

**Grant Agreement # MBCRG2022-C37**

1. This Agreement is entered into between the State Agency and the Grant Recipient named below:

STATE UNIT/AGENCY NAME

CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT

GRANT RECIPIENT NAME

COUNTY OF SISKIYOU

2. The term of this Agreement is:

April 1, 2022 through December 30, 2022

3. The maximum grant amount for this Agreement is:

\$55,880.24 (fifty-five thousand eight hundred eighty dollars and twenty-four cents)

4. The parties agree to comply with the terms and conditions of the following Agreement including exhibits which are by this reference made a part of this Agreement.

IN WITNESS THEREOF, the parties have executed this AGREEMENT hereto.

| GRANT RECIPIENT | |
|--|-------------|
| GRANT RECIPIENT'S NAME COUNTY OF SISKIYOU | |
| BY (Authorized Signature) | DATE SIGNED |
| X. | |
| PRINTED NAME AND TITLE OF PERSON SIGNING Brandon A. Criss, Chair, Siskiyou County Board of Supervisors | |
| ADDRESS 1312 Fairlane Rd. Suite 1, Yreka CA 96097 | |
| STATE OF CALIFORNIA | |
| STATE UNIT/AGENCY NAME CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT | |
| BY (Authorized Signature) | DATE SIGNED |
| X. | |
| PRINTED NAME AND TITLE OF PERSON SIGNING Tara Lynn Gray, Director, California Office of the Small Business Advocate | |
| ADDRESS 1325 J Street, Suite 1800, Sacramento, CA 95814 | |

CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE
CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM AGREEMENT

This California Microbusiness Covid-19 Relief Grant Program Grant Agreement (hereinafter referred to as the "AGREEMENT") dated _____ is entered into by and between COUNTY OF SISKIYOU (hereinafter "RECIPIENT"), and the Office of the Small Business Advocate within the Governor's Office of Business and Economic Development (hereinafter, "CalOSBA"), hereafter jointly referred to as the "parties" or individually as the "party."

- A. **WHEREAS**, CalOSBA is the sponsor and the manager of this award issued to the RECIPIENT under Agreement Number MBCRG2022-C37 ("Award");
- B. **WHEREAS**, CalOSBA desires to retain RECIPIENT to perform and/or manage services as described in the 2021 Program Announcement to administer the Program in SISKIYOU county, assisting qualified microbusinesses that have been significantly impacted by the COVID-19 pandemic with grants in the amount of \$2,500 to each eligible microbusiness that is selected for an award;
- C. **WHEREAS**, RECIPIENT is an eligible grantmaking entity, defined as a county government or eligible nonprofit that is able to receive State funds, has a demonstrated ability to deliver or partner with established platforms or networks of small business technical assistance providers and other trusted community messengers for fast and effective distribution of funds to COVID-impacted, disadvantaged communities, and underserved small business groups, has demonstrated capacity for regional/local implementation to ensure all regional geographies throughout the designated county can access the Program, has demonstrated experience with developing and managing grant and/or loan programs, and is able to meet all deadlines as outlined in Exhibit F, California Microbusiness Covid-19 Relief Grant Program Announcement ("Program Announcement");
- D. **WHEREAS**, "Eligible grantmaking entity" means a county, or if a county applicant is not available, a nonprofit or consortium of nonprofit community-based organizations, exempt from federal income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, with a mission that includes economic or business development support for California's underserved businesses and entrepreneurs;
- E. **WHEREAS**, all parties acknowledge that this AGREEMENT and the Award are only available to entities eligible for the California Microbusiness Covid-19 Relief Grant Program; as described in Exhibit F ("Program Announcement");

F. **WHEREAS**, CalOSBA desires to retain RECIPIENT to perform and/or manage services as specified in Exhibit B (“Scope of Work and Performance Metrics”) and intends to compensate RECIPIENT for such services, as described in Exhibit D (“Budget Detail”) and RECIPIENT desires to be retained by CalOSBA to perform and/or manage such services as described set forth in Exhibit B and to be compensated as set forth in Exhibit D;

NOW, THEREFORE, in consideration of the mutual and reciprocal promises and subject to the terms and conditions set forth herein, the parties agree as follows:

1. **Recitals.** The parties acknowledge and agree that the recitals are true and accurate and are hereby incorporated by reference into this AGREEMENT.
2. **Performance Metrics.** RECIPIENT shall be responsible for the results and progress described in the Scope of Work and Performance Metrics, which is attached and incorporated as Exhibit B.
3. **Term of Agreement.** The period of performance of this AGREEMENT shall be from April 1, 2022 – December 30, 2022.
4. **Compensation.** The RECIPIENT is entitled to up to \$55,880.24 (fifty-five thousand eight hundred eighty dollars and twenty-four cents) as shown in Exhibit D for the Term of this AGREEMENT.
5. **Delivery.** All materials, services, and/or deliverables required under this AGREEMENT must be completed and delivered to CalOSBA on or before December 30, 2022.
6. **Allowable Costs and Fees.** Allowable costs and fees eligible for reimbursement to the RECIPIENT for performance of this AGREEMENT must be in accordance with the Program Announcement and budget outlined in the AGREEMENT, including the attached exhibits.
7. **Third-party contracts.** RECIPIENT acknowledges that additional third-party contracts in which RECIPIENT seeks to enter, beyond the scope of the original approved budget, must be approved in writing by CalOSBA prior to execution.
8. **Knowledge and expertise.** RECIPIENT represents that it is knowledgeable in its field and that any services performed/and or managed by RECIPIENT will be performed in compliance with this AGREEMENT and any attachments thereto.
9. **Performance.** RECIPIENT acknowledges that failure to comply with this AGREEMENT may affect future funding opportunities from CalOSBA.
10. **Definitions**
 - A. “County” means one of the 58 California county jurisdictions.

“Qualified microbusiness” means an entity that meets and self-certifies, under penalty of perjury, all of the following criteria:

 - i. Prior to December 31, 2019, the microbusiness began its operation and was legally operating since that time, including being registered with the California Secretary of State, if required.
 - ii. The microbusiness is currently active and operating, or has a clear plan to reopen when the state permits reopening of the business.
 - iii. The microbusiness was significantly impacted by the COVID-19 pandemic, as

evidenced by at least a 10% reduction in revenue from the 2019 to 2020 taxable years, and/or a signed attestation and/or narrative describing significant impact from COVID-19.

- iv. The microbusiness had less than fifty thousand dollars (\$50,000) in revenues in the 2019 taxable year.
- v. The microbusiness currently has fewer than five full-time equivalent employees and had fewer than five full-time equivalent employees in the 2019 and 2020 taxable years.
- vi. The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program, as specified in paragraph (2) of subdivision (f) of Government Code Section 12100.82.

B. “Qualified microbusiness owner” means an individual that meets and self-certifies, under penalty of perjury, all of the following criteria:

- i. The microbusiness owner is the majority-owner and manager of the qualified microbusiness.
- ii. The microbusiness owner’s primary means of income in the 2019 taxable year was the qualified microbusiness.
- iii. The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program.
- iv. The microbusiness owner can demonstrate their eligibility as a “qualified microbusiness owner” by providing the fiscal agent with a government issued photo identification (state, domestic, or foreign), and documentation that includes the owner’s name and may include, but is not limited to, the following:
 1. A local business permit or license or
 2. A bank statement or
 3. A tax return or
 4. Additional documentation to verify a microbusiness is a “qualified microbusiness”, as deemed appropriate by the fiscal agent.

C. Eligible Use of Funds

i. Grantmaking Organization

1. Grants to eligible microbusinesses in the amount of \$2,500.
2. Administrative costs to implement Program; compensation to Intermediary may not exceed the lesser of 20% or \$300,000.

Administrative costs may include, subject to CalOSBA approval:

- a. Personnel salaries, benefits & recruitment.
- b. Call center expenses.
- c. Program related technology, tools, supplies, and materials (i.e. website development and hosting, banking software, etc.).
- d. Marketing, legal, and outreach services.

ii. Grantees: Qualified microbusiness.

1. The grantmaking entity shall require a microbusiness owner who is a recipient of a grant pursuant to this Program to self-certify that grant funds will be used for one or more of the following eligible uses:
 - a. The purchase of new certified equipment including, but not limited to, a cart.
 - b. Investment in working capital.
 - c. Application for, or renewal of, a local permit including, but not limited to, a permit to operate as a sidewalk vendor.
 - d. Payment of business debt accrued due to the COVID-19 pandemic.
 - e. Costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred as a result of the COVID-19 pandemic, as defined in subdivision (l) of Section 12100.83.

11. Publicity and Acknowledgement. The RECIPIENT is required to include the following logo (Exhibit A) and disclosure on all materials produced in whole or in part with Project Funds:

A. "Funded in part through a Grant from the California Office of the Small Business Advocate."

Materials that include editorial content must include the following alternate acknowledgement:

B. "Funded in part through a Grant from the California Office of the Small Business Advocate. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the California Office of the Small Business Advocate."

The CalOSBA logo may be placed in close proximity to the Recipient's logo or placed in a prominent location elsewhere on the material. The CalOSBA logo may not be placed in close proximity to any third party logo or used in such a way as to imply that a relationship exists between CalOSBA and any third party. Any use of the CalOSBA logo must be accompanied by one of the above disclosure statements within reasonable proximity to the logo.

Neither the CalOSBA logo nor the acknowledgement statement may be used in connection with activities outside the scope of work. Similarly, the CalOSBA logo and acknowledgement statement may not be used on items used in conjunction with fundraising, lobbying, or the express or implied endorsement of any goods, service, entity, or individual. The CalOSBA logo and acknowledgement statement may not be used on social media sites without CalOSBA's prior written approval.

Failure to comply with the publicity and acknowledgement constitutes poor performance and may affect future funding opportunities from CalOSBA.

- 12. Termination of Agreement.** Either party may terminate this AGREEMENT upon thirty (30) calendar days advance written notice to the other party. Upon termination of this AGREEMENT, CalOSBA agrees to compensate RECIPIENT for all allowable, unavoidable, expenses reasonably incurred by RECIPIENT in the performance of its work under this AGREEMENT prior to the date of termination. RECIPIENT agrees to complete services and/or provide required deliverables through the date of termination.
- 13. Modification or Waiver.** No part of this AGREEMENT shall be modified without the express written consent of both parties. The waiver by one party of any breach of any term or condition of this AGREEMENT shall not be construed as a waiver of any other obligation by a party to perform pursuant to the terms and conditions of this AGREEMENT. Nor shall said waiver be construed as a continuing waiver of the original breach.
- 14. Assignment.** No part of this AGREEMENT may be assigned by either party without the prior written consent of both parties.
- 15. Amendments.** CalOSBA may amend this AGREEMENT if necessary as a result of external factors. This Agreement may only be amended or modified in writing and signed by all parties.
- 16. Invoicing and Reporting Requirements.** RECIPIENT must provide the required reports to CalOSBA by the established deadlines in Exhibit F, "Program Announcement" and as shared by CalOSBA following signature of this agreement. Failure to file timely reports will be tracked for grant performance and may result in withholding reimbursements, termination, and could affect future requests for funding.

A. Reporting Requirements. RECIPIENT or its authorized representative must submit performance reports during the Period of Performance. The first written report shall be made within 90 days of the funds being awarded and the second and subsequent report shall be provided every 60 days until all funds allocated to each county have been awarded. Reports shall identify by county, the number of applications received, the number of grant awards made, the outreach and technical assistance provided and by which partner organization, and in-language services. Reports shall, to the extent that the information is available, include the number of applications, grant awards, and the dollar amounts awarded for each county in each of the following categories: (A) Race and ethnicity (B) Women owned (C) Veteran owned (D) Located in a rural area (E) County. CalOSBA will post each report on its internet website and provide an electronic copy of the information to the relevant fiscal and policy committees of the Legislature. The final report of program outcomes is due within fifteen (15) days after Program close and all final grant awards disbursement. CalOSBA will provide RECIPIENT with a detailed reporting schedule and templates no later than 45 days before the first reporting deadline.

B. Invoicing Requirements. Following execution of the agreement, RECIPIENT will receive an upfront payment for the total amount to disburse through grants to eligible micro businesses as well as 75% of the administrative costs. Remaining administrative costs will be

processed with a final payment to be held until all disbursements have been made and final reports have been submitted and approved.

- 17. Payment.** CalOSBA agrees to pay approved invoices within forty-five (45) calendar days of receipt. In no event shall the RECIPIENT request reimbursement from CalOSBA for obligations entered into or for costs incurred prior to the commencement date or after the expiration date of this AGREEMENT. Invoices shall be paid upon satisfactory completion of AGREEMENT work and submittal of all reports required in this AGREEMENT as described in the AGREEMENT and the Exhibits. "Satisfactory completion" as used in this AGREEMENT means that the RECIPIENT has complied with all terms, conditions, and performance requirements of this AGREEMENT, including any requests for additional information and documentation from CalOSBA. All Award Funds shall be used solely for the purpose of performing the work as set forth in this AGREEMENT.
- 18. Indemnification/Warranty Disclaimer/Limitation of Liability.** RECIPIENT shall defend, indemnify and hold CalOSBA, and the State of California, its agents or assigns, harmless from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from RECIPIENT'S or its agents' or assigns' breach of this AGREEMENT, or the result of RECIPIENT'S or its agents' or assigns' willful misconduct or gross negligence in connection with this AGREEMENT. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, CALOSBA, ITS AGENTS OR EMPLOYEES, BE LIABLE TO RECIPIENT FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT ARISE FROM THIS AGREEMENT, UNLESS CALOSBA ENGAGES IN WILLFUL MISCONDUCT OR IS GROSSLY NEGLIGENT IN CONNECTION WITH THIS AGREEMENT.
- 19. Force Majeure.** If by reason of force majeure the RECIPIENT'S performance of obligations pursuant to this AGREEMENT are delayed, hampered or prevented, then the performance by the RECIPIENT may be extended for the amount of time of such delay or prevention. The term "Force Majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest; embargo, riot, war, insurrection or civil unrest; any act of God; any act of legally constituted authority; or any other cause beyond RECIPIENT'S control which would excuse the RECIPIENT'S performance as a matter of law.
- 20. Notice of Force Majeure.** RECIPIENT agrees to give CalOSBA written notice of an event of force majeure under this Paragraph as soon as possible, but no later than within ten (10) calendar days of the commencement of such event and within ten (10) calendar days after the termination of such event, unless the Force Majeure prohibits RECIPIENT from reasonably giving notice within this period.
- 21. Public Records.** RECIPIENT acknowledges that CalOSBA is subject to the California Public Records Act (PRA) (Government Code section 6250 et seq.). This AGREEMENT and materials submitted by RECIPIENT to CalOSBA may be subject to a PRA request, except in the event that such documents submitted to CalOSBA are considered confidential information and exempt under the PRA. In the event records of the RECIPIENT are requested through a PRA, CalOSBA will notify the RECIPIENT as soon as practicable that a PRA request for the RECIPIENT'S information has been received, but not less than five (5) business days prior to the release of the requested information to allow the RECIPIENT to seek an injunction. CalOSBA will work in good faith with the RECIPIENT to protect the

information to the extent an exemption is provided by law.

- 22. Nondiscrimination.** RECIPIENT shall comply with all applicable federal and state laws and statutes related to nondiscrimination, including those acts and amendments prohibiting discrimination on the basis of race, color, religion/creed, sex/gender (including pregnancy, childbirth, breastfeeding or related medical condition), sexual orientation or gender identity/expression, ancestry/national origin, age (40 or older), marital status, disability (mental and physical), medical condition, genetic information, military or veteran status.
- 23. Retention of Records.** RECIPIENT agrees to maintain and preserve all records related to this AGREEMENT for three (3) years after the end of the AGREEMENT or after AGREEMENT termination. RECIPIENT agrees to permit CalOSBA's duly authorized representatives to have access to and to examine and audit any pertinent materials, including but not limited to books, documents, papers, and records related to this AGREEMENT.
- 24. Audit / Review of Records.** The books and accounts, files, and other records of the RECIPIENT, which are applicable to this AGREEMENT, shall be available for inspection, review, and audit during normal business hours by CalOSBA and its representatives to verify performance metrics and determine the proper application and use of all funds paid to or for the account or benefit of the RECIPIENT. RECIPIENT agrees that CalOSBA may request that the applicant provide details relating to the source and amount of nonstate local match funds.
- 25. Severability.** Should any part, term, or provision of this AGREEMENT be declared or determined by any court or other tribunal or appropriate jurisdiction to be invalid or unenforceable, any such invalid or unenforceable part, term, or provision shall be deemed stricken and severed from this AGREEMENT. Any and all other terms of this AGREEMENT shall remain in full force and effect.
- 26. Applicable Law and Consent to Jurisdiction.** This AGREEMENT will be governed, construed, and enforced according to the laws of the State of California without regard to its conflict of laws rules. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement or the transactions contemplated under this Agreement.
- 27. Attorneys' Fees.** In the event of any litigation between the parties concerning the terms and provisions of this AGREEMENT, the party prevailing in such dispute shall be entitled to collect from the other party all costs incurred in such dispute, including reasonable attorneys' fees.
- 28. Interpretation.** Each party has had the opportunity to seek the advice of counsel or has refused to seek the advice of counsel. Each party and its counsel, if appropriate, have participated fully in the review and revision of this AGREEMENT. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this AGREEMENT. The language in this AGREEMENT shall be interpreted as to its fair meaning and not strictly for or against any party.
- 29. Days.** Any reference to days in this AGREEMENT, unless specifically stated to be business days (which shall be Monday through Friday and shall not include weekends or state holidays), shall mean calendar days.

- 30. Notices.** Any notices required or permitted to be given under this AGREEMENT shall be given in writing and shall be delivered (a) in person, (b) by certified mail, (c) by facsimile with confirmed receipt required, (d) by electronic communication with confirmed receipt required, or (e) by commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as set forth below, or as the applicable party shall specify to the other party in writing.
- 31. Representation on Authority of Parties/Signatories.** Each person signing this AGREEMENT represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this AGREEMENT. Each Party represents and warrants to the other that the execution and delivery of the AGREEMENT and the performance of such Party's obligations hereunder have been duly authorized and that the AGREEMENT is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.
- 32. Entire Agreement.** This AGREEMENT, including any referenced attachments, exhibits, appendices and references, constitutes the entire AGREEMENT and supersedes any other written or oral representations, statements negotiations, or agreements with respect to the Award described herein.
- 33. Contents and Order of Precedence.** Included in this AGREEMENT are the following exhibits and all exhibits are hereby incorporated by reference into this AGREEMENT:
- a. Exhibit A – California Office of the Small Business Advocate’s Logo
 - b. Exhibit B – Scope of Work and Performance Metrics
 - c. Exhibit C – Partnership Agreements
 - d. Exhibit D – Budget Detail
 - e. Exhibit E – Letter of Designation
 - f. Exhibit F – Program Announcement

Exhibit A – California Office of the Small Business Advocate Logo



Click here to download CalOSBA GO-Biz Logos: [CalOSBA GO-Biz Toolkit](#)

END EXHIBIT A

Exhibit B – Scope of Work and Performance Metrics

This establishes the scope of work and metrics for each grantmaking entity during the California Microbusiness Covid-19 Relief Grant Program.

Proposal

SECTION I: Applicant Information

| | |
|--|---|
| Legal Name of Applicant: | County of Siskiyou |
| DBA (if applicable): | |
| Employer/Taxpayer Identification Number: | 94-6000537 |
| Organizational DUNS (if available): | 039587675 |
| Mailing Address (and physical address if it is different): | |
| Street 1: | 1312 Fairlane Road, Suite 1 |
| Street 2: | |
| City: | Yreka |
| County: | Siskiyou |
| State: | California Only |
| Zip Code: | 96097 |
| Name and Contact Information of person to be contacted regarding this application: | |
| First and Last Name: | Elizabeth Nielsen |
| Title: | Deputy County Administrator |
| Telephone Number: | (530) 842-8012 |
| Email: | enielsen@co.siskiyou.ca.us |
| Website: | https://www.co.siskiyou.ca.us/ |

DocuSigned by:



6516321B39E84B3

Signature of Contact (E-signature is acceptable)

3/10/2022

Date

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

1. Applicant Experience/Past Performance:

The County of Siskiyou has worked closely with the Siskiyou County Economic Development Council (SCEDC), a 501c4 nonprofit that hosts the Siskiyou County Small Business Development Center, on a myriad of economic development and business assistance activities tied directly to the COVID-19 pandemic.

In the fall of the 2020, SCEDC administered the Siskiyou County Coronavirus Relief Fund (CRF), which provided \$800,000 in grants up to \$10,000 to over 80 businesses in Siskiyou County. As the SBDC, SCEDC has additionally worked with over 150 businesses in Siskiyou County in 2020, assisting many of them navigate the CA Relief Grant, PPP, EIDL, and Restaurant Revitalization Fund programs. Due to their extensive underwriting experience and ability to track Duplication of Benefits across the numerous relief programs, SCEDC has the most substantive experience in managing COVID-19 financial assistance in Siskiyou County.

Additionally, SCEDC is currently administering \$1.3 million in CDBG-CV funds to low-income Microenterprises in Siskiyou County that have been negatively impacted by COVID-19. As SCEDC is the architect and administrator of this larger CDBG program that has the potential to overlap with the CA OSBA program, it will design the OSBA program in a way that either complements or supplements existing funds. The two programs have similar requirements, but there are some gaps in eligibility between the two in terms of gross revenue/income requirements, business start dates, and award caps. There will be cases where some applicants with massive financial impacts are eligible for both, or are eligible for both but can only receive one (due to duplication of benefit), or will only be eligible for one.

2. Proposed Program Design & Implementation:

SCEDC will develop an online application that is linked through its existing website and utilize its existing JotForm Software infrastructure to facilitate the application process. This software is HIPAA Certified for data/privacy protection and will allow applicants to safely and securely upload corroborating information needed to validate the authenticity and need of the applicants. See <https://www.siskiyoucounty.org/recovery> for example.

Applicants will be required to submit:

- Official government identification:
- 2019 IRS Form 1040, including Schedule C
- Documentation of economic impact from COVID-19, e.g., 20/21 1040
- Profit and Loss statement
- Active business license that matches 2019 information
- Bank statement or voided check
- Signed Statement of Assurances
- W9 form

Application Review:

SCEDC will review applications on a rolling, first come, first served basis. Due to the prevalence of previous and current COVID-19 relief funds, and the current demand for funds, SCEDC does not anticipate a rush of applications upon opening of the program. Those who are selected to be grant recipients shall complete a Statement of Assurances that certifies that they are an eligible recipient and will use grant funds for eligible costs. They will also complete a W9 and provide SCEDC with their banking information. SCEDC will require that applicants provide their banking information with a voided check or bank statement and issue a physical payment to the Microbusiness owner's listed mailing address that matches what their bank has listed. This will be followed up with a grant reporting template, and a 1099-G at the end of the year, for tax purposes.

Implementation:

SCEDC will be the lead for outreach and marketing via their Website Landing page with application link/FAQs/etc. In addition, SCEDC maintains an active social media presence and is experienced in providing local grant information via different social media channels. Staff from Siskiyou Economic Development will utilize these platforms to share information and may use live video/webinar formats to provide further information, instructions, and insights.

SCEDC staff assigned to this program is Tandy Thackeray, Quintin Gaddy, and Jen Thackeray. Tandy serves as the SCEDC program analyst and will administer this program. Tandy brings in depth knowledge in program management and administration. Quintin Gaddy serves as the SBDC program manager and will oversee the program. Jen is the SCEDC finance director and will serve in financial tracking, record keeping, and reporting.

3. Strategic Partnership Plan

SCEDC will partner with the County, the Women's Business Center at the Jefferson Economic Development Institute (JEDI) in Mount Shasta, and Great Northern Services (GNS) in Weed throughout the rollout. JEDI and GNS will be pivotal partners for promoting the program and direct outreach to in-need/underserved businesses. JEDI and GNS currently partner on a CDBG-funded Microenterprise program in the City of Mount Shasta, where JEDI performs technical Assistance and GNS makes funding decisions. Because a fully executed MOU is not possible by the grant deadline, it will be provided to CAL OSBA before the execution of an agreement.

Siskiyou Economic Development hosts the region's Small Business Development Center, and is thereby engaged with hundreds of businesses throughout the County. It has access to self-reported demographic, financial, and business data needed to curate targeted clientele lists, specific to zip codes. Beyond housing this data, staff from the SBDC enjoy strong relationships with their clients and know many of them on a personal level, including the smaller disadvantaged ones that have struggled throughout COVID-19. This intimate knowledge will help direct targeted outreach efforts, but will not substitute for mass outreach efforts, to mitigate any appearance of favoritism, preferential treatment, or uncompetitive practices.

4. Program Implementation Schedule

March- April 2022:

It will take the County 2-4 weeks to send all MOUs and agreements through Legal and Audit review before Board of Supervisor Approval. Because it took CAL OSBA a while to let us know that 501c4's are ineligible, we had to completely reorganize the program structure with the County as the lead grantee, and were not able to get those agreements executed before the RFP deadline of March 10, 2022.

SCEDC will implement time/effort trackers in its timecard/accounting system starting in April 2022. This will allow staff to begin spending time developing and publishing an application, marketing materials, and coordinating with community partners.

SCEDC WILL NOT begin logging staff time until a fully executed agreement from CAL OSBA is in place between the County, and all MOUs between SCEDC, the County, and community partners JEDI and GNS.

SCEDC already has the infrastructure in place to facilitate the program (software for application portal, financial controls, website, and underwriting guidelines). It estimates a week to develop a full application and statement of assurances.

May 2022- September 2022

SCEDC Anticipates rolling out the Micro Grant program NO LATER than 5/1/22.

Applications will be accepted on a rolling basis, based upon demand. If SCEDC receives a high influx of applications (which it does not anticipate based on current demand for its CDBG program with similar requirements, but can fund eight times the amount), it will close the application and reopen it in phased application periods.

Applications will be processed on a first-come, first-serve basis. SCEDC will not make any funding determinations beyond eligibility for the program.

The underwriting requirements are fairly minimal, so SCEDC staff will be checking applications for:

- Completeness
- Eligibility
- Documentation of COVID-19 impact
- Cross-reference Ca Relief Grant awards

This process is estimated to take anywhere from two to four hours per application, based on technical assistance that may be needed for each applicant.

September- November 2022

Evaluate availability of grant funds

If funds are exhausted: SCEDC will close the program and complete final reporting requirements.

If funds remain outstanding, SCEDC will collaborate w/ GNS and JEDI to do final pushes and intensive marketing in an effort to draw down funds by the November Deadline.

December 2022

SCEDC will work with the County on issuing 1099-Gs to all grantees. Unused funds (if there are any) will be returned to the state, and requests for reimbursement will be completed and attached to the final grant report, which will be completed by SCEDC staff.

5. Program Management/Staffing Plan:

SCEDC staff assigned to this program are Tandy Thackeray, Quintin Gaddy, and Jen Thackeray. The Executive Director, Tonya Dowse, will provide general oversight. SCEDC enforces a strict separation of duties and ensures that all fiscal controls are held exclusively by the Finance Director, with additional approval required by Executive Director.

Tandy serves as the SCEDC Program Analyst and will administer this program, including site design, application development, and client outreach. Tandy brings in depth knowledge in program management and administration, and will be the main point of contact for prospective applicants.

Quintin Gaddy serves as the Program Director for the Siskiyou SBDC and is currently administering over \$3 million in COVID-19 relief in Siskiyou County. Quintin will provide oversight to the program and ensure that the program meets CAL OSBA's reporting and fiduciary requirements. Quintin will engage strategic community partners and maintain communications with them, in addition to ensuring that metrics will be hit. In addition, Quintin will ensure that the protocols of this program mitigate any WFA and will provide oversight to funding decisions.

Jen Thackeray is the Finance Director for SCEDC and will serve in financial tracking, record keeping, and reporting. Jen oversees all open grant contracts held by SCEDC, and maintains exclusive access and control over all SCEDC financial accounts.

Budget and Financial Management Systems

The total budget for this program is: \$55,880.24.

(This represents the total amount of Siskiyou County's allocation)

The administrative budget for this program is: \$10,880.24

(This represents less than 20% of the total allocation, needed to design/administer/implement the award)

- SCEDC Staff Salary and Fringe: \$8,880.24
(This represents staff costs associated w/ administering and implementing grant program)
- GNS Outreach Budget: \$1,000.00
(This represents GNS staff and materials costs associated w/ marketing and promotion)
- JEDI Outreach Budget \$1,000.00
(This represents JEDI staff and materials costs associated w/ marketing and promotion)

Grant Awards Budget: \$45,000.00

- Grants \$2,500.00 (x18)
(These represent grants in the amount of \$2,500 to be issued to Micro business owners.
18 total grants shall be issued).

As a fiscal agent, SCEDC shall be expected to comply with the requirements of the State Administrative Manual Section 8002 and California Government Code section 16521.

The grantmaking entity will be expected to use a bank, savings and loan association, or credit union outside the Centralized State Treasury System to hold the awarded amount of state funds. Accordingly, the third-party administrator agrees to comply with the requirements of the State Administrative Manual Section 8002 and California Government Code section 16521, specifically the requirement that the bank, savings and loan association, or credit union used will deposit securities as collateral with the State Treasurer valued at 110 percent of the uninsured portion of the collected funds deposited with the bank, savings and loan association, or credit union.

As the fiscal agent, SCEDC will provide appropriate, qualified staff to implement and manage the work plan, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible pre-agreement administrative costs, administration, and activity delivery. SCEDC will administer the Grant and oversee program outreach, activity delivery, and beneficiary engagement and deliver technical assistance to qualifying clients and collaborate with other community organizations in Siskiyou County to increase outreach to underserved Microbusinesses.

All staff time records, expense reports, and salary trackers will be controlled by SCEDC's Financial Director. These records will conform to established SCEDC financial protocols. SCEDC is happy to provide its financial management and staff guidelines if needed.

Exhibit C – Partnership Agreements

This establishes the Partnership Agreements for each grantmaking entity during the California Microbusiness Covid-19 Relief Grant Program.

THIS AGREEMENT IS PENDING FULLY EXECUTED
PARTNERSHIP AGREEMENTS FROM THE GRANTEE.

FULLY EXECUTED PARTNERSHIP AGREEMENTS SPECIFIC TO THE
MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM WILL BE
ADDED TO THIS SECTION UPON CALOSBA RECEIVING THE
AGREEMENTS FROM THE COUNTY OF SISKIYOU.

Exhibit D – Budget Detail

The spreadsheet establishes the budget for each grantmaking entity during the California Microbusiness Covid-19 Relief Grant Program.

CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM
Grant Administrator - Proposed Budget Summary

| Description | Estimated Costs | |
|--|------------------------|------------------|
| Proposed Administrative Budget - County 1 | \$ | 10,880.24 |
| Proposed Eligible Microbusiness Grants Budget - County 1 | \$ | 45,000.00 |
| Total Proposed Budget | \$ | 55,880.24 |

CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

Grantmaking Entity - Proposed Budget Detail

COUNTY NAME: Siskiyou County

Total allocation \$ 55,880.24

| Staff Implementation: Personnel Salaries + Benefits | Estimated Cost |
|--|---|
| | \$ - |
| | \$ - |
| Program Related Technology, Tools, Supplies & Materials | |
| <i>example: online application platform & related IT, supplies & materials to implement the Prog</i> | \$ - |
| N/A: Will use existing Infrastructure | \$ - |
| | \$ - |
| Marketing & Outreach Expenses | |
| <i>GNS- Outreach and marketing</i> | \$ 1,000.00 |
| <i>JEDI- Outreach and marketing</i> | \$ 1,000.00 |
| | \$ - |
| Other/Contractual Expenses | |
| <i>Technical assistance - Small Business Development Center- local SBDC Program Manager salary</i> | \$ 8,880.24 |
| | \$ - |
| County and/or nonprofit as fiscal agent | |
| | \$ - |
| Total Administrative Cost Request | \$ 10,880.2 |
| | Admin Cost does not exceed 20% or \$300,000 |

| Eligible Small Business Subgrants | |
|---|--------------|
| Estimated # of Eligible Microbusinesses Served | 18 |
| Estimated Dollar Amount of Eligible Microbusiness Subgrants | \$ 45,000.00 |

Total Proposed Budget \$ 55,880.24

Exhibit E – Letter of Designation



COUNTY OF SISKIYOU

COUNTY ADMINISTRATIVE OFFICE

Angela Davis, County Administrator
P.O. Box 750 • 1312 Fairlane Rd, Suite 1, Yreka, CA 96097
Phone: (530) 842-8005, Fax Number: (530) 842-8013
www.co.siskiyou.ca.us

March 10, 2022

Governor's Office of Business and Economic Development
Attn. Office of the Small Business Advocate (CalOSBA)

Subject: Microbusiness COVID-19 Relief Grant

To Whom it May Concern,

I am writing today, in my capacity as a Deputy Siskiyou County Administrator, to offer support for the Siskiyou Economic Development (EDC) to serve as the fiscal agent and grant administrator for Siskiyou County's allotment within the CAL OSBA Microbusiness Grant Program application.

The County will require that any resulting grant agreement with CAL OSBA and associated Memorandum's of Understanding (between the County and the EDC) be reviewed by our Auditor and Counsel offices and that they be approved by the Siskiyou County Board of Supervisors prior to execution and acceptance of funds. Should any issues arise, the County will coordinate with the EDC and CAL OSBA.

The County of Siskiyou partners with the Siskiyou EDC on several initiatives and programs spanning business services, industry sector expansion, and business improvement. The Siskiyou EDC hosts our County's Small Business Development Center and has extensive experience coordinating and administering COVID-19 relief funds. In addition, the Siskiyou EDC is currently administering \$1.3 million in Microenterprise assistance, \$650,000 in Food Bank assistance, and \$1.24 million in Subsistence assistance for Siskiyou residents impacted by COVID-19 through the Community Development Block Grant.

In collaboration with several jurisdictions and industry leaders, the Siskiyou County EDC will partner with other local Siskiyou-based nonprofits to provide 18 Microbusiness in Siskiyou with grants in the amount of \$2,500.

If you have any questions, please reach out to Annamarie J. Hendricks, Management Analyst, at ajhendricks@co.siskiyou.ca.us or (530) 842-8003.

Sincerely,

DocuSigned by:

Elizabeth Nelsen

Elizabeth Nelsen

Deputy County Administrator

Exhibit F –Program Announcement



CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

GRANTMAKING ENTITY

REQUEST FOR PROPOSALS - ROUND 2

The purpose of this announcement is to solicit applications from California's 58 county governments and eligible consortiums of nonprofits as eligible grantmaking entities to administer a grant program for their county and distribute \$2,500 grants to eligible microbusinesses impacted by COVID-19 and related health and safety restrictions.

Opening Date: Wednesday, January 26th, 2022

Closing Date: Thursday, March 10, 2022 by 5:00 PM PST

Applications from County governments will be accepted and reviewed on a rolling basis. All other applications will be reviewed following March 10, 2022 at 5:00PM

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

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Introduction

The California Microbusiness COVID-19 Relief Grant Program (MBCRG) was created in 2021 to assist qualified microbusinesses that have been significantly impacted by the COVID-19 pandemic in California.

Existing law (Government Code Section 12100.83) requires CalOSBA to make grants to assist qualified small businesses negatively affected by the COVID-19 pandemic, in accordance with specified criteria, including geographic distribution based on COVID-19 restrictions and industry sectors most impacted by the pandemic, among other things.

The California Microbusiness COVID-19 Relief Grant Program was enacted by Senate Bill No. 151 (Government Code 12100.90). The new funds will be expressly for microbusinesses and administered by the Office of the Small Business Advocate (CalOSBA) through county agencies and coalitions of nonprofit organizations (“grantmaking entity/ies”) that will disperse the funds to microbusinesses and entrepreneurs in the state. CalOSBA within the Governor’s Office of Business and Economic Development (GO-Biz) is charged with administering and providing oversight for the Program.

The MBCRG Program provides approximately fifty million dollars (\$50,000,000) in one-time grant funding to administer a Request for Proposal (RFP) for eligible grantmaking entities defined as a county government or consortium of nonprofit, community-based organizations. The intent of the funding is to provide relief to the hardest to reach microbusinesses and entrepreneurs. The grantmaking entities will develop and implement an outreach and marketing plan to identify and engage eligible microbusinesses that face systemic barriers to access capital, including but not limited to, businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural, communities.

The Program will award funds to eligible grantmaking entities to distribute grants to eligible microbusinesses that have been impacted by COVID-19 and the associated health and safety restrictions. The program was authorized with a single round of funding ending on December 31, 2022 (repeal date).

Background and Purpose

On March 13, 2020, the White House issued a proclamation declaring a national emergency concerning the Novel Coronavirus Disease (“COVID-19”) outbreak. In response to COVID-19, Governor Gavin Newsom announced a Shelter in Place order the same day to combat and slow the spread of COVID-19. Since March 2020, and despite federal stimulus and small business efforts to pivot, adapt to new health and safety guidance, and shift to online sales where feasible, many small businesses continue to face enormous risks to their comeback. Today, with California’s COVID cases rising due to the Delta variant, small businesses are still facing financial hardship and limits on their operations. Hardest hit are those microbusinesses that are in geographically dispersed counties or industries severely impacted by COVID-19 health and safety orders.

Existing law (Government Code 12100.83) establishes the California Small Business COVID-19 Relief Grant Program within CalOSBA. The program requires CalOSBA to make grants to assist qualified small businesses negatively affected by the COVID-19 pandemic, in accordance with specified criteria, including geographic distribution based on COVID-19 restrictions and industry sectors most impacted by the pandemic.

The MBCRG Program was created within CalOSBA to assist qualified microbusinesses, as defined, that have been significantly impacted by the COVID-19 pandemic with grants in the amount of \$2,500 to

each eligible microbusiness that is selected for an award. Government Code 12100.90 requires CalOSBA to administer a Request for Proposal (RFP) for eligible grantmaking entities defined as a county, nonprofit or consortium of nonprofit community-based organizations to administer the Program in all 58 California counties.

Priorities

CalOSBA will prioritize funding to eligible grantmaking entities that best meet the factors listed in Section 12100.92 (d):

- 1) Demonstrated operational experience and organizational capacity to serve one county, or in the case of a consortium of nonprofits, one or more counties, of the state, consistent with the requirements of this article.
- 2) Demonstrated preexisting relationships with the county's microbusiness community.
- 3) Identified key outreach activities for the specific county they will serve, aimed at identifying underserved small business groups that have faced historic barriers to accessing capital, including businesses majority owned and operated on a daily basis by women, minorities or persons of color, veterans, undocumented individuals, and individuals living in rural or low-wealth areas on low incomes.
- 4) Prioritization for eligible grantmaking entities that are qualified and experienced in administering similar programs.
- 5) Prioritization for eligible grantmaking entities that commit to working with nonprofit organizations with a mission that includes economic or business development support for California's underserved businesses and entrepreneurs.

Priority will be given to proposals that provide in-language outreach and marketing, community outreach plans, and reach underserved and undocumented microbusiness owners to help them get access to the MBCRG funds.

CalOSBA will also prioritize proposals that demonstrate collaboration and best practice sharing with community groups, cultural institutions, and across ecosystems to build a stronger set of outreach activities that benefit all California microbusinesses with a strong outreach and marketing plan for underserved business groups.

Definitions

Definitions that pertain to this Program Announcement are provided below.

- a) "County" means one of the 58 California county jurisdictions.
- b) "Nonprofit" includes 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.
- c) "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.
- d) “Consortium” means a collaboration of nonprofit community-based organizations.
 - e) “Eligible grantmaking entity” means a California county, or if a county applicant is not available, or consortium of nonprofit community-based organizations, exempt from federal income taxation pursuant to Section 501(c)(3) of the Internal Revenue Code, with a mission that includes economic or business development support for California’s underserved businesses and entrepreneurs.
 - f) “Fiscal agent” means the eligible grantmaking entity or a designated representative of the eligible grantmaking entity selected by the office from among eligible grantmaking entities to administer the California Microbusiness COVID-19 Relief Program funds in a county.
 - g) “Grantmaking agreement” means the required cooperative agreement between CalOSBA and fiscal agent which includes the duties and responsibilities of the fiscal agent in carrying out the purpose of the Program.
 - h) “Authorized Representative” means the principal contact in the proposal and grantmaking agreement.
 - i) “Grant Period” means the date in which the grant agreement between CalOSBA and the eligible grantmaking entity is executed through November 30, 2022.
 - j) “Underserved small business groups” means women, minorities (people of color), veteran-owned business where the majority (at least 51%) of the business is owned and run on a daily basis by said group(s), and businesses in low-to-moderate income (LMI) and rural communities
 - k) “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.
 - l) “Rural areas” 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.
 - m) “Disaster Impacted” means all territories included in a state or federal emergency declaration or proclamation.
 - n) “Low-to-Moderate Income (LMI)” means any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income less than 60 percent of the Area Median Gross Income (AMGI), or which has a poverty rate of at least 25%.
 - o) “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.

- p) “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
- q) “Qualified microbusiness” means an entity that meets and self-certifies, under penalty of perjury, all of the following criteria:
- q.1 The microbusiness began its operation prior to December 31, 2019.
 - q.2 The microbusiness is currently active and operating or has a clear plan to reopen when the state permits reopening of the business.
 - q.3 The microbusiness was significantly impacted by COVID-19 pandemic.
 - q.4 The microbusiness had less than fifty thousand dollars (\$50,000) in revenues in the 2019 taxable year.
 - q.5 The microbusiness currently has fewer than five full-time equivalent employees and had fewer than five full-time equivalent employees in the 2019 and 2020 taxable years.
 - q.6 The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program, as specified in paragraph (2) of subdivision (f) of Section 12100.82.
- r) “Qualified microbusiness owner” means an individual that meets and self-certifies, under penalty of perjury, all of the following criteria:
- r.1 The microbusiness owner is the majority-owner and manager of the qualified microbusiness.
 - r.2 The microbusiness owner’s primary means of income in the 2019 taxable year was the qualified microbusiness.
 - r.3 The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program.
 - r.4 The microbusiness owner can demonstrate their eligibility as a “qualified microbusiness owner” by providing the fiscal agent with a government issued photo identification (state, domestic, or foreign), and documentation that includes the owner’s name and may include, but is not limited to, the following:
 - r.4.1 A local business permit or license.
 - r.4.2 A bank statement.
 - r.4.3 A tax return.
 - r.4.4 Trade account.
 - r.4.5 Third-party verification (using attached form).

Award Information

Available Funding

Approximately fifty million dollars (\$50,000,000) is available during the grant period, which will be awarded by CalOSBA in no more than two rounds; Round 1 was open to eligible grantmaking entities, and Round 2 will be open to remaining eligible county governments that did not apply in the first round, and to eligible nonprofits. (if applicable). Grantmaking entities and fiscal agents are expected to spend their allocation in full during the grant period. Grantmaking entities and fiscal agents are expected to disburse all grant funds to eligible microbusinesses no later than November 30, 2022. Any unused money by the grantmaking entity, less that 20 percent administrative expenses, outreach and marketing funds, must be transferred back to the office by December 30, 2022. Applicants will need to demonstrate the capacity and scalability to request the full funding amount allocated per county and to deploy countywide to microbusinesses that meet the eligibility requirements. 26 counties applied and were awarded funding during Round 1. Following is a list of counties eligible to apply as a grantmaking entity for Microbusiness grants under Round 2 of this program, and the population size used to determine funding allocations:

| County | Population (1/1/21) | % Of Pop | Allocated Award |
|---------------------|---------------------|----------|-----------------|
| Alameda County | 1,656,591 | 4.2% | \$ 2,088,218.13 |
| Alpine County | 1,135 | 0.0% | \$ 1,430.73 |
| Amador County | 37,377 | 0.1% | \$ 47,115.63 |
| Butte County | 202,669 | 0.5% | \$ 255,474.70 |
| Calaveras County | 45,036 | 0.1% | \$ 56,770.19 |
| Colusa County | 22,248 | 0.1% | \$ 28,044.75 |
| Contra Costa County | 1,153,854 | 2.9% | \$ 1,454,492.29 |
| Del Norte County | 26,949 | 0.1% | \$ 33,970.60 |
| El Dorado County | 195,362 | 0.5% | \$ 246,263.85 |
| Glenn County | 29,679 | 0.1% | \$ 37,411.91 |
| Humboldt County | 130,851 | 0.3% | \$ 164,944.41 |
| Imperial County | 186,034 | 0.5% | \$ 234,505.42 |

| | | | | |
|------------------------|------------|-------|----|---------------|
| Inyo County | 18,563 | 0.0% | \$ | 23,399.62 |
| Lake County | 63,940 | 0.2% | \$ | 80,599.66 |
| Lassen County | 27,572 | 0.1% | \$ | 34,755.92 |
| Los Angeles County | 10,044,458 | 25.5% | \$ | 12,661,555.77 |
| Marin County | 257,774 | 0.7% | \$ | 324,937.38 |
| Modoc County | 9,491 | 0.0% | \$ | 11,963.89 |
| Mono County | 13,295 | 0.0% | \$ | 16,759.03 |
| Napa County | 137,637 | 0.3% | \$ | 173,498.52 |
| Plumas County | 18,116 | 0.0% | \$ | 22,836.15 |
| San Francisco County | 875,010 | 2.2% | \$ | 1,102,995.10 |
| San Luis Obispo County | 271,172 | 0.7% | \$ | 341,826.25 |
| Santa Cruz County | 261,115 | 0.7% | \$ | 329,148.88 |
| Shasta County | 177,797 | 0.5% | \$ | 224,122.26 |
| Sierra County | 3,189 | 0.0% | \$ | 4,019.90 |
| Siskiyou County | 44,330 | 0.1% | \$ | 55,880.24 |
| Stanislaus County | 555,968 | 1.4% | \$ | 700,826.25 |
| Sutter County | 101,289 | 0.3% | \$ | 127,679.99 |
| Tehama County | 65,354 | 0.2% | \$ | 82,382.08 |
| Trinity County | 13,535 | 0.0% | \$ | 17,061.56 |
| Tuolumne County | 53,465 | 0.1% | \$ | 67,395.38 |
| Yuba County | 79,407 | 0.2% | \$ | 100,096.61 |

Source: [State of California – Department of Finance – E-5 Population and Housing Estimates for Cities, Counties, and the State, 2011-2021 with 2010 Census Benchmark](#)

The full award amount available, including from Round 1 in which 26 counties applied, is \$49,750,000 which includes grants and expenses. The available amount is based on \$50,000,000 less 0.5% administrative fees allocated to CalOSBA.

Period of Performance

The period of performance will begin at the time the grant agreement is executed between CalOSBA and the grantmaking entity. The awarded amount to the grantmaking entities must be fully disbursed to eligible small businesses by November 30, 2022 or returned to CalOSBA by December 31, 2022. During this period of performance, the disbursement of grant funds to microbusinesses is expected to be completed, all funds exhausted, and all applicable reporting requirements satisfied.

Funding Information

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 grantmaking entities. All costs proposed in an applicant's budget must meet the tests of allow-ability, allot-ability, and reasonableness.

Costs to administer the program will be **capped at a maximum of 20% of the awarded grant up to \$300,000.00, except for counties with a population of over 3,000,000 people. For counties with a population of 3,000,000 people or greater, costs to administer the program will be capped at 8% of the awarded grant.** A grantmaking entity may use administrative fee towards administrative expenses (including fiscal agent fee), marketing, and outreach to qualified microbusiness owners 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. 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).

This Program has no match requirement.

Funding Method

CalOSBA will process an agreement that must be fully executed within ten (10) business days of receiving the agreement. Following execution of the agreement, the grantmaking entity will receive an upfront payment for the total amount to disburse through grants to eligible micro businesses as well as a portion of administrative costs as outlined in the final agreement. Any remaining administrative costs will be processed with a final payment to be held until all disbursements have been made and final reports have been submitted and approved.

Collateral Requirements

A grantmaking entity that is not a county government is expected to comply with the requirements of the State Administrative Manual Section 8002 and California Government Code section 16521. The grantmaking entity will be expected to use a bank, savings and loan association, or credit union outside the Centralized State Treasury System to hold the awarded amount of state funds. Accordingly, the third-party administrator agrees to comply with the requirements of the State Administrative Manual Section 8002 and California Government Code section 16521, specifically the requirement that the bank, savings and loan association, or credit union used will deposit securities as collateral with the

State Treasurer valued at 110 percent of the uninsured portion of the collected funds deposited with the bank, savings and loan association, or credit union.

Eligibility Requirements for Grantmaking Entities

Applicant Organization for Round 2

- Able to receive State funds
- California county government – One designated agency/unit/department may be the Authorized Representative for the county government (e.g., Lake County Office of Economic Development) – A letter of designation must be signed by the County Board of Supervisors, the Chief Administrative Officer or similar authority figure within the county. Priority will be given to applicants who are county governments.

OR

- Eligible nonprofit organization – One designated grantmaking entity will be awarded for the county, which may include an eligible nonprofit or consortium of nonprofits. – A letter of designation must be signed by either the County Board of Supervisors, the Chief Administrative Officer or similar authority figure within the county.
- 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 funds to COVID-impacted, disadvantaged communities, and underserved small business groups.
- Demonstrated capacity for regional/local implementation to ensure all regional geographies throughout the designated county can access the Program.
- 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.
- Able to meet all deadlines outlined in this Announcement and subsequently in the Agreement established between CalOSBA and the grantmaking entity or fiscal agent.

Grantees: Qualified microbusinesses

A microbusiness must satisfy the following criteria to be eligible to receive a COVID-19 Relief grant from the awarded grantmaking entity:

- Must meet the definition of an eligible microbusiness (see [Definitions](#)).
- Active businesses operating since at least December 2019.
- The microbusiness is currently active and operating or has a clear plan to reopen when the state permits reopening of the business.
- The microbusiness was significantly impacted by COVID-19 pandemic.
- The microbusiness had less than fifty thousand dollars (\$50,000) in revenues in the 2019 taxable year.

- The microbusiness currently has fewer than five full-time equivalent employees and had fewer than five full-time equivalent employees in the 2019 and 2020 taxable years.
- The microbusiness is not a business excluded from participation in the California Small Business COVID-19 Relief Grant Program, as specified in paragraph (2) of subdivision (f) of Section 12100.82.
- The microbusiness owner can provide acceptable form of government-issued photo ID (state, domestic, or foreign) and documentation that includes the owner's name may include but is not limited to the following: a local business permit or license, a bank statement, a tax return, , a trade account, a self-attestation/self-certification done under penalty of perjury.
- The microbusiness owner must be the majority-owner and manager of the qualified micro business and the owner's primary means of income in the 2019 taxable year.
- The microbusiness owner did not receive a grant under the California Small Business COVID-19 Relief Grant Program.

Eligible Use of Funds

Applicant Organization

- Grants to eligible microbusinesses in the amount of \$2,500.
- Administrative costs to implement Program; compensation to Intermediary may not exceed a maximum of 20% of the awarded grant up to \$300,000.00, except for counties with a population of over 3,000,000 people. For counties with a population of 3,000,000 people or greater, costs to administer the program will be capped at 8% of the awarded grant. California is seeking competitive proposals with program efficiencies to reduce the cost and maximize grants awarded to microbusinesses. All costs must be detailed and justified in narrative detail (see proposal – budget section below). Administrative costs may include, subject to CalOSBA approval:
 - Personnel salaries, benefits & recruitment
 - Call center expenses
 - Program related technology, tools, supplies, and materials (i.e., website development and hosting, banking software, etc.).
 - Marketing, legal, and outreach services

Grantees: Qualified microbusiness

- The grantmaking entity shall require a microbusiness owner who is a recipient of a grant pursuant to this Program to self-certify that grant funds will be used for one or more of the following eligible uses:
 - (A) The purchase of new certified equipment including, but not limited to, a cart.
 - (B) Investment in working capital.
 - (C) Application for, or renewal of, a local permit including, but not limited to, a permit to operate as a sidewalk vendor.
 - (D) Payment of business debt accrued due to the COVID-19 pandemic.
 - (E) Costs resulting from the COVID-19 pandemic and related health and safety restrictions, or business interruptions or closures incurred as a result of the COVID-19 pandemic, as defined in subdivision (l) of Section 12100.83.

Setting Up the Grantmaking Entity Program:

The grantmaking entity must have the capacity to disburse grants in an equitable and fair manner to ensure distribution across the County, and must develop and implement an outreach and marketing plan to identify and engage eligible microbusinesses that face systemic barriers to accessing capital, including, but not limited to, businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural communities.

The grantmaking entity shall prioritize outreach and marketing efforts to qualified microbusinesses which meet one or more of the following criteria:

- (A) The owner of the microbusiness is a member of a group that has faced historic barriers in accessing capital and is defined as business majority owned and operated on a daily basis by women, minorities or persons of color, veterans, undocumented individuals, and individuals living in low-wealth or rural areas on low incomes.
- (B) The microbusiness has suffered economic impacts or revenue losses due to the COVID-19 pandemic.
- (C) The microbusiness is a sidewalk vendor.

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

The grantmaking entity must be able to implement a simple application process, streamlined for ease of use for the eligible microbusinesses. Consideration in the design must be made for accessibility to ensure COVID-19 impacted businesses, disadvantaged communities, and underserved small business groups can easily apply. The grantmaking entity shall accept applications for a period of at least four weeks. Grantmaking entities without prior experience administering grant programs to small and microbusinesses must propose and develop strong processes to prevent against fraud, waste, and abuse. Grantmaking entities without prior experience are encouraged to research best practices, including but not limited to third-party verification using an approved third-party verification form. The application shall request, but not mandate, that each microbusiness applying for a grant to self-identify the race, gender, and ethnicity of its owner. 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 microbusiness 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 microbusiness owner who is a recipient of a grant pursuant to statute to self-certify that grant funds will be used for one or more eligible uses as defined above under "Grantees: Qualified microbusinesses."

Grants may be disbursed on a first come first serve basis.

Oversight & Reporting Requirements

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

The Program will require the grantmaking entity and fiscal agent to design verification processes and self-certifications and attestations to help ensure eligibility and equitable distribution and limit misuse of state funds.

The fiscal agent and grantmaking entity shall separately track and report funding used for the administration and marketing of the county program pursuant to subdivision (d) of Section 12100.92.

The Program will also require grantmaking entity and fiscal agent to provide CalOSBA with aggregate-level data necessary to meet the reporting requirements of the statute, as the requirements relate to the county designated in the grantmaking agreement.

The fiscal agent and grantmaking entity shall provide CalOSBA, at minimum, two narrative reports during and after the awards process so that CalOSBA may provide a periodic update on the use of the funds awarded pursuant to Section 12100.92, in accordance with the following:

- (1) The first written report shall be made within 15 days of the funds being awarded and shall identify the fiscal agent and grantmaking entity who were awarded funding, how much each fiscal agent received, key outreach activities committed to in each grantmaking agreement, and the county served.
- (2) The second written report shall be made within 120 days of the funds being awarded. The second and subsequent reports shall identify by county, the number of applications received, the number of grant awards made, the outreach and technical assistance provided and by which partner organization, in-language services. The second and subsequent reports shall, to the extent that the information is available, also include the number of applications, grant awards, and the dollar amounts awarded for each county in each of the following categories:
 - (A) Race and ethnicity.
 - (B) Women owned.
 - (C) Veteran owned.
 - (D) Located in a rural area.
 - (E) County.

The fiscal agent and grantmaking entity shall provide subsequent written reports every 60 days following the second report until all funds allocated to each county have been awarded. CalOSBA will post each report on its internet website and provide an electronic copy of the information to the relevant fiscal and policy committees of the Legislature.

The final report of program outcomes is due within fifteen (15) days after Program close and all final grant awards disbursement. CalOSBA will include final reporting details and format in the grantmaking agreement.

The office shall post each report on its internet website and provide an electronic copy of the information to the relevant fiscal and policy committees of the Legislature.

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.

| | |
|---|---|
| Wednesday, January 26 th , 2022 by 3:00 PM PST | RFP application period opens only for County Governments |
| Wednesday, February 9 th by 12:00 PM PST | Deadline to submit questions to osba@gobiz.ca.gov to be included in initial Q&A |
| Friday, February 11 th 2022 by 5:00pm PST | Answers to questions posted on calosba.ca.gov |
| Friday, February 11 2022 at 10am | Webinar for interested applicants (County or eligible nonprofit ONLY) Register HERE |
| Wednesday, February 9 th by 3:00pm | Letter of Interest due to osba@gobiz.ca.gov copying Program Manager currently jean.coleman@gobiz.ca.gov (Optional but strongly recommended) |
| Thursday, March 10, 2022 by 5:00pm PST | RFP application period closes – all submissions must be received via email at osba@gobiz.ca.gov |
| Wednesday, March 16, 2022 by 5:00 PM PST | Notice of Intent to Award |
| Wednesday March 23, 2022 by 5:00 PM PST | Grant Agreements sent to grantmaking entities |
| No later than May 1 st , dependent on receipt of signed Grant Agreement from grantmaking entity. | Grant Agreement executed by CalOSBA and Program begins |
| Wednesday, November 30, 2022 by 5:00 PM PST | All funds must be disbursed to eligible small businesses and Program must close |
| Friday, December 30, 2022 | Any unused money by the grantmaking entity, less that 20 percent administrative expenses, outreach and marketing funds, |

| | |
|--|--|
| | must be transferred back to the office by December 30, 2022. |
|--|--|

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)
osba@gobiz.ca.gov

All questions regarding this Announcement shall only be submitted in writing (e-mail only) to osba@gobiz.ca.gov no later than Wednesday, February 9th 2022 by 12:00 PM PST. Questions submitted after the deadline are not guaranteed to be answered. Questions and Answers will be shared on the calosba.ca.gov website no later than Friday, February 11th by 5:00pm PST.

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 may cause for disqualification of the applicant.**

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

A grantmaking entity will be selected for each county based on an evaluation criterion, and, in addition, applicants that can demonstrate a strong outreach and marketing plan to underserved business groups and business owners located in low-wealth and rural areas, will be given preference as well as those applications that demonstrate strong partnerships with community-based organizations and trusted community messengers and similar collaborations. California is seeking grantmaking entities with established relationships with micro business support ecosystems and/or other small business providers to distribute grants to micro businesses in the entire county.

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.

Priority will be given to applications from county governments.

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, including failure to use required attachment templates as provided
- e. Late applications **will not** be accepted – all applications will be timestamped at the time of submission to osba@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.

Application and Submission Requirements

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

1. Letter of Interest – due by February 9th. (Optional but strongly recommended, email to sbtaep@gobiz.ca.gov copying jean.coleman@gobiz.com).
2. Proposal saved as submitted .pdf
3. Budget saved and submitted as .xls - [Download template HERE](#)
4. Process Flow chart saved as .pdf (Intake through disbursement)
5. Partnership Contracts/Agreements - Minimum of four fully executed active agreements (i.e., MOU, professional services agreement, contract, etc.) verifying partnership with microbusiness technical assistance organizations, nonprofits, trusted community partners, and community-based organizations that are key to conducting outreach and marketing to reach underserved microbusinesses. Saved and submitted as a single combined .PDF)
6. Organization Chart (Including partner roles) saved and submitted as .PDF – [download example HERE](#)
7. Fiscal Agent Agreement saved and submitted as .PDF – This is only applicable to applicant's who will subcontract the role of the Fiscal Agent to an experienced nonprofit or another county government. Applicant is required to include a fully executed active agreement (i.e., MOU, professional services agreement, contract, etc.) verifying the partnership with the nonprofit or other county government to administer the California Microbusiness COVID-19 Relief Grant

funds to eligible microbusinesses. A letter of support is not an acceptable form of an agreement.

For counties wishing to subcontract the role of Fiscal Agent to an experienced nonprofit, provide the following information (2 page maximum):

- a. Subcontractor's legal name and address (subcontractor must be located in California)
- b. Narrative explanation justifying the decision to subcontract the role of fiscal agent
- c. Description of the relationship, roles, and responsibilities between the County and subcontractor
- d. Subcontractor's previous experience in administering grants or similar programs to micro and small businesses

For organizations wishing to apply on behalf of multiple counties please note the application should include the following:

- a. Letter of support from each county government in the group stating that the designated organization will be the fiscal agent for the group of counties. This is required for county government applicants and strongly encouraged for nonprofit applicants.
 - b. Fiscal agent agreement signed by all parties designating the grantmaking entity to represent the group of counties.
 - c. Description of process across counties in the process flow chart and narrative. It should be clear that these processes cover all counties in the agreement and are sufficient to ensure outreach & marketing to underserved microbusinesses in each county.
 - d. Each county has a maximum of 20% for the administrative fee based on their county's allocation. The represented county(ies) and the designated fiscal agent must work together to determine how much of the maximum 20% will be allocated to the fiscal agent. This allocation % and dollar amount must be provided in the revised RFP Budget Template.
8. Letter of designation signed by County Board of Supervisors, Chief Administrative Officer or similar county official with the authority to authorize the application saved and submitted as .PDF
 9. Completed and signed STD.204 Payee Data Record Form saved and submitted as .PDF— download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>
 10. Completed and signed STD.21 Drug-Free Workplace Certification saved and submitted as .PDF— download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

File Format: Organization Name_MBCRG_Proposal_Date

Subject Line: Organization Name – MBCRG Proposal Submission

Applicants must email all grant application materials to osba@gobiz.ca.gov copying Program Manager currently Jean Coleman jean.coleman@gobiz.ca.gov no later than Thursday, March 10, 2022 by 3:00pm PST. *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 48 hours 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: | |

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 fifteen (15) pages total (including cover page but not including required attachments), double-spaced, one-inch margin, Times New Roman, 12 point. Total points available is 75.

1. **Applicant Experience/Past Performance:** Describe in detail the applicant's experience with designing, developing, and managing grant or loan programs and especially similar COVID-19 grant relief programs. Include examples of prior programs administered with related performance and impact measures. Highlight experience in effectively providing outreach and serving underserved small business groups and disadvantaged socio-economic communities including undocumented and limited-English speaking. Please validate ability to scale equitably across the county. (5 points)

2. **Proposed Program Design & Implementation:** Provide full detail of proposed Microbusiness COVID-19 Relief Grant Program Design including Application, Awards Process, Grant distribution method, and the prevention of fraud, waste, and abuse. This should include details on how the applicant will develop and implement the program including specifics on an outreach and marketing plan, translation/interpretation, vetting, certification, self-attestation, validation, and approval processes (including any required documentation and timing), disbursement process, inquiries, partner management, reporting and compliance processes. Applicants with prior experience implementing similar grant programs to small businesses should provide an example(s) of prior processes, including but not limited to examples above, to prevent fraud, waste, and abuse. Applicants will be required to submit a flow chart and other relevant visuals or diagrams of Program design and grants administration process including sample application process to further define the Proposed program design (see Attachment 2 in Section 3 below) (13 points).

Detailed Outreach and Marketing Plan: Proposed outreach and marketing to reach hard-to-reach populations within the county. Include specific resources to aid in outreach efforts, detail top ten languages spoken in county and include plan to engage using in-language resources, trusted community networks, specific media outlets, methods, or platforms (7 points).

3. **Strategic Partnership Plan:**
 - a. In addition to grantmaking entity and fiscal agent, other partners are expected to be included in Program design (Section 3), please describe applicant's additional local external partnerships that will be deployed to achieve Program targets and desired outcomes. Examples of local external partnerships include nonprofits, community-based organizations, business associations, small business technical assistance centers, and trusted community messengers. Please describe how the applicant has

worked successfully with microbusiness ecosystems, external partners and technical assistance providers to ensure microbusinesses applying for grants are connected to resources. (10 points)

- b. Further, describe how the applicant will leverage its partners and networks to better reach underserved small business groups including undocumented immigrants, street vendors, and limited-English business owners. (10 points)

Please include in your Strategic Partnership Plan 3a and 3b above how you will include and leverage local microbusiness and small business networks to support Program efforts, especially marketing and outreach to reduce implementation costs.

4. Program Implementation Schedule: Proposed schedule for this Program with detailed schedule of grant distribution and ability to achieve disbursement of funds to target group with strong administrative and security controls within time allotted by November 30, 2022. (5 points)
5. 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 microbusiness, LMI communities and underserved small business groups. (5 points)
6. Budget and Financial Management Systems:
 - a. Budget narrative to support the proposed budget submitted as Attachment 1 in Section III below (8 points)
 - b. Financial management and controls narrative (8 points)
 - c. Identify Fiscal Agent and include any fees associated with them (4 points)

SECTION III: Attachments

Label each attachment and submit in the order listed.

1. Proposal saved as submitted .pdf
2. Budget saved and submitted as .xls - [Download template HERE](#)
3. Process Flow chart saved as .pdf (Intake through disbursement)
4. Partnership Contracts/Agreements - Minimum of four fully executed active agreements (i.e., MOU, professional services agreement, contract, etc.) verifying partnership with microbusiness technical assistance organizations, nonprofits, trusted community partners, and community-based organizations that are key to conducting outreach and marketing to reach underserved microbusinesses. Saved and submitted as a single combined .PDF)
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 - f. Fiscal agent agreement signed by all parties designating the grantmaking entity to represent the group of counties.
 - g. Description of process across counties in the process flow chart and narrative. It should be clear that these processes cover all counties in the agreement and are sufficient to ensure outreach & marketing to underserved microbusinesses in each county.
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 9. Completed and signed STD.21 Drug-Free Workplace Certification saved and submitted as .PDF – download this form at <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std021.pdf>

File Format: Organization Name_MBCRG_Proposal_Date

Subject Line: Organization Name – MBCRG Proposal Submission

END

END EXHIBIT F