



CALIFORNIA DREAM FUND GRANT PROGRAM

GRANTMAKING & TECHNICAL ASSISTANCE ENTITY - REQUEST FOR PROPOSALS

The purpose of this announcement is to solicit applications from eligible SB TAEP program grantees to apply to administer a Dream Fund grant program for their service area(s) and disburse microgrants up to \$10,000.00 to eligible entrepreneurs and startups that have completed an eligible training program.

Opening Date: December 1, 2021

Closing Date: January 5, 2022

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

Office of the Small Business Advocate (CalOSBA)
Governor's Office of Business and Economic Development
1325 J Street, Suite 1800
Sacramento, CA 95814
calosba.ca.gov
Phone: 1-877-345-4633

Table of Contents

Introduction	2
Background and Purpose	3
Priorities	4
Definitions	5
Available Funding	7
Period of Performance	8
Funding Information	8
TAEP Grant Agreement Addendum	8
Funding Method	8
Eligibility Requirements for Grantmaking Entities	9
Applicant Organization	9
Setting Up the Grantmaking Entity Program:	9
Oversight & Reporting Requirements	12
Dates and Deadlines	13
Points of Contact	14
Public Records Act	14
Proposal Evaluation	15
Scoring Criteria	15
Disqualification	15
Application and Submission Requirements	15
SECTION I: Applicant Information	17
SECTION II: Narrative	18
SECTION III: Attachments	19

Introduction

The California Dream Fund Grant Program (CDFG or Dream Fund) was created in 2021 by Senate Bill No. 151 (Government Code Section 12100.63) to provide microgrants up to \$10,000 to seed entrepreneurship and small business creation in underserved small business groups that are facing capital and opportunity gaps. These microgrants shall be made available to startup clients

participating in intensive startup training and consulting with the centers that are designated by the Small Business Technical Assistance Expansion Program.

The California Small Business Technical Assistance Expansion Program (SB TAEP) was created in 2018 to expand the services of federally awarded small business technical assistance programs that provide one-on-one confidential free or low-cost consulting and training to small businesses and entrepreneurs in this state. SB TAEP was enacted in Government Code Section 12100-12100.69. The Office of the Small Business Advocate (CalOSBA) within the Governor's Office of Business and Economic Development (GO-Biz) is charged with administering and providing oversight for SB TAEP.

The Dream Fund provides approximately thirty-five million dollars (\$35,000,000) in one-time grant funding to administer a Request for Proposal (RFP) for eligible grantmaking entities defined as small business technical assistance centers (Centers) approved through the SB TAEP Program. The intent of the funding is to assist and support California pre-venture entrepreneurs and individuals looking to start a business.

The SB TAEP Program has awarded funds to eligible centers for the 2021-2022 fiscal year. **Only 2021-2022 SB TAEP grantees are eligible to participate in this solicitation.**

Background and Purpose

SB 151 authorized funding for the California Dream Fund to incentivize new business starts, especially in underserved communities, through the distribution of microgrants. Section 12100.63 (j) of the Government Code specifies that these microgrants will be disbursed exclusively through SB TAEP Centers. These Centers provide one-on-one, confidential consulting and training to help small businesses and entrepreneurs start, grow and expand and create jobs in California.

SB TAEP was enacted in 2018 in Government Code Section 12100-12100.69 and provides \$17 million annually through 2022-23, focusing on direct services to small businesses with a preference for programs that support underserved business groups, including women, minority, and veteran-owned businesses and businesses in low-wealth, rural, and disaster-impacted communities.

These Centers are funded by federal and private agencies as well as the State of California. Centers backed by federal funding partners include the Small Business Development Centers, Women's Business Centers, Veteran Business Outreach Centers, Minority Business Development Administration Centers, Procurement Technical Assistance Centers, Manufacturing Extension Partnership Centers, and any other similar federally contracted centers. In 2021, SB TAEP was expanded to include small business technical assistance centers that possess private funding sources with a similar intent and that meet the criteria defined in subdivision (d) of Section 12100.62.

For 2021-22, CalOSBA approved funding for 87 individual Centers across the state.

As the SB TAEP's purpose is to expand offerings to California small businesses over a five-year period, annual requests may include continued support of new or enhanced expansion offerings created in previous years through TAEP.

The Dream Fund is one such expansion of services and is an optional supplemental funding opportunity for Centers funded in the 2021-2022 fiscal year and who fit the criteria of eligible grantmaking entities as established in this RFP.

The Dream Fund is intended to seed entrepreneurship, fill opportunity gaps for underserved small business owners to help them reach greater parity in startups, initial revenue creation and job creation. The purpose of the funding is to provide financial support and seed entrepreneurship married with technical assistance to aspiring entrepreneurs in underserved business groups, including businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural communities.

Priorities

CalOSBA will prioritize funding to eligible grantmaking entities that best meet the following factors:

- A. Demonstrated capacity to provide services to underserved small business groups that are facing capital and opportunity gaps, including women, people of color and veteran-owned businesses, undocumented business owners, and businesses in low-wealth, rural and disaster-impacted communities. This includes robust community outreach plans designed to effectively solicit participation from these business groups.
 - a. Priority will be given to proposals that demonstrate collaboration and best practice sharing with community groups, cultural institutions, and across ecosystems to build a stronger set of outreach activities.
- B. Demonstrated capacity to provide broad language and culturally appropriate support.
- C. A defined pre-funding training curriculum.
- D. A clear methodology of allocation of funding to Dream Fund grant awardees.
- E. A clear methodology for validating the allowed use of funds and post award responsibilities of Dream Fund Grant awardees.

SB TAEP-funded Centers that wish to expand their services to include distribution of Dream Fund grants must submit proposals that ensure participating entrepreneurs comply with the following conditions prior to receiving a Dream Fund grant:

- A. Each participating entrepreneur must complete a defined small business/entrepreneurship curriculum and one-on-one counseling.

- B. Each participating entrepreneur must have established a legal business entity after July 1, 2019.
- C. Each participating entrepreneur must meet the definition of a new business start by fulfilling the following conditions:
 - a. Has acquired the necessary permits and licenses to operate legally AND at least one of the following:
 - i. Has made a first sale
 - ii. Has hired at least 1 employee
 - iii. Has created a business banking relationship
 - iv. Has spent money on business expenses; this may include legal and accounting fees
- D. Each participating entrepreneur must agree to report on the progress of their business to the SB TAEP Center where they received their training for at least one year or until the business is no longer operating.

Definitions

Definitions that pertain to this Program Announcement are provided below.

- “Small business” means a business with 500 employees or less for most manufacturing and mining industries and \$7.5 million or less in average annual receipts for non-manufacturing industries; this includes for profit and non-profit entities.
- “Small business technical assistance center” includes a federal small business technical assistance center or any established 501c(3) nonprofit community-based organization the mission of which includes economic empowerment of underserved microbusinesses or small businesses and entrepreneurs and that operates entrepreneurial or small business development programs which provide free or low-cost services to California’s underserved businesses and entrepreneurs to enable their launch and sustained growth.
- “Small business development center (SBDC)” means an entity or physical location, recognized by the federal Small Business Administration, from which a small business owner or an aspiring entrepreneur may receive free one-on-one consulting and low at-cost training on a variety of topics, including starting, operating, and expanding a small business.
- “Lead Center” means a Small Business Development Center (SBDC) Lead Center authorized to redistribute funds to other SBDCs in their SBA-designated region.
- “Nonprofit” includes any established 501c(3) nonprofit community-based organization.
- “Community-based Organization” means any established 501c(3) nonprofit that makes grants, and includes corporate or private philanthropy or similarly established

nongovernmental entities, the mission of which includes economic empowerment of underserved microbusinesses or small businesses and entrepreneurs.

- “Federal funding partners” means the federal agencies that fund small business technical assistance centers such as the U.S. Small Business Administration, U.S. Department of Commerce or U.S. Department of Defense and other federal agencies with the authority to administer small business technical assistance programs in the state of California.
- “Grantmaking entity” means a SB TAEP-funded Center selected to manage and distribute Dream Fund Grants.
- “Fiscal agent” means the state funding partner authorized to administer the specified disburse Dream Fund grants to individual entrepreneurs and assume responsibility for the reporting performance outcomes in this fiscal agent’s area of responsibility.
- “Dream Fund Grant” means a seed fund grant of up to \$10,000 distributed through the SB TAEP Centers to business founders.
- “Grant Period” means the period by which all Dream Fund grant funds must be distributed to participating entrepreneurs or returned to the State, as stated in the Grant Agreement.
- “Dream Fund grant participant” means a pre-venture entrepreneur who has registered in a Dream Fund Program at a SB TAEP Center.
- “Dream Fund grant awardee” means a pre-venture entrepreneur who has completed all of the requirements of the Dream Fund Program and is approved to receive a Dream Fund Grant award.
- “Underserved small business groups” means businesses owned by women, minorities (people of color), veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth, disaster-impacted and rural communities. The majority (at least 51%) of the business must be owned and run on a daily basis by individual(s) in said group(s).
- “Minority/Person of Color-owned small business” means the following racial or ethnic groups: African American/Black, Asian, Native American or Alaska Native, or Native Hawaiian or Pacific Islander; or LatinX/Hispanic.
- “Veteran” means an individual who 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 or member of the National Guard and were 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 Small Business” means a small business 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-Disable Veterans; Active Duty Military service member participating in the military's Transition Assistance Program (TAP); Reservists and National Guard members; or 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.

- "Low wealth areas" means a city and/or county within California with a poverty rate of at least 150% of the California statewide poverty rate per the most recently updated data available from the U.S. Census Bureau's American Community Survey 5-Year Estimates thirty days prior to the first day of the applicable application period.
- "Rural communities" means all territory, populations, and housing units that are located outside of urban areas (50,000 or more people) and urban clusters (at least 2,500 and less than 50,000 people). Urban areas and clusters are determined by population density and size available per the most recently updated data available from the U.S. Census Bureau's American Community Survey 5-Year Estimates thirty days prior to the first day of the applicable application period.
- "Disaster-impacted" means all territories included in a state or federal emergency declaration or proclamation.
- "Client" means a business receiving or having received training or consulting at the Center. In the case of a prospective business, the client is the individual (i.e. nascent entrepreneur or pre-venture) receiving these services.
- "New Business Start" means a new business entity established following substantive counseling at a Center. This is established by one or more of the following verified conditions:
 - the client makes their initial sale while receiving assistance.
 - the client has made a sale but comes to a Center without the necessary licenses and permits and obtains them with help from the Center.
 - the client obtains capital for the business.
 - the client completed the Dream Fund participant training program.
- Award Information

Available Funding

A total of approximately thirty-five million (\$35,000,000.00) is available during the grant period, which will be awarded by CalOSBA to SB TAEP Centers selected through a competitive RFP process.

Selected SB TAEP Centers will serve in the role of administrator and will be responsible for the recruitment and selection of participants in the Dream Fund program as well as the disbursement of funds to eligible Dream Fund grant awardees. Lead Centers may apply on behalf of their network.

Period of Performance

During this period of performance, the disbursement to selected awardees is expected to be completed, all funds exhausted, and all applicable reporting requirements satisfied. The agreement will be executed, and the awarded amount must be fully disbursed to selected Dream Fund awardees by March 31, 2023. Any unused money by the grantmaking entity must be transferred back to the CalOSBA office by March 31, 2023.

Funding Information

Funds provided under Dream Fund must be used solely for the purposes stipulated in this Program Announcement and subsequently in the Agreement between CalOSBA and the grantmaking entities. All costs proposed in an applicant's budget must meet the tests of allow-ability, allot-ability, and reasonableness.

Costs to administer Dream Fund may be claimed as part of the applicant's budget submitted in their proposal and will be capped at a maximum of 10 percent of the awarded grant, or \$300,000. A grantmaking entity may use the awarded grant for administrative costs and direct Dream Fund grants to eligible small businesses and entrepreneurs. The State is seeking competitive proposals with programmatic efficiencies to reduce the cost and maximize grants awarded to eligible small businesses. All costs must be justified in detail (see proposal – budget section below).

The Dream Fund Program has no match requirement.

TAEP Grant Agreement Addendum

CalOSBA will process an addendum to the applicant's existing FY21-22 TAEP grant agreement that must be fully executed before grantmaking can begin. The addendum will include a TAEP performance period extension from September 30, 2022 to March 31, 2023 to align with the period performance of the Dream Fund Program. This period of performance extension will support the Centers' TAEP training programs and one-on-one consulting leveraged to support the goals of Dream Fund. Further, the addendum will include provisions and guidelines applicable to administering the Dream Fund Program.

Funding Method

Following execution of the above addendum and progress against technical assistance and training goals, the grantmaking entity will receive an upfront payment to disburse as grants to eligible small businesses as well as reimbursement for administrative costs as outlined in the final agreement. Any remaining grant disbursement funds and administrative costs will be processed as reports are received and approved.

Eligibility Requirements for Grantmaking Entities

Applicant Organization

1. Must be a 2021-2022 TAEP grantee.
2. Sufficient capacity to attract and train Dream Fund Grant participants. Centers may invite existing Clients if they meet program eligibility requirements.
3. Sufficient capacity to disburse grants to eligible selected Dream Fund Grant awardees within the period of performance.
4. Demonstrated ability to deliver or partner with established platforms or networks of small business technical assistance providers including nonprofits, community-based organizations, economic development organizations, opportunity commissions, business associations, and other trusted community messengers for fast and effective distribution of information.
5. Demonstrated capacity for regional/local implementation to ensure all regional geographies throughout the designated service area can access Dream Fund
6. Demonstrated experience with developing and managing grant and/or loan 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.
7. Able to meet all deadlines outlined in this Announcement and subsequently in the Agreement established between CalOSBA and the organization.

Setting Up the Grantmaking Entity Program:

To be selected as a grantmaking entity, applicants will need to demonstrate the capacity and scalability to assist pre-venture and aspiring entrepreneurs as well as the fiscal capacity to deliver grant funds to a high volume of eligible small businesses during the performance period.

The grantmaking entity must:

- Have the capacity to disburse grants in an equitable and fair manner to ensure distribution across the region(s) served.
- Have the capacity to develop and implement an outreach and marketing plan to identify and engage eligible participants.
- Propose a verification process for pre-venture or aspiring entrepreneurs to become eligible for a Dream Fund Grant.

Each grantmaking entity will create a general business training program curriculum that will include a minimum of eight of the following primary topics that will assist each participant with starting their business:

1. Entrepreneurial Mindset and Feasibility Planning
2. Business Planning
3. Business Communications, Technical Writing and Pitch Preparation
4. Licensing and Permitting
5. Market Analysis and Planning
6. Financials and Projections
7. Access to Capital and Financial Literacy
8. Competition Analysis
9. Financial Management and Accounting (Including Systems)
10. Digital Marketing, Advertising, and Analytics
11. Establishing Online Marketplaces and Payment Systems

Each topic will be covered in a 60-90 minute format at a minimum with up to 12 sessions to complete the training. Attendees can participate in person or via an online on-demand portal.

Each grantmaking entity must also propose regional programming that addresses the various needs, demographics, and industries in the respective geographic territory with CalOSBA approval. This includes demographic specific, industry specific, and language-specific programming conducted online and in person in various parts of the geographic territory of each Center that will participate in the Dream Fund program.

Examples of regional programming may include:

- A. Training for specific industries such as Retail, Food, Childcare, Construction Trades, Technology, etc.
- B. Expansion and revenue growth strategies such as export training
- C. Government and private procurement
- D. E-commerce marketplace development and other business development strategies
- E. Marketing
- F. Management
- F. Operations
- G. Innovation and technology transfer

- H. Business resilience strategies such as emergency preparedness, disaster economic recovery, and cybersecurity

Each Dream Fund participant must complete a training program and enter one-on-one consulting with the Center, either after or during the course of the training. Consulting will be targeted to the specific needs of each new client. All Dream Fund participants that complete the training and receive supportive one-on-one consulting will be eligible to apply for a Dream Fund grant.

Dream Fund Grant awardees must also meet all the following conditions to qualify as a Business Start:

1. Have registered the business or obtained a business license in the State of California after July 1, 2019
2. Have completed the Dream Fund Training program
3. Have submitted required documentation to start the business in the State of California

The grantmaking entity must be able to implement a simple application process, streamlined for ease of use for the eligible participants. The application shall request, but not mandate, that each Dream Fund participant self-identify his or her race, gender, and ethnicity. For purposes of implementing the Program, the grantmaking entity shall not seek information that is unnecessary to determine eligibility, including whether the individual is an undocumented immigrant. Information, including documents, collected from a pre-venture business applying to or participating in the Program shall not constitute a record subject to disclosure under Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1.

The grantmaking entity shall require a business owner who is a recipient of a grant pursuant to statute to self-certify that grant funds will be used for one or more of the following eligible uses:

1. Certify and establish the business with the State of California including all necessary permits and licenses
2. Investment in working capital or equipment needs
3. Application for, or renewal of, a local permit including, but not limited to, a permit to operate as a sidewalk vendor
4. Investment in inventory
5. Fees related to business operations and business formation

The amount of each Dream Fund grant shall be limited to \$10,000 per business entity. The grantmaking entity will determine the exact amount of each Dream Fund grant according to parameters proposed in the Program Design (Section II, 2) and defined in the grant agreement.

CalOSBA will review the plan and may make recommendations for additional measures, guidance, or modifications to the plan.

Oversight & Reporting Requirements

CalOSBA has the right to conduct a programmatic and financial review of any grant recipient, sub grant recipient, grantmaking entity and fiscal agent.

The Dream Fund Program will require the grantmaking entity to design verification processes and self-certifications and attestations to help ensure eligibility and equitable distribution and limit misuse.

The grantmaking entity shall provide CalOSBA, at minimum, two narrative reports during and after the awards process in order that CalOSBA may provide a periodic update on the use of the funds awarded pursuant to Section 12100.67, in accordance with the following:

- A. The first written report shall be made within 45 days of the funds being awarded and every quarter thereafter, to align with TAEP reporting. The reports shall include three success stories each and identify by county, the number of Dream Fund program participants registered, the outreach and technical assistance provided, including in-language services

In addition, reports shall include a description of achievements against the Dream Fund grant proposal including the following information, as applicable:

- A. Client Name
- B. Proposed business name
- C. Client email address
- D. City and County of the business
- E. One-sentence description of business concept
- F. Business model (eCommerce, Marketplace, Makerspace, Brick and Mortar)
- G. Industry (e.g. Food, Retail, Hospitality, Agriculture, Technology, Services, Construction, Manufacturing)
- H. Amount of Dream Fund award
- I. Intended use of Dream Fund award
- J. Intended location of operations including zip code
- K. Intended business structure if known
- L. Number of employees if any based at the time that the business received assistance; zero shall indicate a sole proprietor

M. Status of business training (Registered, In Process, Completed)

N. Status of 1:1 consulting (Registered, In Process, Completed)

O. Status of Business Start conditions (Registered, In Process, Completed)

The second and subsequent reports shall, to the extent that the information is available, also include aggregate information about the participants for each of the following categories:

- A. Race and ethnicity
- B. Women owned
- C. Veteran owned
- D. Located in a rural area
- E. County

All Dream Fund participants may be included in New Client and Business Start reporting for 2022 by selected Centers.

Dates and Deadlines

All dates and deadlines as set forth in this Announcement and subsequent grantmaking agreement are non-negotiable and may not be extended.

December 1, 2021	RFP application period opens – https://calosba.ca.gov/small-business-and-entrepreneurship-assistance-center-funding-opportunities/
December 8, 2021	Deadline to submit questions
December 15, 2021	Answers to questions posted on https://calosba.ca.gov/small-business-and-entrepreneurship-assistance-center-funding-opportunities/
January 5, 2022	RFP application period closes – all submissions must be received via email at sbtaep@gobiz.ca.gov copying Program Manager jean.coleman@gobiz.ca.gov
January 17, 2022	Notice of Intent to Award sent to applicants.

January 18, 2022 through January 21, 2022	Grant Agreement addenda sent to selected entities.
January 21 through February 4, 2022 (On a rolling basis until all addenda are fully executed)	Grant Agreement addenda executed by CalOSBA and Program begins
March 31, 2023	All funds must be disbursed to eligible small businesses 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: sbtaep@gobiz.ca.gov
 Copy: jean.coleman@gobiz.ca.gov

All questions regarding this Announcement shall be submitted in writing (e-mail only) no later than December 8, 2021 by 12:00 PM PST by emailing sbtaep@gobiz.ca.gov and copying the Program Manager, jean.coleman@gobiz.ca.gov. Questions submitted after the deadline may not be answered. Selected questions and Answers will be shared on the CalOSBA website (link [HERE](#)). Prospective applicants shall not contact CalOSBA or GO-Biz 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.**

CalOSBA's determination as to eligibility for grant funding, or the amount of grant funding awarded, is not subject to appeal. CalOSBA reserves the ability to modify applicant budgets if included costs are deemed ineligible. A Center and its fiscal host will be required to 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

Grantmaking entities and award amounts will be made based on an evaluation criterion that reflect the applicant's ability to deliver strong support to underserved small business groups and communities through strong partnerships with community-based organizations and trusted community messengers. CalOSBA reserves the right to take past performance and 2021-22 TAEP funding allocations into consideration when making funding decisions.

Scoring Criteria

CalOSBA staff will score all the applications based on the total number of points received in the Proposal section below. CalOSBA 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 implementation, outreach, and marketing plans to underserved micro businesses.

CalOSBA 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.

Disqualification

CalOSBA may disqualify applications or deny applications for the following reasons:

- A. Incomplete application
- B. Ineligible applicant
- C. Plagiarism, including but not limited to failure to cite one's own work or third-party work, duplicate applications, etc.
- D. Failure to comply with guidance as set forth in this Announcement
- E. Late applications will not be accepted

Application and Submission Requirements

Proposal and attachments must be submitted in one email containing the following:

- 1. Proposal saved as .pdf
- 2. Budget saved as .xls

3. Process Flow chart saved as .pdf (Intake through disbursement)

File Format: Organization Name_CDFG_Proposal_Date

Subject Line: Organization Name – CDFG Proposal Submission

Applicants must email all grant application materials to sbtaep@gobiz.ca.gov copying Program Manager jean.coleman@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 final deadline to receive a 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

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

Signature of Contact (E-signature is acceptable)

Date

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

SECTION II: Narrative

Narrative responses must not be more than eight (8) pages total, 1.5-spaced, one-inch margin, Times New Roman, 12-point font. Total points available is 90.

1. Applicant TAEP Grant Agreement: Provide the applicant's current TAEP grant agreement number and award amount. (pass/fail)
2. Applicant Experience/Past Performance: Describe in detail the applicant's experience with designing, implementing and managing grant or loan programs. Include examples of prior programs administered with related performance and impact measures. Highlight experience in effectively reaching and serving underserved small business groups and disadvantaged socio-economic communities. Please validate ability to scale equitably across the service area. (10 points)
3. Implementation Plan: Provide overview of proposed California Dream Fund Program Design including Application Process, Training, and Grant Approval and Distribution method. This should include details on how the SB TAEP Center applicant will develop and implement the program including marketing and outreach, translation/interpretation, vetting, certification, self-attestation, validation, and grant approval processes (including any required documentation and timing), disbursement process, inquiries, partner management, reporting and compliance processes. Applicants will be required to submit a flow chart and other relevant visuals or diagrams of curriculum design and grants administration process including sample application form as attachments to the narrative response (see Attachment 2 in Section III below) (20 points)
 - a. Program Implementation Schedule: Submit a proposed schedule for this Program with deadlines for grant distribution. Describe the applicant's ability to achieve disbursement of funds to Dream Fund grantees with strong administrative and security controls within time allotted by December 30, 2022. (5 points)
 - b. If the Applicant is a Lead Center, this section must include a description of how the funds will be distributed across the network.
4. Strategic Partnership and Outreach and Engagement Plan: Provide a statement regarding applicant's plan to leverage its existing technical assistance partnerships, outreach and engagement strategy already approved for TAEP and how it is applicable to Dream Fund. Include how you will leverage local micro business networks to support Program efforts, especially marketing and outreach to reduce implementation costs. 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 micro business ecosystems, external partners and technical assistance providers to ensure micro businesses applying for grants are connected to resources. (10 points)
5. Curriculum Design: Submit a description of the pre-funding training that the Dream Fund participants will receive. Describe the modules including the topics and allotted time as well as the knowledge acquisition validation methodologies, attendance requirements and certification process. Describe the applicant's past experience with offering comparable training programs to business founders. (15 points)
 6. Program Management/Staffing Plan: Provide key management and staffing plan to achieve proposed implementation schedule. Please include summary bios highlighting relevant experience in grants management, financial oversight, and knowledge/expertise in micro business, LMI communities and underserved small business groups. (See Attachment 4 in Section III below). (5 points)
 7. Grantmaking rationale: Provide a rationale of the number of small businesses that will be served through TA and grants as well as your process for meeting this goal. (10 points)
 8. Budget and Financial Management Systems:
 - a. Budget narrative to support the proposed budget submitted as Attachment 2 in Section III below (10 points)
 - b. Financial management and controls narrative (5 points)

SECTION III: Attachments

Label each attachment and submit in the order listed.

1. Proposal saved as submitted .pdf
2. Proposed Budget – [Download Template](#)
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. STD204 – Payee Data Record Form – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
6. STD021 – Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

END