center will complete their application and provide it to the Authorized Representative to be aggregated into one consolidated application. The application must be organized to align with the list of Centers on the cover sheet with the Authorized Representative Center as the first application. If the group is proposing a network-wide program offering, the Authorized Representative may submit an additional application for funding and must be organized as the first application.
 3. Attachment A: Intake Sheet
 4. Attachment B: Budget Justification Template per proposed Center/Program
 5. Attachment C: Executed federal contract or Letter of Intent with scope of work
- A. The Authorized Representative is responsible for ensuring the completeness of group application and submittals.

Instructions for Individual Center Submissions

Centers that operate individually must submit the application following the instructions provided below:

1. Cover sheet (Appendix A)
2. A single PDF application to GO-Biz
3. Attachment A: Intake Sheet
4. Attachment B: Budget Justification Template
5. Attachment C: Executed federal contract or Letter of Intent with scope of work

Proposal Questions and Scoring

Applicants must complete all portions of the proposal. Failure to answer one or more application questions may result in disqualification. Group-based submissions proposing a network-wide program may have an additional 300 words per question to explain in detail how the region wide initiatives have been proven to be successful and are justified with best practices for implementation.

Section I: Applicant Information

Applicant's Center name, Authorized Representative name, federal contract information, and contact information (**not scored**)

Center Information:	
Legal Name of Center:	
Legal Name of Fiscal Host:	
Name of Federal Technical Assistance Program:	
Federal Funding Partner:	
Employer / Taxpayer Identification Number:	
Organizational DUNS (if available):	

Center Contact Information			
Mailing Address (insert physical address if different):			
Street:			
City:			
County:		Zip:	
Telephone:		Website:	

Name and Contact Information of Center Director/ Authorized Representative			
Name and Title:			
Telephone:		Email:	

Name and Contact Information of Center's Responsible Administrator (insert if different from Center Director/ Authorized Representative)			
Name and Title:			
Telephone:		Email:	
Mailing address (if different from Center Contact Information):			

Section I: Applicant Information continued

1. Do you have an active contract with a federal funding partner to operate a Federal Small Business Technical Assistance Program in California?
Yes _____ No _____
 - a. If yes, you are required to attach the active federal funding partner award and scope of work to this application submission (Attachment C).
2. If you do not have an active federal contract, do you have a Letter of Intent from a federal funding partner to operate a Federal Small Business Technical Assistance Program in California by December 31, 2019?
Yes _____ No _____
 - a. If yes, you are required to attach the Letter of Intent and scope of work from the federal funding partner to this application submission (Attachment C).

As the duly authorized Center Director/Authorized Representative described above, I hereby certify that the Center budget during the 2019/20 program period will contain federal grant dollars in the amount of \$_____ from the federal funding partner identified above and local cash match dollars in the amount of \$_____.

Center Director / Authorized Representative Signature:

Date: _____

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

Section II: Proposed Scope of Work

1. Describe how your Center will expand by providing new or enhanced services through existing and new Centers, including satellite offices to small businesses given the scope of the active federal contract to provide direct technical assistance and training. Include proposed goal for each metric: (maximum 300 words / 10 points)
 - i. Number of Training Events
 - ii. Number of Unique Clients Trained
 - iii. Number of Clients Counseled
 - iv. Number of New Clients Counseled
 - v. Number of New Businesses Started
 - vi. Number of Jobs Created (full and part-time)
 - vii. Dollar Amount of Increase in Sales
 - viii. Number of Contracts
 - ix. Dollar Amount of Contracts
 - x. Number of Loans
 - xi. Dollar Amount of Loans (SBA loans and non-SBA loans)
 - xii. Dollar Amount of Equity Capital (to include private investment)
 - xiii. Additional Funds Raised (non-dilutive funding, grants, etc.)
2. Describe how your Center's proposed scope of work will provide new or enhanced services to underserved small businesses, including women, people of color and veteran-owned businesses and businesses in low-wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation. Please describe specific strategies, goals and metrics to achieve increased numbers of underserved clients. **(maximum 400 words / 20 points)**
3. Geographic area of service specific to this proposal **(not scored)**
4. Describe how the grant funds will help your Center's methodology and implementation of the proposed expanded services and the strong likelihood of achieving proposed outcomes. For group-based submissions proposing a network-wide program, describe in detail how the network of Centers will leverage each other and partnerships to implement the program, detail best practices and proven methodologies for success. **(maximum 200 words / 10 points)**
5. Provide a plan of action below indicating how you will draw down all the federal funds available during the grant period using local cash match. If your Center did not fully draw down federal funds previously, explain why and address how your action plan will prevent local under-match going forward. **(maximum 400 words / 10 points)**

Section III: Center Strategies and Organizational Capacity

1. Describe the Center’s in-take methods. **(maximum 100 words / 5 points)**
2. Describe the Center’s management strategy for service delivery and how the work will be coordinated and monitored. Include organizational chart. **(maximum 150 words / 10 points)**
3. Describe ability to partner and how your Center complements and leverages the work of other local, state, federal, non-profit or private small business technical assistance resource partners in their area, including institutions of higher education, financial institutions, chambers of commerce, trade and industry groups and associations that are committed to the growth and success of small business. In addition, describe work **(maximum 200 words / 15 points)**

Section IV: Financial Management Capability

1. For each budget category, enter the amount of TAEP funds requested (rounded to the nearest whole dollar) and a brief description of the costs or activities covered. A description is required for each budget category in which funds are requested. **(5 points)**
 - a. Salary and wages for individuals not employed by the applicant organization must be listed under Category E - Contractual (i.e. contracted trainer).
 - b. For group-based submissions proposing a network-wide program, the budget justification must detail each Center’s requested funds to meet the needs of the proposed scope of work and goals.
 - c. Complete Attachment B: Budget Justification Template
2. If travel expenditures have been identified, please justify the need and how travel will be used to expand geographically. **(maximum 100 words / not scored)**
3. If research and marketing expenditures have been identified, please explain the need, any research-driven justification, and how the funds will be used. **(maximum 100 words/not scored)**
4. Describe how your Center will track allowable activities and expenditures? **(maximum 100 words / 5 points)**

Section IV: Financial Management Capability Continued

1. Existing Centers: Double click the Excel table and insert the following financial and performance-related information for each fiscal year (FY). **(not scored)**

	FY 16/17	FY 17/18	FY 18/19
Annual Federal Funding Award			
Annual Local Cash Match Requirement			
Annual Non-State Local Cash Match Raised			
Annual Local In-Kind Match Requirement			
Annual Local In-Kind Match Raised			
Businesses Consulted			
Businesses Trained			
Total Businesses Assisted	0	0	0

Section V: Center Performance

1. Existing Centers: Has your Center received special recognitions for past performance? If so, explain. **(maximum 100 words / 10 points)**

OR

2. New Centers: Attach letters of recommendation and resumes of key Center personnel. **(10 points)**

Section VI: Bonus Points

1. If you were a previous recipient of this grant award, did you successfully draw down all funds and meet metric goals within the performance period? YES _____ NO _____ **(10 points)**

OR

2. Have you previously and successfully drawn down other state and/or federal funds and met metric goals within the performance period? YES _____ NO _____ **(10 points)**

Attachments:

- Attachment A: Intake Sheet
- Attachment B: Budget Justification
- Attachment C: Executed federal contract or Letter of Intent with scope of work
- Letters of Support (optional)

Do not include the following: Program Announcement, additional sheets to answer the narrative questions, and marketing sheets.

Total number of possible points in this concept proposal: 110 points

Appendix A: Cover Sheet

The cover sheet must be followed by the proposal and attachments.

Center Name:

Authorized Representative Name:

Applicant Contact Name:

Applicant Phone Number:

Applicant Email:

Authorized Representative Host College (if applicable):

Center Name	Funding Amount Requested
ABC Center	\$200,000
DEF Center	\$300,000
GHI Center	\$350,000
Total Funding Request	\$850,000

Attachment A: Intake Sheet

All Authorized Representatives must prepare an Intake Sheet summarizing the grant request and proposed milestones in the submission. Authorized Representatives will submit a single Intake Sheet that includes this information for all the Centers in their group submission. The Intake Sheet template is attached as an Excel file to the email containing this Program Announcement. The first row contains sample data to demonstrate how the cells should be populated. Delete sample data prior to submission.

Complete the Intake Sheet by providing the data requested in each column. Do not alter the formatting or structure of the spreadsheet.

Intake Sheet Submittal

Once the Intake Sheet is populated, complete the following steps:

1. Rename the Excel file by selecting "Save As." Rename using the following naming convention: [Authorized Representative Name] Intake Form [insert date]. For example: "Norcal Lead Center Intake Form 7.16.19"
2. Create a .CSV file copy by selecting "Save As" again. In the "Save As" dialogue box, click on "Save as Type" and select "CSV (Comma Delimited) *.csv." and select "Save." Additional dialogue box prompts will appear. Select "OK" or "Yes" for each one to save the new .CSV file.

Submit the Intake Sheet to GO-Biz by attaching the Excel and .CSV versions of your intake sheet to the email containing your application.

Attachment B: Budget Justification Template

Attachment C: Executed federal contract or Letter of Intent with scope of work

Attachment D: Change Order Request Form