
TAP 2022/2023 Pre-Bid Webinar Session One and Two Q&A

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General – About TAP

1. How is the Technical Assistance Program (TAP) different than the Technical Assistance Expansion Program (TAEP)?

In 2022, the legislature renamed TAEP as the Technical Assistance Program and removed the requirement that centers proposed new expansion plans year over year. TAP is the 2022-23 version of TAEP. Expansion to underserved communities is still very strongly encouraged and considered a cornerstone of the program; however, plans for expansion may build on previous work and do not need to be new year over year.

2. Do in-kind donations count for match?

No, the match amount must be in the form of funding for direct technical assistance (training and consulting), and in-kind donations such as volunteer time do not count towards the match requirement.

3. I was hoping to get more clarity on what “Private” means when it comes to the Federal or Private Award letter that is needed for submission. What type of private funder is this referring to?

“Private funding source” means any entity that makes grants, and includes corporate or private philanthropy or similarly established nongovernmental entities. Examples include funding from a philanthropic organization (i.e. the James Irvine Foundation) or a corporate philanthropic organization (i.e. Wells Fargo).

4. Can you provide a list of cities and counties considered to be 'low wealth area' for FY22-23?

Yes, a list is posted to <https://calosba.ca.gov/small-business-and-entrepreneurship-assistance-center-funding-opportunities/>.

Application Documents

Budget

5. Are administrative staff for program management eligible within the budget, considering the metric obligations for reporting?

No, administrative and overhead work are not allowable costs for TAP. Invoiced personnel time must be strictly for direct technical assistance to small business clients.

6. If an employee consultant works full time and 100% of their time goes to technical assistance through TAP, can we budget their entire time/salary?

While these cases are rare, it is possible for a 100% TAP dedicated employee to be fully budgeted within the proposed budget. This must be thoroughly described and justified within the budget and narrative documents. If approved, CalOSBA may request backup documents throughout the program performance year to backup and support the work conducted by fully funded staff.

7. Can we include indirect costs in the budget?

No, indirect, administrative, and overhead costs are not allowable.

8. Should the Itemized Budget include line items for each employee or all personnel in general?

The budget should include as much detail as possible to provide a clear picture of what the proposed program will entail. For personnel specifically, we expect to see the estimated hourly rate and quantity of hours worked for personnel. If the rate differs between staff, please include individual lines for each position. If the positions have not yet been filled, it is sufficient to include a generic description such as "Program Manager, (# of budgeted staff of this position)".

9. Is travel to trainings an allowable cost?

Travel is allowed in limited circumstances, such as to support geographical expansion to a new area. If travel is proposed to provide technical assistance and training opportunities to clients in a rural portion of California, where access would not have been possible without funding to conduct the travel, it may be allowed; however, this must be thoroughly described and justified within the budget and narrative documents.

10. Is the Diversity and Inclusion Plan where centers should include additional funding for our partners to help provide technical assistance?

We welcome you to include partners throughout your application, including as "contractual" funds in your center budget, as has been the practice in previous years. You may also supplement these funds with the DEI budget, if applicable. The DEI budget is intended to support collaborations that foster an inclusive TAP network and build capacity among TA providers across the state. To that end, funds may only be used to support subcontracts to partners and satellite centers that support your DEI action plan. In addition, travel that supports expansion and partnership through the DEI plan is allowable where justified.

11. What activities can be funded through the DEI action plan funding?

The DEI budget is intended to support collaborations that foster an inclusive TAP network. To that end, funds may only be used to support subcontracts to partners and satellite centers that support your DEI action plan. In addition, travel

that supports expansion and partnership through the DEI plan is allowable where justified.

12. Question 10 states a separate DEI budget must be included for proposals over \$400,000. If a program over \$400,000 has already expanded historically under a DEI plan, how can that be shown as a request to sustain that effort?

Partnerships do not need to be new and can sustain existing collaborations. The DEI budget is intended to support partnership and subcontracts within your community and to incentivize partnerships that lead to technical assistance for all. We want to make sure that all communities have access to TA, and we believe that our stellar small business technical assistance network is best equipped to lead this effort through partnership. As an example of what we have in mind, the DEI budget could include a subcontract to a partner that can support access to underserved businesses or new language access. This partner could support access in a geography that is hard to reach or rural, a partner that supports language access resources, etc.

13. How should we request the DEI budget? What is the total amount that can be requested for it?

Please include the DEI request **separately** in the excel template that you upload. Please use “contractual” and/or “travel” cost categories, as applicable for the DEI budget request. DEI budget should **not** be included in the amount you enter as “Total Budget Request” in the portal, rather this amount should reflect the sum of your Center budget(s).

You may request up to 15% of your budget request, with a cap of \$250,000. For example, a budget request of \$500,000, would be able to request up to \$75,000 as part of a DEI budget.

Narrative

14. How many pages should the narrative be?

Narrative proposals must be 1.5 spaced and in 12-point font. Narratives may not exceed 18 pages for individual applicants and 25 pages for Network (SBDC Network) applicants. Group applications are considered a group of individual applications, and each center within a group should have a separate narrative.

15. What is the maximum page allowance for the proposal narrative for group applications?

A group application is comprised of individual centers, and each center should submit a separate Narrative proposal of up to 18 pages.

16. Where do applicants upload the narrative proposal?

The narrative proposal will be uploaded in the grants.business.ca.gov

application portal under the “Required/Supporting Documents” section. From here, you will select “Add File”, choose “Narrative Proposal” from the Type drop-down menu, and upload the file.

17. If a multi-year recipient has already “expanded” how can they reflect that the DEI action plan and/or budget request is to continue to support the existing efforts? Would a program that has already expanded with CBOs be penalized by not receiving points for new expansion for 2023?

If you already have partnerships that support work with underserved communities, please describe them and discuss how they will be sustained by TAP funding. You will not be penalized for building on existing work, however it is critical that you have partnerships that support diversity, whether they be new or ongoing. Please note that TAP does not require expansion in terms of new programs and geographies but does expect centers to continuously improve access to underserved businesses.

Letter of Intent

18. Is there a specific format for the Letter of Intent?

A letter of intent template will be made available on the CalOSBA website at [Small Business and Entrepreneurship Assistance Center Funding Opportunities](#).

Letter of Support

19. If you are applying as a new provider, where should the three optional letters of support be submitted?

Letters of Support will be uploaded in the grants.business.ca.gov application portal under the “Required/Supporting Documents” section. From here, you will select “Add File”, choose “Letters of Recommendation/Support” from the Type drop-down menu, and upload the file. Please note that letters of support are optional for new applicants only. Letters of support from existing and returning applicants will not be reviewed.

Program Requirements

20. What does the reporting system for this program require?

Organizations selected to participate in the TAP network will have quarterly reporting requirements which includes metric reporting on progress against the goals stated in the application; a narrative report to describe achievements, challenges, and describe invoiced expenditures during the quarter; and an invoice of the expended costs. These reports are due 45 days after the close of each quarter.

In addition, there is a final report due 60 days following the close of the program

year which also includes a Business Assistance Profile in which grantees must report the number of businesses assisted by County, Industry, Employment Size, etc. More information on these requirements will be made available during the grantee agreement disbursement period.

21. Does a contract with a banking institution to provide technical assistance to diverse suppliers qualify as match for the Program?

“Private funding source” means any entity that makes grants and includes corporate or private philanthropy or similarly established nongovernmental entities. Examples include funding from a philanthropic organization (i.e. the James Irvine Foundation) or a corporate philanthropic organization (i.e. Wells Fargo). The contract must be a grant and it must specify that funds will be used to provide direct technical assistance.

22. Can applicants combine multiple contracts/awards for our match?

Contracts or awards of the same type (federal OR private) may be combined as total match for the Program. Please note that an applicant must justify that they can fully spend down both agreements and the strong need for additional funding.

23. If the federal contract is for technical assistance (TA) in one geography, can the TAP grant be used to do TA in that geography and other geographies nearby?

Yes, this is an example of using TAP funding to expand existing technical assistance services to provide resources to other nearby and underserved communities.

24. What is the maximum amount an organization can apply for?

The maximum that can be applied for is the amount of eligible match funding that the organization has for the duration of the program period. The minimum amount is \$25,000.00

Grants.Business.CA.Gov Portal

25. If you are a nonprofit applying alone, would you list your organization as the fiscal authority?

Yes, as long as your organization is the fiscal authority that will be able to receive funds from and hold the contract with the State.

26. If the wrong application type is chosen, can we change it or should we start a new one?

At this time there is no option within the application portal to change the type of application once it is selected. In this instance, a new application would need to be created.

27. Do the required documents need to be all be uploaded into a single file or will there be a place to upload each document separately?

All required documents should be submitted individually in the Required/Supporting Documents section of the application. When you select "Add File" you will select the type of document you are uploading from the dropdown list before you save. This will be done for all documents. If any required documents are missing from the list of uploads, the application will not be complete and you will be unable to submit.

Other

28. Should current TAEP awardees use the existing grants.ca.gov portal to create and submit a new application for TAP 22/23?

Yes. CalOSBA is utilizing the same application portal for TAP 22/23 as was used for the TAEP 21/22 period. Existing grantees can sign into their account at grants.business.ca.gov. A banner on the home screen will show that the application period is currently open, and the "Create a New Application" button is enabled.

29. Who reviews applications for TAP? How are the reviewers chosen? Will reviewers have knowledge of programs like PTACs, WBCs, SBDCs, etc.?

Applications for TAP are reviewed by a panel of CalOSBA and GO-Biz staff. The panel is selected of regional experts with knowledge and expertise of the California small business ecosystem.

30. Other than the 5 bonus points on spenddown, how is past performance on TAEP evaluated? Does past performance in meeting goals factor positively? If so, how?

The bonus points are the primary tool used to positively reward past performance this cycle. In addition, centers that do not meet their metric or spenddown goals receive point deductions.

31. What is the definition of rural?

For the purposes of this program and Program Announcement, "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.

You can use the the Census Bureau's data system for American Community Survey data from 2020 to look at Census Tract populations between 0-2,500 and overlay it with the Zip Code Tabulation Areas. [B01003: Total—Estimate in 2020 - Census Bureau Map](#)