



**ACCELERATE CALIFORNIA: INCLUSIVE INNOVATION HUB PROGRAM  
TECHNICAL ASSISTANCE ENTITY - REQUEST FOR PROPOSALS**

The purpose of this announcement is to solicit applications from eligible organizations to apply to administer a grant program for the State to facilitate the transformation of invention to impact by accelerating the startup and growth of innovation-based firms in key industry areas with a focus on diverse founders, including women, people of color, and underserved geographies and regions. Successful applicants will receive the Accelerate CA Inclusive Innovation Hub (Accelerate CA hubs) designation.

**Opening Date:** Tuesday, April 4, 2023

**Closing Date:** Thursday, May 4, 2023, at 5:00 PM PST

Proposals submitted after the stipulated deadline will be rejected without being evaluated with no exceptions.

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## Introduction

With the state facing global competition for talent and leadership in science, technology, engineering, mathematics, research, and education, California must expand its innovation capacity by leveraging the resources, creativity, and ingenuity that exists across all geographic regions of the state. Through a new California initiative, the Accelerate California Inclusive Innovation Hubs, or Accelerate CA Hubs, program catalyzes and fosters innovation ecosystems across the state. This program aims to: advance critical technology development; address industry and societal challenges; foster collaboration and partnership development across industry, academia, government, nonprofits, civil society, and communities of practice; stimulate economic growth and job creation; and serve as a conduit to regional innovation and talent. Diversity, Equity, Inclusion, and Accessibility (DEIA) are intentionally and meaningfully embedded at the core of this program.

The Accelerate CA Hub program uniquely harnesses California's research and development, science and technology, angel and venture capital networks, local, and regional-level resources. Accelerate CA Hubs are aimed at catalyzing robust partnerships rooted in scientific and technological innovation to positively impact the economy within a geographic region, address societal challenges, and advance national competitiveness.

The California Office of the Small Business Advocate (CalOSBA or the Office) is administering a one-time grant through Accelerate California: Inclusive Innovation Hub Program ("Program"). The Program will award funds to a select group of entities to lead the state's efforts in growing and nurturing an inclusive innovation ecosystem by advancing the economic and societal benefits of California-based innovation by providing entrepreneurial training, coaching and mentorship, access to capital, small business resources and support the office in distribution of grants to eligible innovation-based enterprises that have completed approved Accelerate CA Hub programming.

## Background and Purpose

The Program was created in 2013 by Assembly Bill No. 250 (Code (GC) §§ 12096 - 12098.5), amended in Senate Bill 151 (Government Code Section 12099.1) and recently amended in 2022 via SB 193 (Government Code § 12099.1) to accelerate the startup and growth of technology and science-based firms in key industry areas with a focus on diverse founders, including women, people of color, and underserved geographies and regions. The Program shall offer diverse founders the opportunity to develop and accelerate their innovative ideas by serving as a conduit to local resources, access to capital, critical mentorship, and expert training services.

An Accelerate California: Inclusive Innovation Hub (Accelerate CA Hub) may do all of, but shall not be limited to the following:

- Provide low and/or no-cost technical assistance to innovation-based enterprises, early-stage companies and startups seeking non-dilutive funding, debt funding, as well as equity funding via angel and/or venture capital. An Accelerate CA Hub shall make every effort to ensure services are accessible and equitably available to underserved geographic areas and underserved business owners. An

Accelerate CA Hub will work to expand partnerships and relationships with the investment community to ensure Hub companies have access to potential funding opportunities via pitch competitions, investor screening, etc.

- Develop and/or leverage an existing innovation-focused ecosystem aimed at providing subject matter expertise, mentorship, access to resources, and engagement with regional partners to ensure equitable access to the Accelerate CA Hub, including, but not limited to, state universities and research institutes, angel and venture capital groups, incubators and accelerators, state community colleges, local governments, state and federal technical assistance providers, private industry, workforce investment boards and agencies, small business and microenterprise development organizations, economic development organizations, community-based organizations, and chambers of commerce.
- Develop inclusive innovation focused programming that is aimed at facilitating the transformation of invention to impact and supporting the growth and development of high scale and/or high growth companies including, but not limited to: the entrepreneurial mindset, launching new entrepreneurial ventures, managing a growing business, commercialization road mapping, bootstrapping your business, new venture opportunity analysis, commercializing entrepreneurial Innovation, traversing the funding landscape, customer discovery and development, lean startup methodology, how to get "Investor Ready", commercializing federal and /or university technologies, reduction of technical and market risk for a product, service, or technology through a trial or pilot, how to build a C-level team, how to write a Small Business Innovation Research (SBIR) or Small Business Technology Transfer (STTR) Grant Proposal, Commercialization planning, go-to market strategies and other innovation focused programming that coincides with the objectives of this program.

The Accelerate CA Hub will work in close collaboration with CalOSBA. CalOSBA expects to issue \$19.5 Million in funding for the Program including \$13 Million for the Accelerate CA Hubs, which will be awarded in two rounds, and \$6.5 Million as grants to be awarded to small businesses.

Round 1 is a closed round only open to California Inclusive Innovation Hub Program (iHub) grantees who've received an award during the 2022-2023 iHub grant cycle.

Round 2 will be made available to all prospective applicants, including those who were ineligible and not awarded during Round 1, following the release of this existing request for proposal (RFP).

The Accelerate California Entrepreneurship Fund under the direction of the Office intends to provide acceleration grants to small businesses and entrepreneurs that complete approved Program activities. The purpose of the acceleration grants is to seed entrepreneurial innovation within the state as well as serve as a catalyst to the advancement of California's top innovation. The Accelerate CA Hubs will build a portfolio of scalable firms while increasing access to private investment for diverse founders including those in geographically isolated and historically underserved regions. Funding disbursements shall begin in the second year of the program after an Accelerate CA Hub has achieved satisfactory reporting and performance rating for the

first year of performance. CalOSBA will provide guidance for the selection criteria and process for disbursement of grant funds after the Accelerate CA Hubs have been awarded.

## Definitions

Definitions that pertain to this Program Announcement are provided below.

- I. "Accelerate California: Inclusive Innovation Hub" is a network of interrelated firms, local governments, economic development organizations, educational entities, and industry professionals that collectively drive economic growth within a defined geographic area and for defined underserved business owners and underserved markets that are selected by the office and is responsible for all the following:
  - a. Carrying out the state's objectives of the Accelerate California: Inclusive Innovation Hub Program.
  - b. Serving as the primary agent responsible for coordinating services and resources and maintaining the Accelerate California: Inclusive Innovation Hub agreement with the office.
  - c. Serving as the primary liaison to the state and the office.
- II. "Accelerate California Entrepreneurship Fund" means the program administered by the office to award acceleration grants to entrepreneurs and small businesses participating in the Accelerate California: Inclusive Innovation Hubs.
- III. "Accelerate CA Hub" means an organization selected as a grant recipient of the Accelerate California: Inclusive Innovation Hub.
- IV. "Applicant" means one or more entities that submit an application to CalOSBA. Eligible Applicants shall be one or more of the following:
  - a. A fully accredited institution of higher education.
  - b. A private nonprofit corporation engaged in economic development activities.
  - c. A private for-profit organization engaged in economic development activities. (e.g., Incubators, accelerators, innovation centers, coworking locations)
  - d. A county or municipality in this state that has a preexisting economic development department or program or both.
  - e. A public economic development institution such as a workforce investment board or an economic development corporation.
  - f. A Community Economic Resilience Fund regional stakeholder. [See corresponding counties here.](#)
- V. "Community Economic Resilience Fund Region (CERF)" means a region established pursuant to Section 14531 of the Unemployment Insurance Code.
- VI. "GO-Biz" means the Governor's Office of Business and Economic Development.
- VII. "Office" means the California Office of the Small Business Advocate within GO-Biz.
- VIII. "Underserved" means, with respect to geographic areas and business owners, currently or have historically experienced relatively limited access to resources, such as early-stage investment capital, technical assistance, mentorship, financial services, community engagement, and investment.

- a. Underserved geographic areas shall include low-wealth or rural regions, or regions designated or otherwise termed as disadvantaged by a federal entity.
  - b. Underserved business owners shall include entrepreneurs and the owners of startup businesses that are women, minority, formerly incarcerated, disabled, or veterans. For purposes of this paragraph, "startup" means a company in the first stages of operations, such as pre-revenue and proof of concept. "Startups" may be founded by one or more entrepreneurs who want to develop a product or service for which they believe there is demand. "Startups" generally start with high costs and limited revenue and typically look for capital from a variety of sources, such as angel or venture capitalists.
- IX. "Diversity" is the presence of difference that may include socioeconomic status and language.
- X. "Equity" is the process of fairness. The policy that one would implement to ensure processes and procedures promote justness and impartiality.
- XI. "Inclusion" is an outcome to ensure those that are diverse feel and/or are welcomed.

## Award Information

### Available Funding

CalOSBA/GO-Biz expects to issue \$13 Million in funding for the Accelerate California: Inclusive Innovation Hubs. The Office will designate and award up to a total of thirteen (13) proposals to serve as California's Accelerate CA Hubs to stimulate entrepreneurial innovation within the state. The Accelerate CA Hub is designated for a term of not more than four years and may reapply for a designation without limitation on the number of times.

The designated Accelerate CA Hub will be awarded \$1,000,000 to be spent down over four budgeted performance years in the amount of \$250,000.00 per year (October 1, 2023, through June 30, 2027).

During this four-year period, the Accelerate CA Hub will be required to abide by all the obligations as stipulated within this application and the signed Grant Agreement. This includes active participation in the statewide Accelerate CA Hub network and submittal of reports to the Office identifying progress made toward stated goals. This report will be used to evaluate the effectiveness of the Accelerate CA Hub as well as to identify areas for improvement. Additionally, performance and ability to meet program objectives will also be used to evaluate organizations for future funding opportunities at CalOSBA and GO-Biz. The exact reporting requirements will be finalized by an agreement between the designated Accelerate CA Hub and the Office. Funding is not guaranteed. All Accelerate CA Hubs must adhere to reporting guidelines and receive satisfactory performance ratings on an annual basis.

## Period of Performance

The agreement will be executed in June 2023, and the awarded amount to the Accelerate CA Hub must be fully exhausted by March 31, 2027. Any unused money by the Accelerate CA Hub must be transferred back to the Office by June 30, 2027.

Guidance will be provided by the Office detailing small business grant award selection process for identifying and criteria for recommending potential grant recipients to CalOSBA. The Office will make final approval and will issue grant disbursements under this program.

## Funding Information

Funds provided under the Program must be used solely for the purposes stipulated in this Announcement and subsequently in the Agreement between the Office and the Accelerate CA Hub. All costs proposed in an Applicant's budget must meet the tests of allow-ability, allot-ability, and reasonableness.

The Accelerate CA Hub designation shall not be official until a grant agreement is entered into by the Applicant and the Office. The grant agreement shall include the goals and performance standards identified in the application and other related requirements as determined by the Office.

An iHub previously designated by CalOSBA is required to apply to be newly awarded under the Accelerate California: Inclusive Innovation Hub Program. The designated Accelerate CA Hub will be expected to submit annual grant renewal proposals for Program years 2, 3, and 4.

This Program does not have a match requirement.

## Funding Method

The Accelerate CA Hub will be compensated on a cost reimbursement basis. However, an Accelerate CA Hub may request an up-front payment of up to 20% of its total award amount.

## Official Designation

Before an official designation as an Accelerate CA Hub, the Applicant shall self-certify both of the following:

- That the Accelerate CA Hub will comply with the state's nondiscrimination policy.
- That the Accelerate CA Hub and its principals are current in payment of all federal, state and local taxes owed unless they have entered into an agreement that was deemed satisfactory by the respective taxing authority and are in full compliance with the agreement.

The Office will grant final designation through a Grant Agreement after the Applicant completes the tasks identified in its conditional designation notice. The Grant Agreement stands as the contract document between the Office and the partners comprising the Accelerate CA Hub and does not in any way infringe upon the day-to-day activities or the financial independence of the Accelerate CA Hub. It will embody the



goals identified and commitments made in the application, establish mutually agreed-upon performance benchmarks, and define mandatory quarterly and annual reporting requirements. It will specify the effective date of designation, the expiration date of the Accelerate CA Hub, and additional requirements. The Applicant's compliance with the Grant Agreement shall be the basis for its performance in the Office audits, which will determine its continuation as an Accelerate CA Hub.

For a previously designated iHub or iHub2 designated by the Office or GO-Biz, to be designated as an Accelerate California: Inclusive Innovation Hub by the Office, the designation is required to be newly awarded under the Accelerate California: Inclusive Innovation Hub Program.

## Appeals

The Office shall set guidelines for approval, designation, operation, reporting, redesignation, and dedesignation of an Accelerate CA Hub. The guidelines shall include all the following:

- A protest and appeal process relative to the designation of a hub.
- A dispute resolution process
- All relevant information for applying for a grant.

## Basis of Appeals

1. Upon receipt of Office's written notice that an application is incomplete, has failed eligibility review, or has otherwise been determined to provide an insufficient basis for an award (including scoring), Applicants under this RFP may appeal such decision(s) to the Office.
2. No Applicant shall have the right to appeal a decision of the Office relating to another Applicant's application (e.g., eligibility, award).
3. Any request to appeal the Office's decision regarding an application shall be reviewed for compliance with the statute related to this RFP. All decisions rendered shall be made by the Office. The decision shall be final, binding, and conclusive, and shall constitute the final action of the Office.
4. The appeal process provided herein applies solely to decisions of the Office made pursuant to this RFP.

## Appeal Process and Deadlines

1. Process: To file an appeal, Applicants must submit to the Director of the Office of the Small Business Advocate, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to the Office, no further information or materials will be accepted or considered thereafter. Appeals are to be submitted to the Office before the deadline of Tuesday May 16, 2023, by 5:00 PM PST.
2. Filing Deadline: Appeals must be received by the Office and issued a response no later than five (5) business days, Friday May 23, 2023, by 5:00 PM PST.

## Appeals Decision

Any request to appeal the Office's decision regarding an application shall be reviewed for compliance with the statutes for this RFP. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of the Office.

## Disputes

The RFP, application, and award process are subject to statutes related to SB 193. Failure of the parties to this grant agreement to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this grant agreement shall be a dispute to be resolved in accordance with SB 193. The Accelerate CA Hub shall proceed diligently with the performance of this grant agreement, pending final resolution of any dispute arising under the grant agreement.

## Grant Agreement Execution

Selected Accelerate CA Hubs will be required to complete the following forms to enter into a fully executed grant agreement with the Office:

- STD213 – State of California Standard Agreement
- STD204 – State of California Payee Data Record Form
- STD021 – State of California Drug-Free Workplace Certification Form
- Scope of Work
- Budget Details and Payment Provisions
- Budget Cost Breakdown
- State of California – Bidder Declaration
- State of California – DARS Contracting Act Compliance
- State of California – Contractor Certification Clauses (CCC)

Work may not begin until the grant agreement has been executed.

## Funding Categories

### Allowable activities and expenditures

- Consulting, Training, Program Development: Personnel time and effort and/or contracts to develop, expand and implement innovation and entrepreneurship programs and services to underserved entrepreneurs, including advising, training, commercialization activities, product testing, matchmaking, product development resources, market research, workforce development, etc.
- Supplies include products or technology to conduct direct consulting, training, or webinars. Supplies may not be for administrative or overhead expenses.
- Marketing and outreach to entrepreneurs and key support networks: this may include personnel time and contracts to conduct targeted outreach to underserved entrepreneurs such as print media (i.e., flyers, brochures, and pull-up banners), digital media (i.e., social media ads), and purchases/subscriptions to data, marketing services and other technology tools to support outreach and expansion activities (i.e., MailChimp, Constant Contact, Hootsuite, etc.). This

may also include outreach activities and events to brand, attract, and support necessary networking activities in the ecosystem. We encourage the use of partnerships and research-driven, proven high-impact approaches for any large marketing or outreach expenditures.

- Research includes personnel time and contracts to assess small business and startup service needs in a designated Accelerate CA Hub region or to research and develop a pilot project or other planned service. Research may not include the cost of research tools, software, or reports for individual startups and advisory services. We encourage the use of partnerships and existing best practices for any large research expenditure.
- Travel expenses related to personnel travel for direct consulting, training, and program development. This may include expenses for transportation (i.e., mileage, car rental, rail, or air). Travel costs are limited to a maximum of 5% of the total grant award. Travel does not include per diem, lodging, or meals/subsistence expenses.

An unlimited portion of the grant award may be used for direct consulting and training. However, Program Development costs are limited to a maximum of 15% of the total grant award. Marketing and research costs (labor and non-labor) are limited to a maximum of 10% of the total grant award.

#### Unallowable activities and expenditures

- Administrative salary unassociated with the Program
- Contract bonuses
- Rent and other fixed overhead expenses
- Travel expenses for per diem, lodging, and meals/subsistence expenses
- Food and beverage
- Supplies not related to consulting, training, program development, marketing, or research
- Indirect or overhead costs (The grant agreements in the Accelerate CA 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, GO-Biz, or CalOSBA as deemed inappropriate or inconsistent with statutory or programmatic requirements

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.

## Eligibility Requirements

A Round 1 applicant must be a current iHub who has received an award during the 2022-2023 grant cycle. Round 2 will be made available to all prospective applicants following the release of this existing request for proposal (RFP).

A designated Accelerate CA Hub shall include at least one major university or research center or institute, one economic development organization, and consist of at least four of the following, in any combination:

1. A business support organization, including a workforce development or training organization, incubator or business accelerator, technical assistance providers, chambers of commerce, and networking organization that supports innovation
2. An angel or venture capital network
3. A business foundation, innovation foundation, science foundation, laboratory research institution, federal laboratory, university laboratory, or research and development facility
4. A municipal economic development division or department
5. A federal government partner such as a national laboratory
6. A for-profit entity with a focus on innovation

Program eligibility requires a Diversity, Equity, and Inclusion Action Plan (DEIAP). The DEIAP calls for an actionable strategy and specific steps to diversify the client pool, provide culturally competent outreach, intake, and technical assistance to include unserved, underserved, disinvested, and disadvantaged business groups. The DEIAP should also include a focus on target populations and geographies, in-language services, disparities addressed and associated data points with the targets and initiatives served.

## Notice of Intent to Award

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

Once scores for all recipients have been determined, the Office will email the Authorized Representative a Notice of Intent to Award ("Notice"). The Notice will acknowledge the Accelerate CA Hub, along with instructions about the next steps. The Office may conduct follow-up calls, if deemed necessary, to discuss the proposal and requested amounts. If an Accelerate CA Hub's award amount is different than the amount requested, the Authorized Representative will be required to revise the Hub's scope of work and proposed milestones based on the final award amount. The Authorized Representative must submit the requested information within five (5) business days of receiving the Notice.

### Agreement

Once milestones are finalized, the Program's funding will be awarded in an agreement between the Office and the selected Accelerate CA Inclusive Innovation Hub organization. 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.

## Termination

The Office will assess the Authorized Representative and each center based on achievements against Program goals and scope of work. The Office reserves the right to terminate or modify the agreement at any time to ensure program objectives are being met and in the case of a material breach. A material breach for the purposes of the Program may include, but shall not be limited to:

- Failure to comply with established Program deadlines including failure to file timely reports.
- Noncompliance with metric reporting requirements.
- Noncompliance with narrative reporting requirements.
- Noncompliance financial reporting or record-keeping requirements.
- Noncompliance in carrying out the scope of work established in the agreement.
- Failure to communicate with the Office in a timely manner.
- Failure to spend funds in a timely manner, in accordance with the grant agreement.
- Termination of the Accelerate CA Hub organization or other factors that lead to an inability to receive Federal or State funds.
- Closure of the Accelerate CA Hub business or organization

In the event of termination, 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 or otherwise agreed period to allow project closeout activities, as determined appropriate by the Office. In addition, if the Authorized Representative has received notification from the Accelerate CA Hub that its organization is scheduled for termination or that its operations are placed under a probationary status, the Authorized Representative must notify the Office of Small Business Advocate via email at [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov) within 48 hours.

## Oversight & Reporting Requirements

The Authorized Representative will be responsible for collecting accurate and complete performance reports and financial reports from sub-recipients. The Authorized Representative is responsible for submitting all reports to the Office once reviewed and approved and within forty-five (45) calendar days of the completion of each quarter of the grant period. Reports will be submitted electronically via online portal to the Office. Portal information and tutorial will be provided to the Accelerate CA Hubs no later than November 1, 2023. Each Accelerate CA Hub will have at least one annual site visit and one in-person year-end program assessment by the Office.

The reports or portions thereof provided by Accelerate CA Hubs may be made public.

The Office may withhold payment if reports are not received or are deemed incomplete or inadequate. Failure to report in a timely manner may impact future eligibility for grant funding from the Office.

The Office 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.

The Accelerate CA Hub not GO-Biz or CalOSBA, will retain possession and control of any and all reporting materials and backup documentation and will make them available to the Office for inspection and audit upon request so that the Office can verify that both the center and any subrecipients have complied with the grant program's terms and conditions, and have executed the contracts and effectuated the program consistent with the statutory goals of the program.

### Performance Reports

An Accelerate CA Hub shall quarterly and annually report to the Office on its progress in meeting the goals and performance standards as described in the Program application and implementing grant agreement with the Office.

This report shall include for each Accelerate CA Hub the following information:

- Number of entrepreneurs / businesses supported
- Number of counseling hours
- Number of counseling hours per client
- Number of entrepreneurial training programs, workshops, webinars, pitch events, demo days
- Number of total training attendees
- Number of new business starts
- Number of patent applications completed
- Number of issued patents to Hub companies
- Number of successful licensing agreements
- Number of non-dilutive capital or SBIR/STTR awards received
- Dollar amount of non-dilutive capital or SBIR/STTR awards obtained
- Number of SBIR/STTR grant applications submitted
- Dollar amount of SBIR/STTR grant/contract awards
- Number of equity investments
- Dollar amount of equity investments
- Number of loans
- Dollar amount of loans
- Number of jobs created (full or part-time)
- Number of successful acquisitions (mergers and acquisitions)
- Year over Year Increase in Sales (Annual Fiscal Year Revenue Data)
- Number of Total Government Procurement Contracts Awarded
  - Number of Prime Awards (Governmental)

- Number of Sub-Awards (Governmental)
- Number of total Non-Governmental Procurement Contracts Awarded
  - Number of Prime Awards (Non-Governmental)
  - Number of Sub-Awards (Non-Governmental)
- Total Number of Contracting Dollars Received
- Number of businesses served by Industry:
  - (11) Agriculture, Forestry, Fishing and Hunting
  - (21) Mining, Quarrying, and Oil and Gas Extraction
  - (22) Utilities
  - (23) Construction
  - (31-33) Manufacturing
  - (42) Wholesale Trade
  - (44-45) Retail Trade
  - (48-49) Transportation and Warehousing
  - (51) Information
  - (52) Finance and Insurance
  - (53) Real Estate and Rental and Leasing
  - (54) Professional, Scientific, and Technical Services
  - (55) Management of Companies and Enterprises
  - (56) Administrative and Support and Waste Management and Remediation Services
  - (61) Educational Services
  - (62) Health Care and Social Assistance
  - (71) Arts, Entertainment, and Recreation
  - (72) Accommodation and Food Services
  - (81) Other Services (except Public Administration)
  - (92) Public Administration

The above metrics must be reported for the following underserved communities:

- Women
- Veterans
- Black/African American
- Asian
- Native American/Alaska Native
- Native Hawaiian or Pacific Islander
- Latinx/Hispanic
- Rural
- Low-Wealth
- Disaster-impacted included in a state or federal emergency declaration or proclamation
- Formerly incarcerated
- Disabled

Templates and instructions will be provided to the Accelerate CA Authorized Representative within 60 days of the start of the program.

In addition, each center will report quarterly on the following narrative items:

- A narrative describing key program accomplishments
- A minimum of four (4) success stories per Accelerate CA Hub per year, minimum two (2) submitted by Quarter 2 report and minimum of two (2) submitted by Quarter 4 (final) yearly report
- A minimum of 4 engagements with collaboration or representation from CalOSBA during the program year. Two out of the four engagements must be a site visit and an in-person year-end program assessment by the Office. The designated Accelerate CA Hub may choose the two remaining engagements which may include, but not limited to:
  - Virtual or in-person workshops/training events
  - Networking events
  - Stakeholder meetings
  - Business Awards and Competitions
  - Other types of engagements deemed appropriate
- Dates of last site visit and Year-End program assessment by the Office. Copy of site visit report to be included if visit was within the reporting period.

### Financial Report

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

- Personnel costs - Consultant names (including affiliated organizations if it's a partnership with a participating center, chamber, accelerator, incubator, institution, government entity, etc.)
- Itemized description of non-labor expenditures
- Cost for client consulting, including hourly rates, benefit rates and number of hours worked
- Costs for events
- Cost for research
- Cost for marketing and outreach
- Reimbursement period
- Signature from Coordinator affirming that the information is accurate

The Office has the right to conduct a programmatic and financial review of any grant recipient and sub grant recipient.

Applicant will be required to provide narrative reports and detailed performance metrics achieved in delivering the Program. The interim and final reporting requirements and instructions will be shared with awarded Accelerate CA Hubs no later than November 30, 2023.



## 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 (April-Jun): YTD results less than 60% of the annual award or goals
- Q4 (July-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.

The underperformance narrative must include challenges and an action plan for improvement. We are looking for the Accelerate CA Hub to briefly describe the work plan to spend the funds and meet goals (e.g., Hub's marketing efforts will generate new client consultations, X number of trainings will be conducted in Q2, etc.). Also, Accelerate CA Hub is expected to provide written confirmation that they are 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 and narrative description of how the funds awarded were used to expand services to entrepreneurs and start-ups, including women, people of color, formerly incarcerated, disabled, 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.

Accelerate CA Hubs should address the following:

- Actual metric outcomes compared to proposed
- A description of programmatic accomplishments demonstrating impact according to the proposed scope of work
- Client demographics:
  - Number of entrepreneurs / businesses supported
  - Number of counseling hours
  - Number of counseling hours per client
  - Number of entrepreneurial training programs, workshops, webinars, pitch events, demo days
  - Number of total training attendees
  - Number of new business starts
  - Number of patent applications completed
  - Number of issued patents to Hub companies
  - Number of successful licensing agreements
  - Number of non-dilutive capital or SBIR/STTR awards received

- Dollar amount of non-dilutive capital or SBIR/STTR awards obtained
- Number of SBIR/STTR grant applications submitted
- Dollar amount of SBIR/STTR grant/contract awards
- Number of equity investments
- Dollar amount of equity investments
- Number of loans
- Dollar amount of loans
- Number of jobs created (full or part-time)
- Number of successful acquisitions (mergers and acquisitions)
- Year over Year Increase in Sales (Annual Fiscal Year Revenue Data)
- Number of Total Government Procurement Contracts Awarded
  - Number of Prime Awards (Governmental)
  - Number of Sub-Awards (Governmental)
- Number of total Non-Governmental Procurement Contracts Awarded
  - Number of Prime Awards (Non-Governmental)
  - Number of Sub-Awards (Non-Governmental)
- Total Number of Contracting Dollars Received
- Number of businesses served by Industry:
  - (11) Agriculture, Forestry, Fishing and Hunting
  - (21) Mining, Quarrying, and Oil and Gas Extraction
  - (22) Utilities
  - (23) Construction
  - (31-33) Manufacturing
  - (42) Wholesale Trade
  - (44-45) Retail Trade
  - (48-49) Transportation and Warehousing
  - (51) Information
  - (52) Finance and Insurance
  - (53) Real Estate and Rental and Leasing
  - (54) Professional, Scientific, and Technical Services
  - (55) Management of Companies and Enterprises
  - (56) Administrative and Support and Waste Management and Remediation Services
  - (61) Educational Services
  - (62) Health Care and Social Assistance
  - (71) Arts, Entertainment, and Recreation
  - (72) Accommodation and Food Services
  - (81) Other Services (except Public Administration)
  - (92) Public Administration
- The above metrics must be reported for the following underserved communities:
  - Women
  - Veterans
  - Black/African American
  - Asian

- Native American/Alaska Native
- Native Hawaiian or Pacific Islander
- Latinx/Hispanic
- Rural
- Low-Wealth
- Disaster-impacted included in a state or federal emergency declaration or proclamation
- Formerly incarcerated
- Disabled
- Collaboration and best practice sharing to build a seamless network of programs, services and activities that benefit entrepreneurs and start-ups, including underserved business groups
  - Describe the number of partnerships and purpose of key partnerships. Describe the impact that partnerships and collaboration has had including how this funding has contributed to collaboration and partnerships.
  - Describe efforts to develop best-practices to fill identified capital, revenue, or opportunity gaps.
  - Describe efforts to build or strengthen partnerships, collaborations and/or share best practices, especially to underserved business groups.
- Regional and economic shifts (i.e. regional strategies or priorities informing focus, natural disasters, emerging industries, etc.)
- A minimum of four (4) success stories by Final Year-End Report. Two (2) success stories due by Quarter 2 Report and two additional (2) success stories due by Quarter 4 Report (Final Year-End Report)
- A minimum of 4 engagements with collaboration or representation from CalOSBA during the program year. Two out of the four engagements must be a site visit and an in-person year-end program assessment by the Office. The designated Accelerate CA Hub may choose the two remaining engagements which may include, but not limited to:
  - Virtual or in-person workshops/training events
  - Networking events
  - Stakeholder meetings
  - Business Awards and Competitions
  - Other types of engagements deemed appropriate
- Dates of last site visit and Year-End program assessment by the Office. Copy of site visit report to be included if visit was within the reporting period.

### Documentation and Record Keeping

Accelerate CA Hubs must maintain complete and accurate records and supporting documentation of sufficient detail, for up to four 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 request, Accelerate CA Hubs must make these records available to CalOSBA. Despite our right to examine records, records remain in the custody and control of the Accelerate CA Hub.

- 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

The Office will monitor the Accelerate CA Hub performance. This monitoring will include an annual site visit and an in-person program assessment along with regular review of Performance and Financial Report Data. The Office may also make inquiries and 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 on-site. The Office may also review reported business assistance by interviewing the clients assisted by an Accelerate CA Hub. Staff will inform Hubs by email about their selection for a program review and email instructions no later than five business (5) days before the program review. Despite our right to examine records, records remain in the custody and control of the Accelerate CA Hub.

The Office is not responsible for providing oversight of an Accelerate CA Hub's performance between program reviews. Moreover, the Office does not accept liability

for information not submitted in good faith by an Accelerate CA Hub for a program review.

The Office reserves the right to designate and depose an Accelerate CA Hub based on review and programmatic and financial underperformance.

## Pre-Bid Webinar

Tuesday April 11, 2023, 10:00 AM PST to 11:00 AM PST - [Register Here](#)

## Dates and Deadlines

All dates and deadlines as set forth in this Announcement may not be extended. Any revisions requested to the subsequent grantmaking agreement are not allowed unless agreed to in writing by all parties.

Thursday March 30, 2023, by 5:00 PM PST	RFP application period opens – <a href="https://calosba.ca.gov/grant-and-funding-opportunities/">https://calosba.ca.gov/grant-and-funding-opportunities/</a>
Tuesday April 11, 2023, 10:00 AM PST	Pre-Bid <a href="#">Webinar</a>
Friday April 14, 2023, by 5:00 PM PST	Deadline to submit additional questions
Tuesday April 18, 2023, by 5:00 PM PST	Answers to questions posted on <a href="https://calosba.ca.gov/grant-and-funding-opportunities/">https://calosba.ca.gov/grant-and-funding-opportunities/</a>
Thursday May 4, 2023, at 5:00 PM PST	RFP application period closes – all submissions must be received via email at <a href="mailto:calosbaprograms@gobiz.ca.gov">calosbaprograms@gobiz.ca.gov</a> copying Program Manager <a href="mailto:cassie.fortes@gobiz.ca.gov">cassie.fortes@gobiz.ca.gov</a>
Tuesday May 16, 2023, by 5:00 PM PST	Deadline to submit appeals
Tuesday May 23, 2023, by 5:00 PM PST	Deadline for CalOSBA to respond with final determination on appeals
Thursday May 25, 2023, by 5:00 PM PST	Notice of Intent to Award sent to Applicants
Thursday June 1, 2023, by 5:00 PM PST	Grant Agreement sent to selected entities
Monday July 3, 2023, by 5:00 PM PST	Grant Agreement executed by CalOSBA
October 1, 2023	Program begins
June 30, 2027	All funds must be exhausted, and Program must close

## Points of Contact

Questions and correspondence regarding this Announcement shall be directed to:

Primary Contact: Office of the Small Business Advocate (CalOSBA)  
Governor's Office of Business & Economic Development  
(GO-Biz)  
Email: [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov)  
Copy: [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov)

All questions regarding this Announcement shall be submitted in writing (e-mail only) no later than **Friday April 14, 2023 by 5:00 PM PST** by emailing [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov) and copying the Program Manager, [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov). Questions submitted after the deadline are not guaranteed to be answered. Selected questions and Answers will be shared on the CalOSBA website (link [HERE](#)). Prospective Applicants shall not contact CalOSBA employees with questions or suggestions regarding this Announcement except through the primary contact listed above. Any unauthorized contact may be considered undue pressure and cause for disqualification of the Applicant.

Any appeals must follow the Office's appeals and protest process. The Office reserves the ability to modify Applicant budgets if included costs are deemed ineligible. An Accelerate CA Hub be in compliance with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by state law.

## 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.

## Proposal Evaluation

Participating Accelerate CA Hub and award amounts will be made based on an evaluation criterion that reflect the Applicant's ability to deliver strong support to entrepreneurs, start-ups, and underserved small business groups and communities through strong partnerships with community-based organizations and trusted

community messengers. Preference will be given to organizations that propose robust training curriculums. The Office reserves the right to take past performance into consideration when making funding decisions.

### Application Review

The Office will utilize the following application review process:

1. Technical Review – Application will be verified for eligibility and completeness, including any required documents uploaded to the application.
2. Disqualifications – The Office may disqualify applications or deny applications for the following reasons:
  - a. Incomplete applications
  - b. Ineligible Applicant
  - c. Ineligible services
  - d. Contains false or misleading statements or references which do not support an attribute or conditions contended by the Applicant; and if, in the opinion of CalOSBA or GO-Biz, such information was intended to mislead the Review Committee in its evaluation of the proposal
  - e. Plagiarism, including but not limited to failure to cite one's own work or third-party work, duplicate applications, etc.
  - f. Failure to comply with guidance as set forth in this Announcement, including failure to use required attachment templates
  - g. Late application
3. Application evaluation and scoring by GO-Biz and CalOSBA based on regional expertise, Scoring Criteria (see below), and statutory criteria.
4. Final award amounts will be determined based on Scoring Criteria (see below), statutory criteria, funding availability, and CalOSBA determinations.

The Office reserves the right to request additional information and request a revised scope of work and metrics. The determination of rejection for grant funding is not subject to appeal.

### Scoring Criteria

The Office staff will score all the applications based on the total number of points received in the Proposal section below. The Office reserves the right to request modifications based on outreach, marketing, and implementation plans provided within the proposal. Final grant award will be based on satisfactory curriculum, implementation, outreach, and marketing plans to entrepreneurs and start-ups.

The Office may ask Applicants for follow-up meetings to review and clarify design, technical and cost aspects of their proposals. This must not be construed as a commitment to fund the proposed effort.

<b>Application Section</b>	<b>Points Possible</b>
Past Performance	5
Statement of Purpose	20

Physical Service Area & Boundaries	5
Partnerships	10
Management Team	5
Goals/Benchmarks	10
Business Creation	5
Regional Incentives and Support	7
Diversity, Equity, and Inclusion Action Plan (DEIAP)	20
Budget	10
Letters of Support	3
<b>Total Possible Points</b>	<b>100</b>

### Application and Submission Requirements

As a strong supporter of innovation, CalOSBA, on behalf of GO-Biz, is releasing the following request for proposal for Accelerate CA Hub. The competitive nature of the Program limits the direct assistance the State can provide during the application process. The following set of guidelines is intended to provide Applicants with direction when applying for designation. Successful Applicants will ensure that each of the specified elements is addressed in their final application.

- Narrative: The narrative portion of the proposal will address all the following items (next page) and not be longer than 15 pages in length excluding all attachments. Applicants are encouraged to focus on providing complete content in a streamlined manner. There are no extra points provided for using all 15 pages of allowable narrative space. Proposals that exceed 15 pages will not be read beyond page 15. **Required format:** 1" margins, single-spaced, 12 point, and Times New Roman font.
  - Statement of Purpose
  - Physical Service Area & Boundaries
  - Partnerships
  - Management Team
  - Goals/Benchmarks – [Download template HERE](#)
  - Business Creation
  - Regional Incentives and Support
  - Diversity, Equity, and Inclusion Action Plan (DEIAP)
  - Budget [Download Template HERE](#)
- Letters of Support – (At least 1 from a county economic development agency or corporation, and 1 educational institution and/or federal laboratory) Please submit attachment as a combined PDF with the file title: Letters of Support\_Applicant Name\_Date.



- Resumes or CV – Required for Accelerate CA Hub Coordinator Applicant and all primary staff that will be managing the program. Please submit attachment as a combined PDF with the file title: Resumes\_Applicant Name\_Date.
- STD.204 Payee Data Record Form – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
- STD.21 Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

Save as PDF: *Organization Name\_Accelerate CA Hub\_Proposal\_Date of submission*

Subject Line: *Organization Name – Accelerate CA Hub Proposal Submission*

**Applicants must email all grant application materials to [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov) and copy Program Manager [cassie.fortes@gobiz.ca.gov](mailto:cassie.fortes@gobiz.ca.gov). No mailed/hard copy submittals will be accepted. No late applications will be accepted or considered under any circumstances. It is recommended that you submit your application in advance of the final deadline to receive confirmation of receipt.**

**CalOSBA's determination as to eligibility for grant funding or the amount of grant funding awarded is final and not subject to appeal or protest. The determination of rejection for grant funding is final and not subject to appeal or protest.**

## Proposal

### SECTION I: Applicant Information

<b>Legal Name of Applicant:</b>	
<b>DBA (if applicable):</b>	
<b>Employer/Taxpayer Identification Number:</b>	
<b>Organizational DUNS (if available):</b>	
<b>Mailing Address (and physical address if it is different):</b>	
<b>Street 1:</b>	
<b>Street 2:</b>	
<b>City:</b>	
<b>County:</b>	
<b>State:</b>	California Only
<b>Zip Code:</b>	
<b>Name and Contact Information of person to be contacted regarding this application:</b>	
<b>First and Last Name:</b>	
<b>Title:</b>	
<b>Telephone Number:</b>	
<b>Email:</b>	
<b>Website:</b>	

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Signature of Contact (E-signature is acceptable)

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Date

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

## SECTION II: Narrative

### Past performance

5 points

Applicants must describe their past experience in supporting entrepreneurs and startup technical assistance and the impact of their previous or ongoing technical assistance programs. Responses should confirm eligibility by describing how the applicant is a major university or research center or institute, one economic development organization, and consist of at least four of the following, in any combination:

- A business support organization including a workforce development or training organization, incubator or business accelerator, technical assistance providers, chambers of commerce, and networking organization that supports innovation
- An angel or venture capital network
- A business foundation, innovation foundation, science foundation, laboratory research institution, federal laboratory, university laboratory, or research and development facility
- A municipal economic development division or department
- A federal government partner such as a national laboratory
- A for-profit entity with a focus on innovation

### Statement of Purpose

20 points

Applicants must clearly and thoroughly define the purpose(s) to be served by the formation of the Accelerate CA Hub and identify the economic development strategy being deployed in its creation or growth/expansion if existing. Proposed Accelerate CA Hubs should outline how the strategy and outcomes will impact underserved communities and underserved entrepreneurs.

- What challenges or limitations exist within the existing innovation ecosystem and how will your plan identify and work towards a collective solution to this challenge in an inclusive approach? Please provide any applicable data or research to support.
- Describe your proposed innovation-based strategy to build an inclusive entrepreneurial ecosystem that supports new and emerging technologies, research & development, technology transfer & commercialization, access to capital, the growth and development of nascent entrepreneurs and innovators.
- Describe how your proposed innovation-based strategy will serve as a regional model that fosters diversity, equity, inclusion, and accessibility to the regional economy. Please include details about how this plan will leverage resources to innovators in emerging industries.
- Please describe the intake process for your proposed Hub, also your proposed marketing & outreach strategy to ensure equitable access to the Accelerate CA Hub resources and providers.

Proposed Accelerate CA Hub must provide a detailed program design and implementation plan describing how the hub will develop and implement the program, including specifics on attracting entrepreneurs and small business to the program, any application and selection processes, and program components. The Accelerate CA Hubs should clearly articulate a focus area of the Accelerate CA Hub including

underserved geographic areas, industry sectors, and business owners, or other targeted areas for development and growth that will be served by grant funds. The Accelerate CA Hub's core work should be outlined including any planned educational programming, essential advisory services, funding and networking events, or other planned actions that focus on business growth and development for small innovators. Planned activities might include new starts as well as aiding existing companies in their expansion through:

- Providing supportive financial structures (e.g., venture capital, angel investment, non-dilutive capital, debt lending)
- Securing partnerships between the institution and private sector companies (commercialization, licensing, patents/technology licensing, collaborative or joint, Research & Development)
- The development of facilities/incubators and amenities to attract and retain innovation-based entrepreneurs and enterprises.
- Providing workforce development support and collaboration via partnerships with programs such as the Employment Training Panel (ETP).

Proposed Accelerate CA Hub must outline a detailed commercial market focus and define industry prioritizations supported by a clear understanding and mapping of the assets in the region to support the strategy. In addition, the proposed Accelerate CA Hub must provide a list of specific resources available to support and guide startup companies in Accelerate CA Hub industry sectors. The Accelerate CA Hub purpose should be supported by any similar previous efforts, cluster analysis, regional business analysis, statewide economic development reports, or any current information which exists to support it. Please review priority industries below; however, note additional industry considerations will be accepted.

**Priority Industries** Applications must classify the planning project based on specific leading or emerging industries in the region where your organization is based. The following are prioritized industries, but not limited to:

- Aerospace and Space Technology
- Health Care / Clean Biotechnology
- Agriculture Technology
- Water Conservation
- Sustainable Forestry Management
- Defense Innovation / Cyber Security
- Semi-Conductor Innovation
- Clean and Renewable Energy
- Critical Minerals and Rare Earth Materials
- AI/Logistics
- Sustainable Agriculture, Regenerative Agriculture/Climate-Smart Agriculture
- Zero-Emission Vehicle Infrastructure Development
- Clean Technology
- Clean Manufacturing/Low-carbon Manufacturing
- Clean Transportation

- Additive Advanced Manufacturing
- Sustainable tourism
- Information technology
- Hardware/Advanced Materials
- Digital media
- Financial Innovation/ Fintech

### Physical Service Area & Boundaries

5 points

Applicants must provide a clear explanation and map conveying the Accelerate CA Hub's physical boundary for its proposed service region.

- Clearly identified location with an explanation as to how the location is central to the potential client base
- An Accelerate CA Hub physical boundary may include the immediate geographic areas around or connected to an educational institution, university, laboratory, or research center
- The boundary can also include "knowledge nodes" that do not have direct geographical access, but link educational institutions via technology, transportation, or resource allocation. A clear identification and explanation of these links must be included in the application narrative, including a description of the proposed links (e.g., business parks, campus, incubators/accelerators, and research and development facilities)
- In response to COVID-19, the applicant will clearly describe the Accelerate CA Hub strategies to service and assist virtually beyond the central location

The boundary must be identified on a map that is submitted with the application. The map should include a clear and reasonable explanation for how/why the boundaries were defined.

Note that more than one Accelerate CA Hub may be designated in an area to the extent that there is a clear distinction between the focus area of each Accelerate CA Hub.

### Partnerships

10 points

Applicant must demonstrate that a broad partnership in innovation has been formed across multiple regional partners and a list of small business technical assistance grantees, as described in Article 7 (commencing with Section 12100.60) who serve the designated regions. Applicant must provide evidence of community engagement and established partnerships in the proposed region. Applicant must provide a statement of cooperation, which should specifically include the outlined strengths of the partnership as well as the individual member roles, responsibilities, value and expected contributions (financial and other). The statement of cooperation shall be included within the 15-page submission summarized within the application and submission requirements.

Partnerships are **encouraged** to have representatives from each of the following:

- Local Government Organizations
- Economic Development Organizations
- Agencies providing neighborhood/community services focused on startups and innovative ventures
- Professional Organizations with a strong focus on fostering diverse leadership
- Public/Private Universities, California State Universities, California Community Colleges, and activity centers in specific areas
- Small business development centers or entrepreneurship centers
- Venture Capital Firms
- Accelerators or Innovative Incubators

Partnerships **must** be anchored by **all** the following, advisory support and educational training must be provided:

- At least one major university, research center/institute, or Federal partner such as a national laboratory
- One economic development organization and
- At least four of the following categories:
  - A business support organization including a workforce development or training organization, incubator or business accelerator, technical assistance providers, chambers of commerce, and networking organization that supports innovation
  - An angel or venture capital network
  - A business foundation, innovation foundation, science foundation, laboratory research institution, federal laboratory, university laboratory, or research and development facility
  - A municipal economic development division or department
  - A federal government partner such as a national laboratory
  - A for-profit entity with a focus on innovation

Describe how your plan will actively engage diverse stakeholders' ideas, feedback, and recommendations to improve the programming in times when you may need to pivot to meet important objectives and goals.

Describe how you will leverage your partnerships to support diverse entrepreneurs and why your proposed plan is considered critical to driving inclusive economic growth and increasing opportunities for innovation and commercialization activity.

### Management Team

5 points

Provide a clearly articulated management structure and plan that may include a description of the capabilities, qualifications, and experience of the proposed management team, team leaders, or key personnel who are critical to achieving the proposed objectives. The management team should include individuals with relevant experience to achieve the stated goals. Desirable skills include demonstrated experience with innovation programs such as past experience supporting entrepreneurs taking innovation from mind to market, equity investment, proof of concept, SBIR/STTR

programs, technology transfer and commercialization, and licensing with intellectual property management and exhibits a high level of community engagement. An advisory group or board consisting of partners may be implemented to fulfill needed experience.

- Describe why your organization is best positioned to design and execute a planning project for diverse entrepreneurs and startups, including underserved geographic regions and underserved business owners, that will lead to the commercialization of new technologies and innovative products in specific industries. Please expand on the following key components of your organization's plan:
  - Outreach plan and key stakeholder engagement process.
  - Project's milestones and how they will be measurable and achievable.
  - Include one or two examples of past experiences in successful completion of planning projects similar in size and scope to the proposed project.

### Goals/Benchmarks

#### 10 points

Successful Applicants must identify existing benchmarks and specific performance goals to be achieved, steps to reach goals, and a timeline with approximate dates for reaching stated goals. Timeline must include prospective dates for a minimum of 4 engagements with collaboration or representation from CalOSBA during the program year. Two out of the four engagements must be a site visit and an in-person year-end program assessment by the Office. The designated Accelerate CA Hub may choose the two remaining engagements which may include, but not limited to:

- Virtual or in-person workshops/training events
- Networking events
- Stakeholder meetings
- Business Awards and Competitions
- Other types of engagements deemed appropriate

Progress toward the achievement of these goals will be reported to GO-Biz on a quarterly basis throughout the program period. All partners must agree to these performance goals. Further, evaluation procedures that will be used to measure the level of achievement for each stated goal must be outlined. [Download Goals/Benchmarks Template Here](#)

Accelerate CA Hub Authorized Representative will be required to submit quarterly performance metrics.

\*Each goal requires sub-goals for key ownership demographic data including women, veterans, people of color, rural, and low wealth.

If the Applicant is unable to develop a target for a specific goal listed above, please provide justification as to why the Applicant is unable to track.

### Business Creation

#### 5 points

Applicants will identify the technology commercialization, acceleration, and incubation skills necessary to spur new business creation in the region. Further, Applicants will identify necessary and available capital markets, corporate R&D, ready marketplaces, and other regional assets that will benefit new and relocated businesses. Applicants are expected to provide a list of Accelerate CA Hub assets and resources.

### Regional Incentives and Supports

7 points

Applicants should provide a list and brief description of local and regional incentives and support programs that aligns with the objectives of the Accelerate CA Hub and the Applicant's proposal and focus area (e.g., local fast track permitting, industrial development bonds). Incentives that have a financial impact on the Accelerate CA Hub must also be clearly identified within the budget.

### Diversity, Equity, and Inclusion Action Plan (DEIAP)

20 points

Program eligibility requires a Diversity, Equity, and Inclusion Action Plan (DEIAP). The plan calls for an actionable strategy and specific steps to diversify the client pool, provide culturally competent outreach, intake, and technical assistance to include unserved, underserved, disinvested, and disadvantaged business groups. The plan should also include a focus on target populations and geographies, in-language services, disparities addressed and associated data points with the targets and initiatives served.

### Budget

10 points

The Applicant must complete a budget that demonstrates the Accelerate CA Hub long-term plan for economic sustainability. Define a program budget which clearly differentiates between secured funds (in house, contracted) with proof, pending funds (application submitted), and potential future funding sources. Parts of the proposed budget may come from the partners' existing work plans and efforts.

Non-profit groups in partnership with a university or national laboratory should be willing to raise additional money to run their program, aggressively implement technology transfer programs and provide grants to companies within the Accelerate CA Hubs.

[Download Template HERE](#)

## SECTION III: Attachments

Label each attachment and submit in the order listed.

1. Proposal saved as submitted .pdf
2. Proposed Budget submitted as excel
3. Process flow chart and any other relevant visuals or diagrams of Program design and grants administration process including sample application process (submit as .pdf)
4. Organization Chart – include strategic partner roles and in-language services
5. Letters of Support (At least 1 from a county economic development agency or corporation, and 1 educational institution and/or federal laboratory)



6. Resumes or CV – Required for Accelerate CA Hub Coordinator Applicant and all primary staff that will be managing the program
7. STD204 – Payee Data Record Form – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
8. STD021 – Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

- END -