



California Office of the Small Business Advocate
Governor's Office of Business and Economic Development

Technical Assistance Program Special Project Grant
A grant program for small business technical assistance centers in the California Technical Assistance Program Network

Program Announcement
Opportunity Number: SBTAEP2020-Special Projects
Total Program Funding: \$284,322.92

Released:
January 24, 2023

Proposals Due:
By 12:00 PM PST on February 13, 2023
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.

About the Program

Overview

The Technical Assistance Expansion Program (TAEP) was created in 2018 through Government Code Section 12100-12100.69 to expand the services of federally-awarded small business technical assistance programs in California that provide one-on-one confidential free or low-cost consulting and training to small businesses and entrepreneurs in this state. The Program was expanded to include small business technical assistance centers funded through private and philanthropic sources that meet the criteria defined in subdivision (e) and (f) of Section 12100.63.

In 2022, Government Code Section 12100.60 established the California Small Business Development Technical Assistance Act of 2022, which re-named the program as the Technical Assistance Program (TAP) program and established it as a long-term program to provide technical assistance resources including training and consulting services to small businesses and entrepreneurs.

The Office of the Small Business Advocate (CalOSBA) at the Governor's Office of Business and Economic Development (GO-Biz) is charged with administering and providing oversight for the Program.

This is a one-time Special Projects Announcement for the disbursement of \$284,322.92 in additional SB TAP funding. At least \$130,010 of the allocated funding must be spent by May 1, 2023. The remaining funds are available through May 1, 2024. For this opportunity, CalOSBA is seeking proposals to conduct research and/or marketing to advance knowledge of the condition of small businesses, including underserved small businesses, in the context of the COVID-19 pandemic. The winning proposal will need to fully execute the project and be able to invoice at least \$130,010 by May 1, 2023.

This opportunity is open only to current Technical Assistance Program grantees.

Purpose

California is home to a range of small business technical assistance centers ("Centers") that provide free or low-cost one-on-one, confidential consulting and training to help small businesses and entrepreneurs start, grow and expand, and create jobs in California. These centers are funded in part by federal and private funding sources and are a crucial aspect of the support system for small business growth and entrepreneurship across the State. These Centers have been instrumental in helping small businesses navigate the challenges posed by the COVID-19 pandemic and are uniquely positioned to lead a research and/or marketing report to support

knowledge of the state of Small Business recovery in California, best practices, challenges, and pathways forward.

Priorities

CalOSBA will prioritize funding for one application that best meets the factors listed in paragraph 1 (Government Code Section 12100-12100.69) and give preference to applications that propose a strong, feasible, and rigorous marketing and/or research report investigating the status of small businesses in California, with a focus on the effects of the COVID-19 pandemic on small businesses, including underserved small businesses.

Priority will be given to proposals that, using the context of the COVID-19 pandemic, propose research and marketing that supports a framework for future equity and disaster resilience work among the small business technical assistance ecosystem as well as equity and disaster resilience work conducted by the Office of the Small Business Advocate. To this end, strong proposals should place research and marketing proposals within the context of [Executive Order N-16-22](#), which requires state agencies and departments to take additional actions to embed equity analysis and considerations in their mission, policies and practices. The research and marketing report should be in line with the spirit of AB2019 and support procurement participation by small businesses, microbusinesses, disabled veteran business enterprises, and businesses owned by women, minorities, or members of the LGBTQ community that also qualify as a small business, microbusiness, or disabled veteran business.

Existing TAP grantees may partner on this project, however the proposal should come from one designated authorized representative.

Priority will be given to proposals that demonstrate a capacity, track record, and vision to implement a rigorous marketing and/or research report, as well as a strong and feasible ability to invoice at least \$130,010 of the grant funds by May 1, 2022.

For the purposes of this one-time Special Project announcement, the allowable activities include:

- Research focused on mapping the continuum of services, identifying any gaps that exist for California small businesses, including underserved small businesses. Research should map current challenges, best practices in small business technical assistance, and pathways forward for the California small business community and supporting ecosystem. Research should disaggregate data by underserved businesses and include specific strategies to ensure challenges, best practices, and pathways forward adequately speak to all small businesses in the State.
- Data collection, visualization, and interpretation of data on small businesses in California including underserved small businesses in California. Topics may include but not be limited to:

- Small businesses and especially underserved small businesses in the context of equity as prescribed by AB2019 and the Governor’s Executive Order N-16-22 access to opportunity
- Access to new markets and infrastructure opportunities
- Trends, statistics and issues facing small business starts
- Technical assistance offerings and gaps in service
- Capital access including angel investment, venture capital, access to grants, loans, and other sources of capital
- COVID-19 pandemic and post-COVID-19 recovery
- Marketing of the report or reports created as part of this Special Project

Definitions

Definitions that pertain to this Program Announcement are provided below.

- “Federal funding partners” means the federal agencies that fund small business technical assistance centers such as the U.S. Small Business Administration, U.S. Department of Commerce or U.S. Department of Defense and other federal agencies with the authority to administer small business technical assistance programs in the state of California.
- “Small business development center” 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.
- “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.
- “Private funding source” means any entity that makes grants, and includes corporate or private philanthropy or similarly established nongovernmental entities.
- “Fiscal agent” means the entity with which a federal funding partner administering the specified federal small business technical assistance program for all aspects of the program requirements, which may include staffing, program, outreach and securing the required match to draw down federal funds and reporting performance outcomes to operate the program in this fiscal agent’s area of responsibility.
- “Lead Center” means a Small Business Development Center (SBDC) Lead Center.
- “Authorized Representative” means the principal contact in the proposal and grant agreement.
- “Local cash match” means nonfederal cash that is spent on eligible small business technical assistance program costs.
- “Grant Period” means October 1, 2022 through September 30, 2023

- “Small business” means a business or nonprofit with 500 employees or less for most manufacturing and mining industries and \$7.5 million or less in average annual receipts for nonmanufacturing industries, includes for profit and non-profit entities.
- “Client” means the client is the business, if it exists. In the case of a prospective business, the client is the individual (i.e., nascent entrepreneur or pre-venture) receiving SBDC services. Each client will be counted only once.
- “Unique Client Served” means the number of clients counseled and/or trained. Each client can be counted once per year as part of program reporting.
- “New Client Served” means the number of new clients counseled and/or trained that has never received services from the Center.
- “Underserved business groups” means women, minorities (people of color), veteran-owned businesses, and businesses in low wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation.
- “Minority-Owned Small Business” means a small business 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, LatinX/Hispanic.
- “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 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.
- “Disaster Impacted” means all territories included in a state or federal emergency declaration or proclamation.
- “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 or member of the National Guard and were called to federal activity duty or disabled from a disease or injury that started or got worst in the line of duty or while in training status.
- “Veteran-Owned Small Business” means a small business 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
- “New Businesses Created” means substantive counseling attributed to assisting an individual(s) explore the establishment of new business, who achieved one or more of the following verified results: The client makes their initial sale while receiving assistance, the client has made a sale, but comes to the SBDC without the necessary licenses and

permits and obtains them with help from the SBDC, or the client obtains funding for the business.

Funding and Duration

The Special Projects Grant period will commence on March 1, 2023 and end no later than May 1, 2024.

A total of \$284,322.92 is available during the grant period, which will be awarded to one Center or Network by CalOSBA using a merit-based review process. The awarded Center or Network is expected to spend their Special Projects Grant award in full during the grant period. At least \$130,010 of the allocated funding must be spent by May 1, 2023. The remaining funds are available through, May 1, 2024.

Funding Categories

Allowable activities and expenditures under the Special Projects Program are listed below. All costs must be allowable per the existing TAP agreement.

1. Research includes employee or consultant's time and effort to assess small business service needs in a Center's geographical service area or to research and develop a pilot project or other planned service expansion. Research may not include the cost of research tools, software, or reports for the Center or for individual client consulting. We encourage the use of partnerships and existing best practices for any large research expenditures. Priority will be given to projects that propose research on the status of California small businesses and especially underserved small businesses in the context of the COVID-19 pandemic and post-COVID-19 recovery.
2. Marketing includes employee or consultants' time and effort to conduct targeted Center marketing initiatives to underserved small businesses such as, print media (i.e., flyers, brochures, and pull-up banners), digital media (i.e., social media ads), and purchases/subscriptions to database, marketing services and other technology tools to support outreach, client development and expansion activities (i.e., MailChimp, Constant Contact, Hootsuite, etc.). We encourage the use of partnerships and research-driven approaches for any large marketing expenditures. Priority will be given to projects that propose marketing of research and information on the status of California small businesses and especially underserved small businesses in the context of the COVID-19 pandemic and post-COVID-19 recovery, including marketing of the proposed report.
3. Personnel, Contractual, Supplies: Funding may be used to support the research and marketing project that is proposed. Costs should be directly related to the proposed research and/or marketing project and may not be unallowable costs per the TAP program.

For the purposes of this Special Project, an unlimited portion of the grant award may be used for research and marketing.

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

- Salary or contract bonuses
- Travel expenses for per diem, lodging, meals or subsistence expenses
- Travel expenses for transportation (i.e., mileage, car rental, rail or air) unless noted above for geographic expansion)
- Food and beverage
- Supplies not related to consulting, training, research, or 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)
- Other items that are banned by the State of California, or CalOSBA deems inappropriate or inconsistent with statutory or programmatic requirements of TAEP

All costs incurred under the Program must meet the tests of reasonableness, allowability and allocability in accordance with the Program's allowable costs and grant agreement terms. All costs charged under the Program are subject to audit. Recipients are responsible for ensuring proper management and financial accountability of state funds to preclude future cost disallowances.

Funding Method

CalOSBA will process a one-time grant payment 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.

CalOSBA will award one Center or Network a total of \$284,322.92 based on evaluation of scores, feasibility and budget reasonableness as defined in Funding Categories and in the application questions.

Eligibility

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

1. Applicant received an award under SB TAEP during the 2020-2021 grant cycle and is a current SB TAP grantee.
2. Applicant is able to fully execute a contract by March 1, 2023 and submit an invoice no later than May 5, 2023 for at least \$130,010 of the grant funds.
3. Applicant must have a fiscal agent that is able to receive nonfederal funds.
4. Applicants must have a minimum of \$284,322.92 in unmet match from the 2020-21 and/or 2021-22 grant years.

5. Applicant must have a plan of action and commitment to fully draw down all the federal or private match funds in their primary agreement with a federal or private funding partner during their federal grant period using local cash match.
6. Applicant must generate and provide documentation of the local cash match required by the federal funding partner.

Authorized Representatives

Applicants may include Centers that already operate as a group for the purposes of TAP (e.g., regional or statewide networks like the WBC network) or individually. Group-Based Programs are those that are previously structured as a group for TAP and Individual Centers are those that are currently structured as individual grantees for TAP. All applicants must designate an Authorized Representative. Authorized Representatives will carry out a variety of responsibilities during the application process and grant period. Existing grantees, including individual centers, may partner for the Special Projects opportunity, however one individual grantee must be the Authorized representative that submits the application on the partnership's behalf.

Applicant and Agreement Responsibilities

The Authorized Representative will submit the Program application to CalOSBA, receive the Notice of Award and enter into the Special Program agreement with CalOSBA. If applicable for group-based applications and agreements, the Authorized Representative will enter into separate sub-agreements with the Centers in their group agreement.

Grant Period Responsibilities

Following the grant period, the Authorized Representative will submit performance and financial reports to CalOSBA after reviewing each Center for accuracy and completeness. The Authorized Representative will also receive and distribute CalOSBA's reimbursements to Centers in group agreements (if applicable).

In addition, the Authorized Representative will serve as the principal contact for CalOSBA and the Centers in a group agreement. Any programmatic or agreement-related issues will flow through the Authorized Representative to the Centers in their agreement. When programmatic issues and questions arise, Centers are expected to contact their Authorized Representative, who will engage 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, they must provide CalOSBA with a written statement confirming they are acting on behalf of the Authorized Representative.

Notice of Award

The award will be determined by the competitive score received. Once scores for all recipients have been determined, CalOSBA will email the Authorized Representative a Notice of Award. The

Notice of Award will include instructions about next steps. CalOSBA may conduct follow up calls, if deemed necessary, to discuss the proposal and requested amounts.

Centers must submit the requested information within 24 hours of receiving the Notice of Award.

Agreement

Once milestones are finalized, 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 performance period of the agreement. In the case of group submissions, the Authorized Representative will enter into separate sub-agreements with each of the Centers in their group (if applicable).

Termination

CalOSBA will assess each center based on achievements against Program goals and each center's respective 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 failure to file timely reports.
- Noncompliance with metric reporting requirements.
- Noncompliance with narrative reporting requirements.
- Noncompliance financial reporting or record-keeping requirements.
- Noncompliance in carrying out the scope of work established in the agreement.
- Failure to communicate with CalOSBA in a timely manner.
- Failure to spend funds in a timely manner, in accordance with the grant agreement.
- Termination of the Center's match agreement or other factors that lead to an inability to receive Federal or Private funds.
- Closure of the small business technical assistance center or closure of the program utilized as match for the Program. Inability to receive Federal or Private Match Funds for any reason. Closure or cease of operations the small business technical assistance center for any reason including, but not limited to the termination of its cooperative agreement with a Federal or Private Funding.

In the event of termination, the state is obligated to compensate the recipient only for all allowable and unavoidable expenses reasonably incurred by the recipient in the performance of its work under the agreement as of the effective date of the terminating event or otherwise agreed period to allow project closeout activities, as determined appropriate by CalOSBA. In addition, if a recipient has received notification from its federal or private funding partner that its cooperative agreement is scheduled for termination or that its operations are placed under a probationary status, the recipient must notify the Office of Small Business Advocate via email at

SBTAEP@gobiz.ca.gov within 48 hours. Failure to notify the Office of Small Business Advocate may impact future eligibility.

Amendments

No amendments will be allowed under this one-time Special Projects Announcement. No extensions will be allowed under this one-time Special Projects Announcement.

Reporting

Authorized Representatives are responsible for submitting accurate and complete performance reports and financial reports. Where applicable, Authorized Representatives are responsible for collecting accurate and complete performance reports from sub-recipients. The Authorized Representative is responsible for submitting all required reports to CalOSBA once reviewed and approved. Reports will be submitted via e-mail to CalOSBA grant administrators.

The reports or portions thereof provided by grantees may be made public. Recipients will be required to submit a performance report via e-mail to CalOSBA within forty-five (45) calendar days of the first invoicing period, or no later than June 15, 2022. A second report will be required within forty-five (45) days of the completion of the project, or no later than June 15, 2023. Recipient is expected to send CalOSBA a final report including research findings as well as any associated marketing collateral.

Recipient shall propose additional reporting milestones, to include interim reports and/or updates to CalOSBA as part of the application. The final and complete reporting schedule will be determined by CalOSBA and shared with the Recipient.

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

Reporting Format Requirements

The narrative report shall be developed in Microsoft Word - 12 Font, Calibri style. Additionally, a supplemental report must be developed in PowerPoint format summarizing the contents of the narrative report.

Financial Report

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

- Description of non-labor expenditures
- Cost for research
- Cost for marketing
- Reimbursement period
- Signature from Authorized Representative affirming that the information is accurate

Performance Reporting

The performance narrative must describe the work performed, outcomes achieved, progress made against Special Project grant proposal plan, and justify the cost categories invoiced. For instance, if 80 hours were charged to marketing, we would expect the work associated with those costs to be broadly described (e.g., did staff develop a marketing plan, execute a social media campaign targeted to underserved businesses?) If research costs were expensed, please indicate the type of research conducted and any relevant outcomes and impact. In addition, please describe how the Center was able to target outreach and marketing to underserved businesses to meet goals.

Research should include an analysis of the state of Small Businesses in California with a focus on the effects of the COVID-19 Pandemic and COVID-19 Recovery. The final research product should support a framework for future equity and disaster resilience work among the small business technical assistance ecosystem as well as equity and disaster resilience work conducted by the Office of the Small Business Advocate. To this end, the final product should place research and marketing outputs within the context of [Executive Order N-16-22](#).

Research should include analysis of effects as they pertain to underserved groups, including disaggregated data for the following underserved small business groups:

- Women-Owned Businesses
- Minority-Owned Businesses including:
 - Black/African-American
 - Asian
 - Native American or Alaska Native
 - Native Hawaiian or Pacific Islander
 - Hispanic/LatinX
- Veteran-Owned Businesses
- Businesses in Rural Communities
- Businesses in Low-Wealth Communities
- Businesses in Disaster-Impacted Communities

Statements deemed inadequate result in an incomplete report.

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 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 for which they were provided. Upon requested, 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 Center(s))
- Support for all charges to the Grant Agreement, but not limited to the disbursement ledger, vendor invoices, canceled checks and journal entries
- The expense reimbursement invoices submitted from the subcontracted Service Centers and any relating supporting documentation (i.e., disbursement ledgers, comparison of actual to budget expenditures)
- Salary and wage records for employees charged to the Grant Agreement. Both Recipients and subrecipients must maintain the appropriate standard to document for full-time and part-time personnel allocated to the program. This may include, but is not limited to, time and effort certification, appointment letters or contracts, performance reviews, payroll journals and/or activity reports
- Backup timesheet with time and attendance of employees or consultant who are charged to this Program, with sufficient detail to substantiate the claimed work hours performed in support of the Program
- Copies of receipts, invoices, contracts and other supporting documentation for all expenses paid with Program funds
- Copies of judicial and administrative decisions and compliance reviews (as applicable) and other supporting documentation demonstrating your adherence to the legal requirements of this Program and the requirements established by your federal funding partner.

Program Monitoring and Reviews

CalOSBA will monitor grantees 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, including but not limited to a review of client files, client fees, training, marketing and administration invoices, cost share requirements and overall operations. Program reviews may be conducted remotely or onsite. CalOSBA may also review reported business assistance by interviewing the clients assisted by a Center. Staff will inform Centers by email about their selection for a program review and email instructions no later than five business (5) days before the program review.

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

Timeline

January 24, 2023	Program Announcement Release
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February 1, 2023	Letter of intent to apply due (REQUIRED) Email sbtaep@gobizca.gov and copy jean.coleman@gobiz.ca.gov
February 13 2023	Grant application deadline (must submit by e-mail to sbtaep@gobiz.ca.gov and jean.coleman@gobiz.ca.gov by February 13, 2023 at 12:00 PM PST)
February 21, 2023	Notice of Award sent via email
February 22-28, 2023	Follow up calls to Awardee (if necessary)
February 22-28, 2023	Grant Agreements sent to Awardees
March 1, 2023	Grant Agreement Executed
March 1, 2023	Grant program begins
May 1, 2023	First invoicing period ends
May 5, 2023	Invoice due to sbtaep@gobiz.ca.gov and jean.coleman@gobiz.ca.gov by 3:00 PM PST
May 1, 2024	Program period ends and final invoice due no later than May 1, 2024.

Application Instructions and Submission

All applications, with required attachments, must be submitted by e-mail to sbtaep@goviz.ca.gov copying the Program Manager jean.coleman@gobiz.ca.gov. Applications must be in Times New Roman, size 12 font and one-inch margins.

All applications must be submitted by the deadline, February 13, 2023, by 12:00 PM PST. 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 before the deadline in the event technical assistance is required. For help applying, please send an email to sbtaep@gobiz.ca.gov and copy Jean Coleman, Program Manager, at jean.coleman@gobiz.ca.gov with the subject line: Technical Assistance Special Project Grant Online Help.

CalOSBA's determination as to eligibility for grant funding, or the amount of grant funding awarded, is final and 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.

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

Required/Supporting Documents

All applicants must upload the following documents to their application:

- Federal Award (Fully Executed Agreement or Letter of Intent)
- Budget Justification Spreadsheet – [download this form here](#)
- Local Cash Match Form – [download this form here](#)
- STD.204 Payee Data Record Form – download this form at <https://cdn.calosba.ca.gov/wp-content/uploads/std204-sbtaep.pdf>
- STD.21 Drug-Free Workplace Certification – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

Application Review and Scoring Criteria

Application Review

CalOSBA will utilize the following application review process:

- a. Technical Review – Application will be verified for eligibility and completeness, including any required documents uploaded to the application
- b. Disqualifications – CalOSBA may disqualify applications or deny applications for the following reasons:
 - a. Incomplete applications
 - b. Ineligible applicant
 - c. Ineligible services
 - d. Late submission
 - e. Noncompliance with requirements of this Special Projects RFP
- c. Application evaluation and scoring by CalOSBA panel

CalOSBA reserves the right to request additional information and request for revised scope of work and metrics.

Scoring Criteria

This section provides the application questions and scoring point scale. Total points available are 40 points.

Application Section	Points Possible
Scope of Work	45
Financial Management Capability	10

Proposal

Section 1: Applicant Information

Legal Name of Applicant:	
Fiscal Authority:	
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:	
Name and Contact Information of person as designated as signatory for agreement if awarded:	
First and Last Name:	
Title:	
Email:	

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: Service Areas (Not Scored)

- a. Geographic Area of Service (list counties)
- b. Assembly District(s)
- c. Senate District(s)

Section III: Proposed Scope of Work

1. Describe the need. Describe issues facing small businesses in California, including underserved small businesses. Describe current gaps in knowledge, and gaps in best practices that limit the post pandemic recovery for small businesses. Place your research and/or marketing project proposal in the context of this need. **(maximum 250 words / 5 points)**
2. Describe your approach. Describe how your Center will implement a targeted research project on the status of small businesses in California in the context of the COVID-19 pandemic and post-pandemic recovery. Describe how your project will compile, interpret, and present data and information on issues facing small businesses in California, including underserved small businesses. Describe how your project will fill gaps in knowledge and build best practices to increase access to new or enhanced services to underserved small businesses, including for women-owned businesses, people of color and veteran-owned businesses and businesses in low-wealth, rural and disaster-impacted communities included in a state or federal emergency declaration or proclamation. Describe how this proposal will support a broader framework for future equity and disaster resilience work among the small business technical assistance ecosystem as well as equity and disaster resilience work conducted by the Office of the Small Business Advocate. **(maximum 400 words / 15 points)**
3. Describe your timeline. Include key milestones, proposed interim reporting timeline, and items that will be shared with CalOSBA (for example, initial reports, marketing collateral, etc). Describe how you will implement the project in the time allowed and include details on capacity to invoice at least \$130,010 of the project funds to CalOSBA by May 1st, 2023. **(No minimum/maximum, 15 points)**
4. Describe your end result. Describe specific strategies, goals and metrics of your proposed marketing and/or research project and what the impact of that research and/or marketing will be. Include how you will track best practices, and how you will leverage the existing State's network of technical assistance centers for partnership and collaboration. Describe how you will present the final product to a broader audience in order to disseminate knowledge and best practices, including any of the funding that will be allocated to marketing activities and the marketing collateral you intend to create. **(maximum 400 words / 10 points)**

Section IV: Financial Management Capability

1. Budget narrative to support the proposed budget breakdown and justification attachment. Applicants are strongly encouraged to apply for the full grant amount. **(5 points)**

2. Federal Match Performance attachment. Applicants must have a minimum of \$284,322.92 in unmet match from the 2020-21 and/or 2021-22 grant years. **(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 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.