



**California Office of the Small Business Advocate**

**Governor Gavin Newsom's Office of Business and Economic Development**

**2024/25 Performing Arts Equitable Payroll Fund Program**

**The purpose of this announcement is to solicit applications from eligible organizations ("Program Lead") to apply to administer a grant program for the State to direct outreach and support the distribution of grant awards (\$11,625,000.00) to eligible small nonprofit performing arts organizations (SNPAOs) for the purpose of hiring and retaining employees.**

**Program Announcement**

**Opportunity Number: PAEPF2024**

**Total Program Funding: \$675,000.00**

**Released:**

August 23, 2024

**Proposals Due:**

**By 4:59:59 PM PDT on September 6, 2024**

**Proposals submitted after the stipulated deadline will be rejected without being evaluated with no exceptions. Please make every effort to submit at least 48 hours in advance in case you experience technical difficulties.**

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## About the Program

### Overview

In 2022, Senate Bill 1116 (Government Code 8757) established the Performing Arts Equitable Payroll Fund (Program) within the State Treasury to support small nonprofit performing arts organizations (SNPAOs) in hiring and retaining employees. The Performing Arts Equitable Payroll Fund is intended to support SNPAOs by reimbursing a portion of their payroll costs. Administered by the California Office of Small Business Advocate (CalOSBA) within the Governor's Office of Business and Economic Development (GO-Biz), the fund provides grants to eligible SNPAOs.

The creative arts industry, most especially the performing arts, was amongst the hardest hit by the impacts of the COVID-19 pandemic because of extended closures of nearly all performing arts venues. Job losses at nonprofit arts organizations were reported in October 2021 by Johns Hopkins University to be more than three times worse than in other nonprofit sectors.

Examples of SNPAOs can include nonprofit local theaters, performing arts education organizations, performing arts event coordinators, local performing arts councils, and related organizations. For many SNPAOs, ticket sales do not always cover production costs as many expenses occur during the rehearsal/development period when there is no revenue. Many SNPAOs rely on volunteers or contractors to fulfill organizational functions and control operational costs. This can create barriers for workers who may not be able to volunteer their labor to SNPAOs. This program incentivizes these organizations to replace contractors with payroll employees.

SNPAOs are often the onramps for emerging performers and people entering the performing arts industry and are incubators for new works. SNPAOs create and preserve opportunities for performers and people in the performing arts sector, including workers in marginalized communities. Without them, many of our small and disadvantaged communities may not have access to the arts. SNPAOs have historically provided networking, educational, and mentoring opportunities for artists, facilitating the connections necessary for career advancement, and SNPAOs have provided performance experience that helps to open doors to work in larger, less accessible companies.

SNPAOs provide substantial economic benefits to their communities through their leveraging effect on the economy from tourism, leisure spending, and engagement of ancillary services. The investment in this program will lead directly to thousands of jobs for community arts workers and will support SNPAOs to remain an engine for economic growth and well-being in local communities.

CalOSBA values the economic and cultural contributions that our community arts organizations provide to California and support industry-led efforts to improve their ability to succeed and continue to enhance our communities.

### Purpose & Priorities

CalOSBA is seeking an organization to serve as the Program Lead to lead this effort on behalf of the state of California. The Program Lead will be awarded up to \$675,000.00 to work in tandem with CalOSBA to distribute \$11,625,000.00 in grant awards; the develop a pre-application process to properly assess and

evaluate prospective grant awardees, develop a timely and effective outreach and marketing plan to reach the intended target population, and provide technical assistance to prospective applicants which includes but is not limited to; direct grant pre- and post-award application support to eligible performing arts non-profit organizations applying for funds under this program, and other customer service support.

The Program Lead will serve as the “industry expert” on behalf of CalOSBA and therefore should play a significant role in the state’s creative arts industry.

The program requires any recipient of the grant to provide the office with certified information, including certification that the grant funds were used for eligible program purposes; organizational information including venue size where applicable, annual budget, the number of employees and independent contractors in the last budget year, and the percentage of budget spent on payroll expenses; and certification that there have been no final judgments relating to employee misclassification at any time after the effective date of these provisions. (Government Code 8757)

CalOSBA will be responsible for final review and grant selection.

## **Definitions**

Definitions that pertain to this Program Announcement are provided below.

- “Adjusted gross revenue” means the average annual revenue received over the preceding three years, in whatever form, received or accrued from whatever source, excluding funds received pursuant to Section 8753.6 and excluding revenue earmarked by the grantor or donor solely for capital expenditures or any passthrough funds collected for the benefit of another organization that is received during the tax year of an organization.
- “Capital expenditures” means funds used by a company to acquire, upgrade, or maintain fixed assets, including property, plants, buildings, technology, or equipment.
- “Fiscally sponsored performing arts organization” means a performing arts organization that is fiscally sponsored under a Model C contract by a nonprofit organization that is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, and the performing arts organization’s primary mission is the creation of or presentation of performing arts.
- “Nonprofit performing arts organization” means a performing arts organization that is exempt from taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, and the performing arts organization’s primary mission is the creation of or presentation of performing arts.
- Performing arts organizations that are eligible to apply for grants from the Performing Arts Equitable Payroll Fund established in Section 8757.1 may also include an organization that is a Model C fiscally sponsored organization and not a Section 501(c)(3) nonprofit organization, for which criteria may be determined by the office.
- “California Office of the Small Business Advocate (CalOSBA)” means the Office of Small Business Advocate within the Governor’s Office of Business and Economic Development.
- “Payroll expenses” means wages paid to employees, payroll taxes, workers’ compensation, unemployment insurance, paymaster fees, and pension, health, and welfare contributions.
- “Performing arts” means the types of arts that are performed live for a remote or in-person audience, including, but not limited to, music, dance, and drama.
- “Small nonprofit performing arts organization (SNPAO)” means a nonprofit performing arts organization, or a Model C fiscally sponsored performing arts organization, with an adjusted

gross revenue equal to or less than two million dollars (\$2,000,000). CalOSBA shall adjust this amount every five years using the California Consumer Price Index as compiled and reported by the Department of Industrial Relations.

- “Authorized Representative” means the principal contact in the proposal and grant agreement.
- “Disaster Impacted” means territories included in an active state or federal emergency declaration or proclamation at the time services were received.
- “Grant Period” means October 1, 2024 through September 30, 2025.
- “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 at most thirty days prior to the first day of the applicable application period.
- “Minority-Owned” and “Diverse-Owned” means a nonprofit in which the majority (at least 51%) of the company is owned and run on a daily basis by a person of color (or people of color) of the following racial or ethnic groups: African American/Black, Asian, Native American or Alaska Native, or Native Hawaiian or Pacific Islander, or Latino/Hispanic.
- “Rural areas” means all territory, population, and housing units that are not defined as urban. To qualify as an urban area, the territory must encompass at least 2,000 housing units or at least 5,000 persons. The term “rural” encompasses all population, housing, and territory not included within an urban area. Rural areas can be identified with the U.S. Census Bureau’s [TIGERweb Decennial \(census.gov\)](https://tigerweb.census.gov/) online map.
- “Underserved groups” means women, minorities (people of color), veteran-owned, and organizations in low wealth, rural, and disaster-impacted communities included in an active state or federal emergency declaration or proclamation at the time services were received.
- “Veteran” means the individual served on active 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 member of the National Guard and was called to federal activity duty or disabled from a disease or injury that started or got worse in the line of duty or while in training status.
- “Veteran-Owned” means a nonprofit that is 51% or more owned and controlled by an individual or individuals in one or more of the following groups: Veterans (other than dishonorably discharged); Service-Disabled Veterans; Active Duty Military service member participating in the military’s Transition Assistance Program (TAP); Reservists and National Guard members; current spouse of any Veteran, Active Duty service member, or any Reservist or National Guard member; or widowed spouse of a service member who died while in service or of a service-connected disability.
- “Women-Owned” means a nonprofit that is 51% or more owned and controlled by an individual or individuals who identify as women.
- “Applicants” an organization applying for the Program Lead Program Announcement.
- “Program Participant” an eligible grantee selected to receive a grant from the Performing Arts Equitable Payroll Fund Program.
- “Industry expert” is a person who is particularly qualified by education and experience to perform difficult and challenging tasks in a particular field beyond the usual range of achievement of competent persons in that field.

1. “Technical Assistance (TA)” refers to support provided by the Program Lead to the prospective SNPAOs in their preparation to apply for the Performing Arts Equitable Payroll Fund.

## Funding and Duration

The 2024/25 grant period will commence on October 1, 2024 and end on September 30, 2025.

Up to \$675,000 is available for the Program Lead, which will be selected by CalOSBA using a merit-based review process of all qualifying applications. Applicants are expected to spend their 2024/25 award in full during the grant period. The Program Lead organization should ensure that grant funding requests and proposed scopes of work align with the grant period timeline.

## Funding Categories

### Allowable Activities and Expenditures

The selected Program Lead may spend their grant award on development of the grant pre-application process and execution, Direct Technical Assistance (TA) to support prospective SNPAOs in their preparation to apply for the Performing Arts Equitable Payroll Fund, and marketing and outreach to the target population. All spending must be justified and approved in the grant application.

Funds provided under the Program must be used solely for the purposes stipulated in this Announcement and subsequently in the Agreement between CalOSBA/GO-Biz and the Program Lead. All costs incurred under the Program must meet the tests of reasonableness, allowability, and allocability. Recipients are responsible for ensuring proper management and financial accountability of state funds to preclude future cost disallowances. All costs invoiced under the Program are subject to audit. CalOSBA has discretion to make these determinations or make any changes to the policies under the terms of the agreement.

### Direct Costs

1. **Personnel** costs include an employee’s time and effort to conduct direct technical assistance to support prospective SNPAOs in their preparation to apply for the Performing Arts Equitable Payroll Fund and ensure compliance throughout the program year. Activities may include program eligibility review, preparation of application documents, customer service support to SNPAOs pre- and post-award, etc. This cost does not include staff time for marketing, research, or program administration. These costs should be billed under Personnel and Fringe.
2. **Contractual** costs include a consultant’s time and effort to conduct direct technical training and/or consulting to support prospective SNPAOs in their preparation to apply for the Performing Arts Equitable Payroll Fund and ensure compliance throughout the program year. This cost does not include contractor time for marketing, research, or program administration. These costs should be billed under Contractual.
  - a. Consultant cost policy: These rates must be pre-approved by CalOSBA and include a strong justification outlining why the organization is unable to procure a consultant at a lesser rate. CalOSBA may request quotes from alternative consultants as part of this evaluation.
3. **Supply** costs include products or technology development to support the pre-application review process to select prospective SNPAOs applying for the Performing Arts Equitable Payroll Fund Program.

## Research & Marketing

4. **Research** costs include employee or consultant's time and effort to assess SNPAOs service needs. Research may not include the cost of research tools, software, or reports for the Organization or for individual client consulting. Research expenditures must be justified in the grant application. All research costs should be billed under "Research and Marketing."
5. **Marketing** costs include employee or consultants' time and effort, and the associated Fringe benefits, to conduct targeted Organization marketing initiatives to prospective SNPAOs applying for the Performing Arts Equitable Payroll Fund such as, print media (e.g., flyers, brochures, and pull-up banners), digital media (e.g., social media ads), and purchases/subscriptions to databases, marketing services and other technology tools to support outreach, client development and expansion activities (e.g., MailChimp, Constant Contact, Hootsuite). We encourage the use of partnerships and research-driven approaches for any large marketing expenditures. Marketing expenditures must be justified in the grant application and pre-approved prior to invoicing CalOSBA. Any additional marketing (non-labor marketing costs over \$5,000) planned after the original proposal was approved must be submitted with justification to CalOSBA for pre-approval. All marketing costs should be billed under "Research and Marketing".

## Program Administration

6. **Program Administration** costs must be directly associated with the administration of the approved Scope of Work (SOW). Activities may include program, application, and process development to prepare SNPAOs to apply for the grant program. Administrative costs must be fully justified and may not be indirect or overhead. Examples of allowable program administrative costs include staff or contractor time to conduct program monitoring and evaluation, program oversight and coordination. Program Administration may not be indirect or overhead and must clearly support program operations. All Program-related administrative costs must be thoroughly justified in the pre-approved SOW and pre-approved budget. All costs must be easily identifiable and itemizable with a clear connection to the administration and oversight of the Program.

All costs, no matter which funding category, must be specifically named and described in the budget proposal. If staff or contractor time and effort overlap across categories, the total of hours will be broken out by their corresponding category, including Fringe.

## Unallowable Activities and Expenditures

Unallowable Activities and Expenditures under the Program include, but are not limited to:

- Salary bonuses or contract bonuses
- Travel expenses for per diem, lodging, meals or subsistence expenses
- Travel expenses for transportation (e.g., mileage, car rental, rail or air)
- Food and beverage
- Supplies not directly related to consulting, training, allowable research, or allowable marketing
- 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). Unallowable indirect and overhead costs include rent, insurance, indirect administrative costs that are not directly related to program administration, for example, indirect costs to a Organization host organization.

- Other activities or items that are banned by the State of California, or CalOSBA deems inappropriate or inconsistent with statutory or programmatic requirements

### Funding Method

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

### Use of Funds

Funds provided under the Program must be used solely for the purposes stipulated in this Announcement and subsequently in the Agreement between CalOSBA and the Program Lead. All costs proposed in the budget must meet the tests of allow-ability, allot-ability, and reasonableness.

This Program does not have a match requirement.

If CalOSBA finds has used moneys for unallowable purposes, or that has provided inaccurate certification, shall be ineligible to receive any further grants from the fund. CalOSBA may also require those organizations to repay previous funding.

### Application and Authorized Representatives

All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period.

### Applicant and Agreement Responsibilities

The Authorized Representative will submit the Program application to CalOSBA, receive the Notice of Award, and enter into the 2024/25 agreement with CalOSBA. The Authorized Representative will also be responsible for communicating with CalOSBA prior to execution of the agreement to clarify, modify, and finalize components of the application, if necessary.

### Grant Period Responsibilities

During the grant period, the Authorized Representative will submit quarterly performance and financial reports to CalOSBA after reviewing for accuracy and completeness. The Authorized Representative will serve as the principal contact with CalOSBA. Any programmatic or agreement-related issues will flow through the Authorized Representative. When programmatic issues and questions arise, Program Lead is expected to contact their Authorized Representative, who will engage CalOSBA if necessary. Likewise, CalOSBA will communicate to Authorized Representatives on program-related information. If an Authorized Representative designates staff for a portion of these responsibilities, the Authorized Representative must provide CalOSBA with a written statement confirming they are acting on behalf of the Authorized Representative.



## Eligibility

### Applicant Organization (Program Lead)

Applicant Organization applying as the Program Lead shall have the necessary processes to execute program pre-application to review and validate the eligibility of participants:

- California-based organization
- Able to receive State funds
- Demonstrated capacity for regional/local implementation to ensure all regional geographies throughout California can access the Program support, ensuring disadvantaged and underserved groups have access to resources to easily apply.
- Demonstrated experience with developing and managing grant programs including but not limited to program and application development, outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting.
- Able to meet all deadlines and subsequently in the Agreement established between CalOSBA and selected Program Lead

### Grant Awards Process: Small Performing Arts Non-Profit Organizations

1. **Outreach and Marketing** –The Program Lead shall create and execute a statewide marketing strategy to prospective SNPAOs. Program Lead is expected to utilize partnership network for maximum geographic coverage.
2. **Pre-Application Process** – The Program Lead shall design and execute a pre-application screening process to review SNPAOs eligibility based on statutory requirements.
3. **Application Process** – The Program Lead will send the list of pre-approved SNPAOs along with their application documentation to CalOSBA for final review and selection. The Program Lead will act as the primary liaison for communication between CalOSBA and SNPAOs should CalOSBA have questions regarding a specific application.
4. **Grant Selection** – CalOSBA will issue the final grant awards list. Grant agreements will be issued between CalOSBA and the SNPAO grantee. The Program Lead will act as the primary liaison between CalOSBA and SNPAOs should CalOSBA have questions.
5. **Payments and Compliance** – SNPAO grantees will be expected to report payroll expenses to the Program Lead based on statutory requirements. Following approval from the Program Lead, documentation will be sent to CalOSBA to make the reimbursement payment.

The Program Lead shall adopt a process necessary to evaluate each of the following from SNPAOs:

- a. Ensuring that grant recipients have not used moneys for other purposes.
- b. Validating the accuracy of certifications provided.

Final grant process and timeline shall be determined by the selected Program Lead and CalOSBA as agreed upon in the grant agreement.

### Notice of Intent to Award and Grant Agreement

Final award will be determined by [the application review process on page 16 of this announcement](#).

Once scores for all applicants have been determined, CalOSBA will email the Authorized Representative a Notice of Intent to Award (“Notice”). The Notice will acknowledge the selected organization, along with instructions about next steps. CalOSBA may conduct follow up calls, if deemed necessary, to discuss the proposal. Selected organization must submit the requested information within five business days of receiving the Notice.

The Program’s funding will be awarded in an agreement between CalOSBA 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.

## **Termination**

CalOSBA will assess the Program Lead based on achievements against Program goals and scope of work. CalOSBA reserves the right to terminate the agreement 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 grant disbursement deadlines and failure to file timely reports.
- Failure to substantially assess SNPAOs eligibility for the Program and report list of pre-approved SNPAO applicants to CalOSBA
- Failure to substantially comply with narrative reporting requirements.
- Failure to substantially comply with financial reporting or record-keeping requirements.
- Failure to substantially comply with carrying out the scope of work established in the agreement.
- Failure to communicate with CalOSBA in a timely manner.
- Failure to spend funds in a timely manner, in accordance with the grant agreement.
- Closure of the selected Program Lead organization. Inability to accept state funds for any reason.
- Closure or cessation of operations by selected Program Lead organization for any reason.

In the event of termination, the state will compensate the Program Lead only for all allowable and unavoidable expenses reasonably incurred by the Program Lead in the performance of its work under the agreement as of the effective date of the terminating event or other period to allow project closeout activities, as determined appropriate by CalOSBA. The Authorized Representative must notify CalOSBA via email at [CalOBSAPrograms@gobiz.ca.gov](mailto:CalOBSAPrograms@gobiz.ca.gov) within 48 hours. Failure to notify CalOSBA may impact future eligibility.

## **Reporting**

The Authorized Representative(s) are responsible for collecting accurate and complete performance reports and financial reports. The Authorized Representative(s) are responsible for submitting all final reports to CalOSBA once reviewed and approved. Reports will be submitted electronically via email to [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov), copying Program Manager, Jeff Critchley, [jeff.critchley@gobiz.ca.gov](mailto:jeff.critchley@gobiz.ca.gov).

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

The Authorized Representative(s) will be required to submit quarterly performance and financial reports within forty-five (45) calendar days of the completion of each quarter of the grant period. Performance reports (including narrative and metrics) are required even if the Authorized Representative(s) will not be submitting an invoice for the reporting period.

CalOSBA may withhold payment if reports are not received or are deemed incomplete or inadequate. Any invoice submitted after the reporting deadline, without an authorized extension, will be rejected. Failure to report in a timely manner may impact future eligibility for grant funding from CalOSBA.

CalOSBA 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 selected Program Lead organization, 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 CalOSBA for inspection and audit upon request so that CalOSBA may verify that both the Organization 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

Grantees will submit performance reports quarterly during the performance period.

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

- Number of SNPAOs assisted
- Number of SNPAOs pre-approved
- Number of partnerships / collaborations
- Outcomes from the assistance provided including (\* includes sub-categories for Demographic Data):
  - Number of Jobs Created (full and part-time)\*
  - Number of Jobs Retained (full and part-time)\*
- Demographic Data reported in aggregated amounts for each category based on voluntarily provided data from SNPAOs:
  - Women-Owned
  - Minority-Owned including:
    - Black/African American
    - Asian
    - Native American or Alaska Native
    - Native Hawaiian or Pacific Islander
    - Hispanic/LatinX
  - Veteran-Owned
  - SNPAOs in Rural Communities
  - SNPAOs in Low-Wealth Communities
  - SNPAOs in Disaster-Impacted Communities

## Financial Report

Financial Report documentation should reflect itemized expenditures from the invoice and include the following information, as applicable:

- General ledger and payroll records (required)
- Staff or subcontractor names (including affiliated organizations if it's a partnership with another local technical assistance provider, chamber, accelerator, incubator, institution, government entity, etc.) and hourly rates
- Description of non-labor expenditures
- Cost for customer support TA, including hourly rates, benefit rates and number of hours worked
- Cost for trainings
- Cost for supplies
- Cost for research
- Cost for marketing
- Cost for program administration

## 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 award
- Q2 (Jan-Mar): YTD results less than 30% of the award
- Q3 (Apr-June): YTD results less than 60% of the award
- Q4 (July- Sept): YTD results less than 100% of the award

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. The Organization will describe the action plan to spend awarded funds and meet Program goals. The Organization must also provide confirmation that they are still on track to meet annual goals and spend the funds by the end of the performance period.

Statements deemed inadequate by CalOSBA 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 support small nonprofit performing arts organizations to hire and retain employees. Grantees should address the following:

- Actual metric outcomes compared to proposed.
- Client demographics:
  - Number of SNPAOs assisted
  - Number of SNPAOs pre-approved
  - Employee size of SNPAOs assisted; based on the number at the time assisted, as reported by the assisted SNPAOs
  - Revenue size of SNPAOs assisted; based on the amount at the time assisted, as reported by the assisted SNPAOs.

- City and county in which the businesses assisted were located.
- Number of Jobs Created (full and part-time)\*
- Number of Jobs Retained (full and part-time)\*
- Number of SNPAOs assisted based on gender.\*
- Number of SNPAOs assisted based on race.\*
- Number of SNPAOs assisted that are Veteran/Non-Veteran owned.\*
- Number of SNPAOs assisted in low-wealth areas.
- Number of SNPAOs assisted in rural areas.
- Number of SNPAOs assisted in disaster areas (state or federally declared disasters).

\*Items denoted with an asterisk are Demographic Data, which must be reported in aggregated amounts for each category based on voluntarily provided data.

- A minimum of four unique success stories by the end of the program year.

### 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 request, grantees must make these records available to CalOSBA.

- A spreadsheet that reconciles the financial invoices and the disbursement journals at the Host organization and subrecipient organizations (i.e., subcontracted Service Organization(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 Organizations 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 consultants who are charged to this Program, with sufficient detail to substantiate the claimed work hours performed in support of the Program.
- Copies of receipts, invoices, contracts and other supporting documentation for all expenses paid with Program funds.
- Client or database records to substantiate metrics submitted in a Performance Report.
- Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating adherence to the legal requirements of this Program and the requirements established by the federal funding partner.

## Program Monitoring and Reviews

CalOSBA will monitor the Program Lead’s performance. This monitoring will include regular review of Performance and Financial Report Data. CalOSBA may also make inquiries and conduct program reviews to verify performance. Program reviews may be conducted remotely or onsite. CalOSBA may also review reported SNPAO assistance by interviewing the organization assisted by the Program Lead. Staff will inform the Program Lead by email about their selection for a program review and email instructions no later than five (5) business days before the program review.

CalOSBA is not responsible for providing oversight of an organization’s performance between program reviews. Moreover, CalOSBA does not accept liability for information not submitted in good faith by an organization for a program review.

## Timeline

August 23, 2024	Program Announcement Release and period begins  Submit questions to <a href="mailto:CalOSBAPrograms@gobiz.ca.gov">CalOSBAPrograms@gobiz.ca.gov</a> copying Program Manager, <a href="mailto:Jeff.Critchley@gobiz.ca.gov">Jeff.Critchley@gobiz.ca.gov</a> . Subject: “PAEPF 2024/25 RFP Questions”
September 6, 2024	Grant application deadline <b>Must submit via email to <a href="mailto:calosbaprograms@gobiz.ca.gov">calosbaprograms@gobiz.ca.gov</a> copying Program Manager, <a href="mailto:Jeff.Critchley@gobiz.ca.gov">Jeff.Critchley@gobiz.ca.gov</a> by 4:59:59 PM PDT</b>
September 9, 2024	Proposal review
September 13, 2024	Notice of Intent to Award and request for revisions, if any, will begin via email. Revisions are due 5 days after receiving the Notice of Intent to Award.
September 25, 2024	Grant Agreement sent to selected Program Lead for signature
October 1, 2024	Grant program begins
September 30, 2025	Grant program ends

## Application Instructions and Submission

All applications, with required attachments, must be submitted electronically via email. Applications submitted via facsimile will not be reviewed or scored.

***All applications must be submitted by the deadline (September 6, 2024 by 4:59:59 PM PDT). The application period will close once the deadline has passed. There are no exceptions or extensions of this deadline. Any technology challenges or inability of an applicant to submit an application by the deadline for any reason shall not be grounds***

***for an extension of the deadline. Applicants are encouraged to submit their application two days before the deadline in the event technical assistance is required. Direct questions via email to [CalOSBAPrograms@gobiz.ca.gov](mailto:CalOSBAPrograms@gobiz.ca.gov) and copy Jeff Critchley, Program Manager, [Jeff.Critchley@gobiz.ca.gov](mailto:Jeff.Critchley@gobiz.ca.gov).***

**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.**

CalOSBA reserves the ability to modify applicant budgets if included costs are deemed ineligible. The selected Program Lead organization will be required to comply with the Drug-Free Workplace Certification and Nondiscrimination Compliance Statement as required by state law.

### Required/Supporting Documents

All applicants must upload the following documents to their application:

- Proposal Narrative. The Proposal Narrative responses must use the template provided below, follow the formatting instructions and page limits described in the template, and must be submitted as a .doc/.docx file. Narratives that exceed the allowed page count will not be reviewed beyond the maximum page limitation for that application type. It is not required that applicants utilize the maximum pages allowed.
- Budget Justification Spreadsheet. All costs must be directly related to Program activities and be itemized and explained within the template – [Download Template](#)
- Organizational Chart
- Resumes of key personnel, submitted as one combined PDF saved as “Resumes\_Organization Name”
- STD.204 Payee Data Record Form – download this form at <https://calosba.ca.gov/wp-content/uploads/std204-calosbaprograms.pdf>
- STD.21 Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>
  - *The STD.204 and STD.21 forms must be signed within two-weeks of each other.*

The following documents are optional:

- Letters of Support (letters for work related to non-profit performing arts organizations and/or small business technical assistance within the last 5 years. Please use template and submit letters as one combined PDF saved as “Letters of Support\_Organization Name”.) – [Download Template](#)

### Application Review

CalOSBA 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 – CalOSBA 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. Using Artificial Intelligence (AI) tools to complete an application is prohibited. The use of AI shall be treated as plagiarism.
  - 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 a Review Committee comprised of GO-Biz and CalOSBA panelists based on the 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.

CalOSBA 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.

### Debriefings

Written debriefings of the evaluation results will not be provided to unsuccessful proposals. Oral debriefings may be provided at CalOSBA’s discretion.

### Scoring Criteria

This section provides the application questions and scoring point scale.

Application Section	Points Possible
Past Performance	15
Scope of Work	30
Organization Strategies & Organizational Capacity	15
Strategic Partnership and Outreach and Engagement Plan	20
Financial Management Capability	20

**Total Points Available: 100 points**

### Proposed Metrics

1. Actual funding expended
2. Number of SNPAOs pre-approved
3. Estimated Number of grants awarded
4. Number of partnerships / collaborations



## Narrative Proposal Questions

Narratives will be uploaded as an attachment via email to [calosbaprograms@gobiz.ca.gov](mailto:calosbaprograms@gobiz.ca.gov), copying Program Manager, [Jeff.Critchley@gobiz.ca.gov](mailto:Jeff.Critchley@gobiz.ca.gov).

Narrative responses must have 1.5 line spacing and 12-point font. Narratives may not exceed 15 pages. It is not required that the total page limit is utilized. Points are awarded based on the applicant's ability to provide a thoughtful and concise response to the questions as written. The question itself must be included in the narrative.

### About the Organization – not scored

1. Provide a brief (2-3 sentence) description of the Organization's mission. This should include the primary focus area(s) of this Organization's expertise in grant program management. This is required but not scored. If awarded, this statement will be published on the CalOSBA website.

### Past Performance – 15 points

2. Describe how the Organization has supported SNPAOs with grant program management and the impact of previous or ongoing grant programs. (15 points)

### Scope of Work – 30 points

1. Provide overview of proposed program pre-application design including a pre-application screening process. This should include details on how the applicant will develop and implement the program including marketing and outreach, intake, translation/interpretation, training and consulting, grant eligibility evaluation, and supporting SNPAOs through the application process. (10)
2. Program Implementation Schedule: Provide a timeline including key milestones, proposed interim reporting timeline, and items that will be shared with CalOSBA (for example, initial reports, marketing collateral, etc.) (10 points)
3. Describe the technical assistance / customer service support offered by the Program Lead to SNPAOs which consists of evaluating the readiness of an organization to apply. Include in your response how the technical assistance shall be provided for the duration of the grant period for purposes of growing SNPAOs that are facing employee hiring and retention challenges. (10 points)

### Organization Strategies and Organizational Capacity – 15 points

4. Describe the Organization's intake methods including details of any strategies to ensure SNPAOs are appropriately onboarded. Include any strategies to ensure culturally sensitive and language inclusive customer service approaches. (5 points)
5. Describe the Organization's management strategy for service delivery and how the work will be coordinated and monitored. Include details regarding how management ensures support to eligible SNPAOs. An organizational chart must be uploaded to the application. (10 points)

## Strategic Partnership and Outreach and Engagement Plan – 20 points

6. Provide a statement regarding applicant’s plan to leverage its existing partnerships and outreach and engagement strategy as it relates to the Program. Include how you will leverage local networks to support Program efforts, especially marketing and outreach to disadvantaged and underserved groups. Examples of local external partnerships include nonprofits, community-based organizations, business associations, small business technical assistance centers, and trusted community messengers. Describe how the applicant has worked successfully in the past with non-profit performing arts ecosystems, external partners to ensure SNPAOs applying for grants are connected to resources. (20 points)

## Financial Management – 20 points

7. Justify the grant funding amount the Organization is applying for. Discuss how the Organization will leverage funds for maximum impact. Be specific about why the Organization requires the funding requested. (10 points)
8. Upload the budget template. All costs must be detailed in full and must be justified and allowable. (5 points)
9. Describe how the Organization will track allowable activities and expenditures. Include details on the mechanisms used. (5 points)

## 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 sections 7920.000 – 7930.215.). 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 7922.000 to the extent applicable.

## END ##