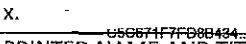
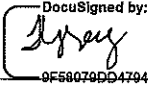




**Grant Agreement # MBCRG2022-C27**

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  
 CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
2. The term of this Agreement is:  
 April 1, 2022 through December 30, 2022
3. The maximum grant amount for this Agreement is:  
 \$3,836,089.90 (three million eight hundred thirty-six thousand eighty-nine dollars and ninety 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.

<b>GRANT RECIPIENT</b>	
GRANT RECIPIENT'S NAME CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT	
BY (Authorized Signature)  x. 	DATE SIGNED
PRINTED NAME AND TITLE OF PERSON SIGNING Jonah Nicholas, Vice Chancellor of Business Services	
ADDRESS 7600 Dublin Blvd., Dublin, CA 94568	
<b>STATE OF CALIFORNIA</b>	
STATE UNIT/AGENCY NAME CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE, GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT	
BY (Authorized Signature)  x. 	DATE SIGNED April 22, 2022   07:44 PDT
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 April 22, 2022 | 07:44 PDT is entered into by and between CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT (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-C27 ("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 Alameda, Amador, Contra Costa, and El Dorado counties, 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 for Round 2 of the Program Announcement as a county government or 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 \$3,836,089.90 (three million eight hundred thirty-six thousand eighty-nine dollars and ninety 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 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. Applicant Organization for Round 1
    - 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 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. 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 30 days before the first reporting deadline.

**B. Invoicing Requirements.** Following execution of the agreement, and following an approved grant funding request justifying that the recipient is ready to disburse funds to microbusinesses, RECIPIENT will receive an upfront payment for the total amount to disburse through grants to eligible micro businesses. Administrative costs will be processed

monthly and paid in arrears following the receipt and approval of a detailed invoice and financial report, with a final payment to be held until all disbursements have been made and final reports have been submitted and approved. Financial reports submitted with each invoice shall include details on the administrative resources that were used to implement the program during the reporting period. Financial reports shall also include receipts.

- 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.

**RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2**  
**MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

Economic Development  
and Contract Education

RESPONSE TO REQUEST FOR PROPOSAL - ROUND 2  
MICROBUSINESS COVID-19 RELIEF GRANT

FISCAL AGENT SERVICES FOR THE COUNTIES OF:  
ALAMEDA, AMADOR, CONTRA COSTA & EL DORADO


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# Proposal

## SECTION I: Applicant Information

Legal Name of Applicant:	Chabot-Las Positas Community College District
DBA (if applicable):	
Employer/Taxpayer Identification Number:	94-1670563
Organizational DUNS (if available):	
Mailing Address (and physical address if it is different):	
Street 1:	7600 Dublin Blvd, 3rd Floor
Street 2:	
City:	Dublin
County:	Alameda
State:	California Only
Zip Code:	94568
Name and Contact Information of person to be contacted regarding this application:	
First and Last Name:	Jonah Nicholas
Title:	Vice Chancellor of Business Services
Telephone Number:	925-485-5253
Email:	jnicholas@clpccd.org
Website:	

  
 \_\_\_\_\_  
 Signature of Contact (E-signature is acceptable)

3/9/22  
 \_\_\_\_\_  
 Date

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

## **SECTION II: Narrative**

### **1. Applicant Experience/Past Performance:**

This proposal is a response to the California Microbusiness COVID-19 Relief Grant Program RFP to administer and distribute \$2,500 grants to eligible microbusinesses in Alameda, Amador, Contra Costa and El Dorado Counties impacted by COVID-19 and related health and safety restrictions. It is being submitted by the Economic Development and Contract Education (EDCE) department of the Chabot-Las Positas Community College District (CLPCCD). The EDCE department will manage the program design and implementation of the grant, with Danita Romero, Fiscal Agent and Economic Development Manager, serving as the lead. The District's offices are located at 5860 Owens Drive, Third Floor, Pleasanton, CA, 94588.

CLPCCD has extensive experience designing, developing, and managing grant and loan programs similar to California Microbusiness COVID-19 Relief Grant Program using the robust resources of its Economic Development and Contract Education (EDCE) department and Business Services office, with strong support provided by its Board of Trustees.

CLPCCD is particularly proud that its enterprising and entrepreneurial EDCE department is the highest-performing fiscal agent and contract education program in the California Community College system. We are currently responsible for executing dozens of contracts, including:

- \$241 million in fiscal agent services agreements with the California Community Colleges Chancellor's Office (CCCCO)
- \$13.85 million in fiscal agent services agreements with public agencies in eight California counties

- \$300,000 in fiscal agent services for A2MEND (African American Male Education Network), a California nonprofit agency

Julia Dozier, District Executive Director of EDCE, and Danita Romero, Fiscal Agent and Economic Development Manager, will be responsible for designing, delivering, tracking and reporting on this grant. They will also be responsible for reviewing the fiscal agent services agreement with the Office of the Small Business Advocate (OSBA) and forwarding it to the CLPCCD Board of Trustees for approval. Jonah Nicholas, Vice Chancellor of Business Services, will be the signatory on the contract.

Their qualifications are described in the Program Management/Staffing Plan section, as well as in their attached resumes. The attached organizational chart includes the identified EDCE staff and contracted personnel and CLPCCD Business Services staff.

In addition to designing, developing, and managing grant and loan program agreements with the CCCC, EDCE has been successful in partnering and fulfilling assignments with other public agencies that cater to small businesses and underserved populations.

Below are examples of the work that has been administered by EDCE with performance and impact measures similar to California Microbusiness COVID-19 Relief Grant Program, demonstrating our experience in reaching and providing services to underserved individuals and disadvantaged socio-economic communities:

**Family Independence Initiative (Cares Act Emergency Grants and Covid Resources)**

In March 2020, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was enacted by Congress “to provide emergency assistance and health care response for individuals, families, and businesses affected by the 2020 coronavirus pandemic.” As part of this effort, \$90,000 was



allocated to EDCE in supplemental Community Services Block Grant (CSBG) funding to help prevent, prepare for, or respond to the coronavirus pandemic in Alameda County.

Working with partners, including Alameda-Oakland Community Action Partnership, the EDCE administrative staff designed an outreach, intake and distribution program to screen potential recipients for grants to increase economic security for low-income residents, while meeting immediate needs for housing, employment, food, emergency supplies, and other activities and services. More information about the design and implementation of this grant can be found in our answer to question #2.

**Alameda County Workforce Investment Board, Tri-Valley Career Center:**

The Tri-Valley Career Center (TVCC) has been hosted by the Economic Development and Contract Education Department at Chabot-Las Positas Community College District for more than seven years. TVCC serves job seekers and residents of the Tri-Valley region of Alameda County. This includes the cities of Dublin, Livermore, Pleasanton and Sunol, as well as the surrounding unincorporated areas. Because of TVCC's reputation for delivering excellent customer service and being client-centered, many individuals from outside the Tri-Valley area bypass their local career center to work with EDCE staff. TVCC has been working with Back to Work and Welfare to Work clients who have been affected by COVID-19 in a variety of ways. A recent CARES grant augmented the Back to Work Tri-Valley program, which focuses on those job seekers who are living at or below 200% of the poverty threshold at the time that they come to the Career Center or the Welfare to Work program for services. This population has been disproportionately affected by Covid-19 and the quarantine.

**Alameda County Social Services Agency (SSA) Title IV-E Training**

EDCE has contracted with SSA since 2003 to deliver training to people who work with foster and adoptive children and their families, growing the contracts from less than \$500,000 to \$6,000,000 annually. Each year, EDCE has subcontracted with community-based organizations (including 19 in 2020-21) to provide necessary training and services for professionals, paraprofessionals, and resource (foster) parents.

In each of the programs above, we've designed and distributed outreach materials and developed intake processes to provide appropriate and allowed resources to qualified students. Through our tracking programs we measure progress and report back to funding sources. We have also leveraged our extensive network of nonprofits and non-government organizations to supplement outreach and implementation of these programs.

Our experience and knowledge will be complemented and enhanced by our network of partners, which will empower EDCE to design a program that can reach out and provide economic relief to small businesses in Alameda, Amador, Contra Costa and El Dorado Counties that have been hit hard by the economic downturn caused by COVID-19. We will leverage our long-standing systems and processes of tracking and reporting as the fiscal agent for the Microbusiness COVID-19 Relief Grant Program.

## **2. Proposed Program Design & Implementation:**

CLPCCD's Economic Development and Contract Education department and Business Services office have designed a program that will locate and serve eligible recipients, which includes plans for outreach and marketing, intake, and the awarding and distribution of funds while safeguarding against fraud, waste and abuse.

### **Program Design**

EDCE will target qualified microbusiness owners with an easy-to-complete one-page application, which will be translated into the most common languages spoken in each county. We have created a two-tiered approach in our outreach and marketing plan by both partnering with existing networks through non-profits and NGOs that already work in the community and reaching into areas where potential recipients gather at events and popular community locations. Our collateral materials will have the application on one side and the qualifications that the prospective applicant must meet on the other side and will be available both electronically and on paper. Applicants' signatures will attest that, under penalty of perjury, they meet and self-certify the information to be true.

The applicant must meet the following criteria to be considered for the grant:

- Majority-owner and manager.
- The business is currently active and operating or has a clear plan to reopen.
- Primary means of income in the 2019 taxable year was the microbusiness and was less than \$50,000 in gross revenue.
- Has fewer than 5 full-time equivalent employees in 2019 and 2020 taxable years.
- Grants were not received previously under the California Small Business COVID-19 Relief Grant Program.
- Demonstrates eligibility by providing a photo-ID and one other document that includes the owner's name.

Participants will return the Microbusiness Grant application either through our online portal, via U.S. mail or in person. Following our past practices, we will use a secure, digital tracking

spreadsheet for the application information, including contact information, and other demographic and economic data.

Once received, we will date stamp the documents, assign an application number and enter the application information into the secured Microbusiness Grant spreadsheet. If the application is filled out completely, required documents are attached and it is self-certified, and the applicant qualifies, we will authorize the application for payment. We will submit documents to our accounting department for check processing and they will mail the check to the recipient's address listed on the application. Once the check is sent, the Microbusiness Grant tracking spreadsheet will be updated with the check number and distribution date.

If the application is missing a document or other information, we will contact the applicant informing them that they have until October 31, 2022, to provide the missing information and complete the application process.

### **Past Practice**

In 2020-21, this same team designed and managed a similar program for distribution of \$90,000 from the CDBG CARES Act funds, the City of Oakland Department of Human Services and the Alameda County - Oakland Community Action Partnership. The TVCC Back to Work and Welfare to Work program partnered with the Family Independence Initiative and distributed direct cash assistance for technology, food and work/interview services and third-party payments for rent and utilities to low-income (up to 200% of the Fed. Poverty Level) clients. Clients (one per household) were screened for eligibility based on household size, household income and whether they had been impacted by COVID-19. Financial assistance included an average of \$2,500 a month in rent/mortgage for 2 months for a maximum of 9 clients (\$2500 max per

month, \$5000 total max) and \$1500 from the Family Independence Initiative for direct payments to 27 clients.

We designed a process, including intake forms with relevant screening questions, to ensure that we targeted appropriate participants and distributed the funds properly. Proof of residency was determined through utility bills, government-issued IDs and cell phone bills.

On those forms, we used federal poverty guidelines and determined eligibility of potential participants through income verification using one of the following:

- WIOA clients (Back to Work) [6 months before WIOA enrollment date]
- New people, or other WIOA clients affected by COVID:
  - 2020 income (proof: tax return)
  - 6 months before enrollment in CARES program (proof: recent check stub, or WIOA app)

Our screening materials asked applicants to describe how they were financially impacted by COVID, directly or indirectly, so that we could assess the appropriate funding amount. The services provided were highly individualized. Our Career Counselors made a determination of services offered given the need, the impact and the budget.

After determining whether eligible recipients meet set criteria, we followed processes for both rent/mortgage payment and cash, where we tracked all CARES recipients, payments and distributions through a tracking form in our shared digital platform, allowing close collaboration for partners and the team working on the project.

Reports included mid-year progress reports, annual progress reports and demographics reports.

We also reported on the number of clients directly and indirectly impacted by COVID-19.

### **Detailed Outreach and Marketing Plan:**

The outreach and marketing section of our program plan will use a two-tiered approach by partnering with organizations already in local small business networks and conducting our own grassroots efforts in the communities in each county.

We will target diverse populations by translating our collateral and website into the following languages for the top demographic groups in each county that we will be serving:

- Alameda (Spanish, Simplified Chinese and Vietnamese)
- Amador (Spanish)
- Contra Costa (Spanish, Tagalog, Simplified Chinese)
- El Dorado (Spanish)

To reach as broad an audience as possible, we will do the following:

- Email the collateral/application in a PDF with a link to the online application to all county supporters and partners and follow up by phone to answer questions.
- Set up information booths at street fairs and farmer markets.
- Mass email the collateral/application to other relevant contacts, including libraries and K-12 schools in lower socio-economical areas.
- Direct community outreach in lower socio-economical areas at community events and through our partner non-profit and non-governmental organizations:
  - Street produce markets
  - County fairs
  - Sports arenas
  - Street fairs

- Churches
- Mail hard copies of the collateral to popular neighbor gathering places, saturating lower socio-economical areas:
  - Grocery stores specializing in ethnic foods
  - Food banks
  - Hardware stores
  - Event venues
  - Coffee shops and local restaurants and food trucks
- Advertising blasts to include radio, newspaper, bus, bus stop, taxi, billboards, Facebook and Instagram social media sites.
- Advertise our online portal, which will provide marketing information about the grant.

Applicants will be able to fill out the application and submit it via the website, U.S. mail or a designated drop-off location. We will provide a phone number and email address for those who have questions or need help filling out the application.

We believe this plan to link into existing networks through our partner organizations while doing our own outreach on the ground to locate and motivate potential recipients will reach those microbusiness owners who we are trying to assist through this grant.

### **3. Strategic Partnership Plan:**

EDCE will leverage our years of working with a variety of partners to implement a successful program plan to reach and award funds to appropriate recipients. Working with partners that have deep connections into the small- and micro-business community, we plan to reach participants through the existing and trusted networks that these partners have developed over years. Many of

these partners have worked with the community through teaching English as a Second Language (ESL), providing workshops about small business matters and providing resources through various small business development offices. We will work with these partners to outreach and market to past participants in classes and workshops and those who have taken advantage of other types of assistance.

EDCE's Tri-Valley Career Center (TVCC), serves as an extension office of Alameda County's Small Business Development Center (SBDC). As discussed earlier, this same team partnered with the Family Independence Initiative and the TVCC Back to Work and Welfare to Work to create programs for outreach and distribution of COVID-19 economic relief funds in Alameda County to documented and undocumented workers. That collaborative work will help inform the relationships that we create for the implementation of this grant.

We will give \$1000 to four lead partners in each county to target local microbusinesses and small business networks with social media, email and flyers. All collateral will be translated into the most common non-English languages spoken in each county. We are also providing \$15,000 to each county to pay for a part-time knowledgeable assistant in their administrative office to locate qualified microbusinesses. Refer to each county-specific package that we have submitted for a list of community-based organizations that we will be partnering with by county.

#### **4. Program Implementation Schedule:**

The program will begin after CalOSBA approves funding. The EDCE department has a long-standing relationship with the CLPCCD accounting department, and will be working in a secure environment, storing all applications, transactions and reports in secure Google Docs



folders, separated by county. Application information will not leave the department. Pay requisitions to the accounting department will not contain any personal information.

**The schedule:**

April: Award notification and receipt of CalOSBA contract.

April 19: CLPCCD Board of Trustees meeting to approve and accept funds, contract execution.

April 19-June 1: Collateral created and translated, including website and marketing materials.

April 19-June 1: Outreach and marketing plan finalized with partners.

April 19-June 1: Internal infrastructure for intake and processing established.

June 1: Outreach and marketing begins and continues until funds are fully distributed.

June 1–October 31: Acceptance of applications. Application approval process will take no more than 10 days. Payments are distributed within 30 days after approval.

October 31: Last day for participants to apply for grant.

November 30: Final day for disbursement.

**5. Program Management/Staffing Plan:**

**Julia Dozier**, District Executive Director of Economic Development and Contract Education, will be the Administrator who leads the EDCE team that will implement the proposed California Microbusiness COVID-19 Relief Grant Program and oversee the fiscal agent services. Ms. Dozier has more than 20 years of experience with CLPCCD, developing and managing grant programs and fiscal agent services for multiple California counties, the Chancellor's Office, and other public and nonprofit entities. During her tenure, Ms. Dozier has overseen the CLPCCD's evolution into the largest provider of contracted education services in the California Community Colleges system. Ms. Dozier will be readily available to respond to with CalOSBA inquiries

immediately or, at most, by the next business day. Estimated workload of Ms. Dozier for this project is 10%.

**Danita Romero**, Fiscal Agent and Economic Development Manager at EDCE, will be the Project Director for the proposed program design and fiscal services agreement and continue to be responsible for daily oversight of the program. Ms. Romero has more than 20 years of experience in grant implementation program design, and accounting and fiscal management, including more than four years with EDCE. She has experience with overseeing and guiding the system of internal controls, documentation and record-keeping of funds. During her time at EDCE, Ms. Romero has played a key role in expanding the scope and efficiency of contract management and fiscal agent services provided by the District. Ms. Romero is extremely responsive and will continue to be available to answer CalOSBA inquiries immediately or, at most, by the next business day. Estimated workload of Ms. Romero for this project is 50%.

### **Independent Contractors**

We will be hiring a County Liaison to manage the outreach in all four counties. That position will manage the marketing field partners' grassroots efforts in each county to assure that they have what they need to successfully find and engage participants.

We will also hire a Grants Coordinator to vet the applicants for completion and process the paperwork for payment.

### **6. Budget and Financial Management Systems:**

The budget for this microbusiness COVID-19 grant Administrative Cost Request is based on projections for the needs of this kind of program: the majority of expenses will be made in the area of marketing and outreach expenses, which includes both independent contractors and

businesses, as well as contracting with partnering organizations. \$411,500 has been allocated for Marketing & Outreach along with \$29,475 for Program Related Technology, Tools, Supplies & Materials.

Marketing & Outreach is made up of \$76,000 for partnerships with counties and other community-based organizations, \$80,000 for field partners in the counties to hand deliver the microbusiness grant material, \$50,000 for the creation of marketing collateral, \$10,000 for translation, \$30,500 for printed material, banners and postage, and \$165,000 for marketing through radio, newspaper, bus/bus stop, taxi, billboard, Facebook, Instagram, street fairs, county fairs and other event fees.

Program-related Technology has \$15,000 budgeted to cover laptops needed for field marketing, any software needed and \$14,475 for an IT assistant.

Salary and benefit expenses for 10% of the District Executive Director, 50% of the Fiscal Agent & Economic Development Manager, 100% of the County Liaison and 100% of the Grants Coordinator are included in the Staff Implementation: Personnel Salaries & Benefits. Note: These salaries are based on 6 months.

District Executive Director:  $\$136,500 \times 10\% = \$13,650$

Fiscal Agent & Economic Development Mgr:  $\$84,000 \times 50\% = \$42,000$

County Liaison:  $\$37,500 \times 100\% = \$37,500$

Grants Coordinator:  $\$37,500 \times 100\% = \$37,500$

Total personnel costs: \$130,650

(Total salaries = \$71,858 • Staff benefits at 45% of salaries = \$58,792)

Chabot-Las Positas Community College District has a federal indirect rate of 25%. We are discounting the overhead fee to 12% for this project  $\$649,573 \times 12\% = \$77,948$

Written reports will be sent to Cal-OSBA as detailed below:

1. Within 15 days of receipt of funds, details on committed expenditures for the counties served
2. Within the next 105 days, details by county of the marketing and outreach provided; how many grants were awarded by race/ethnicity, women owned, veteran owned; rural areas awarded; the total amount of funds disbursed and the balance by county.
3. Every 60 days following, a detailed report will be sent as in #2 above.
4. Final report and unused funds, less the Administrative Cost Request, completed by December 16th, 2022, by county; showing areas served; how many grants were awarded by race/ethnicity, women owned, veteran owned; rural areas awarded and the total amount of funds dispersed. The balance of all dollars will be returned to Cal-OSBA.

**b. Financial management and controls narrative**

As a highly effective and responsive fiscal agent, EDCE understands that our role is to control, manage and administer the funds as directed by CalOSBA. EDCE understands the critical need for clear communication with our county partners. If the contractual and financial aspects of a relationship between organizations are not handled effectively, the “real” work can stall and partnerships and/or programs can be threatened. EDCE has both the experience and systems in place to prevent such an occurrence from happening.

Once CLPCCD’s Board of Trustees approves a fiscal agent services agreement, the EDCE Executive Director has purchasing power up to the amount of the agreement. Using Google

Docs, EDCE has created an audit trail that will be visible to authorized CalOSBA and assigned county personnel that enables them to upload approved documents at any time.

Managing contracts and grants with multiple stakeholders is not unusual in the EDCE department, since we have been dealing with them on an ongoing basis since 2002. What is vital, we have found, is to create clear expectations regarding reporting, invoicing, documentation, and due dates. Secondly, it is imperative to maintain open communications with the key players of the contract to avoid any unnecessary delays in the service delivery and/or invoicing process. Thirdly, we always maintain clear records so that CalOSBA, our county partners or we can easily review anything that raises questions or concerns during contract delivery, as well as later.

**c. Identify Fiscal Agent and include any fees associated with them**

EDCE will be serving as the Fiscal Agent for the counties of Alameda, Amador, Contra Costa and El Dorado and most services will be provided by EDCE and its contractors. In addition to our personnel, the counties will be providing a part-time staff person to assist with identifying and contacting local microbusinesses in their area. Counties will be paid a stipend of \$15,000 each to offset the cost of these part-time staff's time.

## **Exhibit C – Partnership Agreements**

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

# RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2

## MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

### Attachment #3

## Partnership Agreements

Agreements are sorted by county. See county-specific packets (Alameda, Amador, Contra Costa & El Dorado).



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

Economic Development  
and Contract Education

**RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2**

**MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

**FOR THE COUNTY OF**

**ALAMEDA**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

**Economic Development  
and Contract Education**



## MEMORANDUM OF UNDERSTANDING MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and the Oakland Metropolitan Chamber of Commerce (hereinafter referred to as "Partner").
  
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
  
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
  
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Alameda once their application is received and deemed approved based on state mandated qualifications.
  
5. Financial Understanding. CLPCCD-EDCE will provide the Oakland Metropolitan Chamber of Commerce a lump sum amount of \$1,000.00.
  
6. Responsibility of the Partner. The Oakland Metropolitan Chamber of Commerce will provide outreach and marketing which includes, but not limited to, emailing members and social media.
  
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

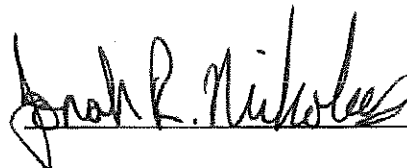
CLPCCD-EDCE and the Oakland Metropolitan Chamber of Commerce indicate agreement with this MOU by their signatures.

Sign and date



March 4, 2022

Barbara Leslie  
President & CEO  
Oakland Metropolitan Chamber of Commerce



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

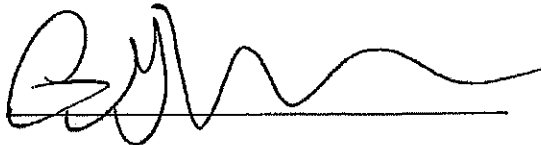
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

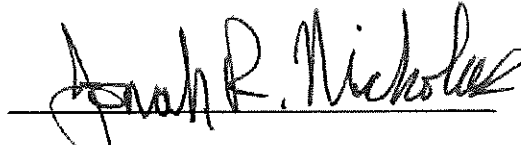
1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and the Berkeley Chamber (hereinafter referred to as "Partner").
2. Purpose: The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Alameda once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide the Berkeley Chamber a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. The Berkeley Chamber will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the Berkeley Chamber indicate agreement with this MOU by their signatures.

#### Sign and date



Beth Roessner  
CEO  
Berkeley Chamber



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

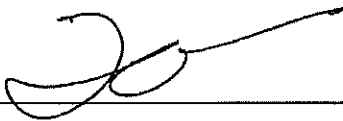
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

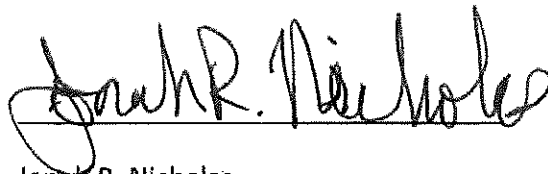
1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Mid-Alameda County Consortium-MACC (hereinafter referred to as "Partner").
2. Purpose: The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Alameda once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide MACC a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. MACC will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Non-Profit.

CLPCCD-EDCE and the Non-Profit indicate agreement with this MOU by their signatures.

#### Sign and date



Tim Combs  
Consortium Director  
Mid-Alameda County Consortium



Jonathan R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Rubicon Programs (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in Alameda County once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide Rubicon Programs a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. Rubicon Programs will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature: This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

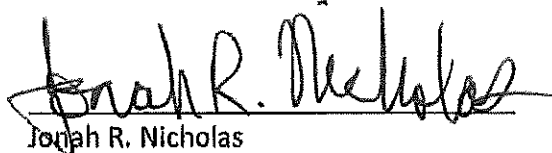
CLPCCD-EDCE and Rubicon Programs indicate agreement with this MOU by their signatures.

Sign and date



3/7/2022

Carole Dorham-Kelly, Ph.D.  
President & CEO  
Rubicon Programs



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

**RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2**

**MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

**FOR THE COUNTY OF**

**AMADOR**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

**Economic Development  
and Contract Education**

## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

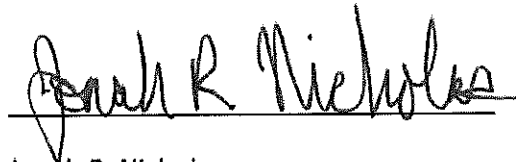
1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Motherlode Job Training hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Amador County once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide Motherlode Job Training a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. Motherlode Job Training will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and Motherlode Job Training indicate agreement with this MOU by their signatures.

Sign and date

 3/4/2022

David Thoeny  
Executive Director  
Mother Lode Job Training



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

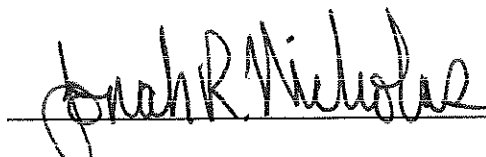
1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Victory Village (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Amador once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide Victory Village a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. Victory Village will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and Victory Village indicate agreement with this MOU by their signatures.

Sign and date



Victory Village



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

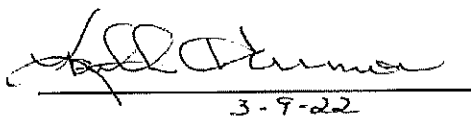
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and the Amador Community Foundation (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Amador once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide the Amador Community Foundation a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. Amador Community Foundation will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

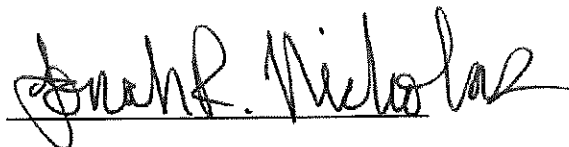
CLPCCD-EDCE and the Amador Community Foundation indicate agreement with this MOU by their signatures.

Sign and date



3-9-22

Kathleen Harmon  
Executive Director  
Amador Community Foundation



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

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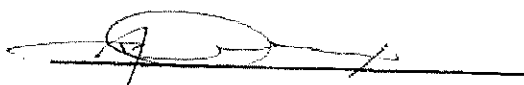
# MEMORANDUM OF UNDERSTANDING

## MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM


1. **Parties:** Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Top Cop (hereinafter referred to as "Partner").
2. **Purpose.** The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. **Term of MOU.** This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. **Responsibility of CLPCCD.** CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the Amador County once their application is received and deemed approved based on state mandated qualifications.
5. **Financial Understanding.** CLPCCD-EDCE will provide Top Cop a lump sum amount of \$1,000.00.
6. **Responsibility of the Partner.** Top Cop will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. **Effective Date and Signature.** This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and Top Cop indicate agreement with this MOU by their signatures.

Sign and date



Top Cop

03/10/22  3/10/22

Jonah R. Nicholas  
 Vice Chancellor, Business Services  
 Chabot-Las Positas Community College District

**RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2**

**MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

**FOR THE COUNTY OF**

**CONTRA COSTA**

**Missing signed(board approved) MOU  
for San Pablo EDC**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

**Economic Development  
and Contract Education**


## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

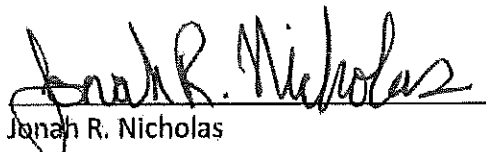
1. **Parties:** Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Rubicon Programs (hereinafter referred to as "Partner").
2. **Purpose.** The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. **Term of MOU.** This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. **Responsibility of CLPCCD.** CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Contra Costa once their application is received and deemed approved based on state mandated qualifications.
5. **Financial Understanding.** CLPCCD-EDCE will provide Rubicon Programs a lump sum amount of \$1,000.00.
6. **Responsibility of the Partner.** Rubicon Programs will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. **Effective Date and Signature.** This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and Rubicon Programs indicate agreement with this MOU by their signatures.

#### Sign and date

 3/7/2022

Carole Dorham-Kelly, Ph.D.  
President & CEO  
Rubicon Programs



Janah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

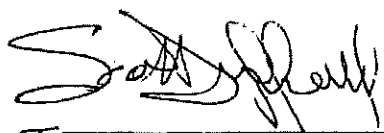
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and El Sobrante Chamber of Commerce (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Contra Costa once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide El Sobrante Chamber of Commerce a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. The El Sobrante Chamber of Commerce will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the El Sobrante Chamber of Commerce indicate agreement with this MOU by their signatures.

Sign and date

 3/9/2022

For:

El Sobrante Chamber of Commerce

 3/10/22

Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

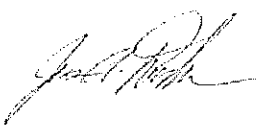
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

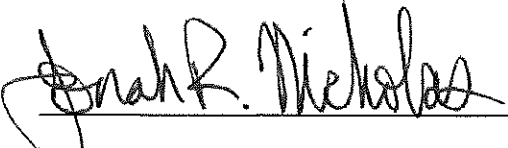
1. **Parties:** Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and the Richmond Community Foundation (hereinafter referred to as "Partner").
2. **Purpose.** The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. **Term of MOU.** This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. **Responsibility of CLPCCD.** CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of Contra Costa once their application is received and deemed approved based on state mandated qualifications.
5. **Financial Understanding.** CLPCCD-EDCE will provide the Richmond Community Foundation a lump sum amount of \$1,000.00.
6. **Responsibility of the Partner.** The Richmond Community Foundation will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. **Effective Date and Signature.** This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the Richmond Community Foundation indicate agreement with this MOU by their signatures.

Sign and date

  
\_\_\_\_\_  
March 9, 2022

Jim Becker  
President and CEO

 3/10/22  
\_\_\_\_\_  
Jonah R. Nicholas

Jonah R. Nicholas  
Vice Chancellor, Business Services

**RESPONSE TO REQUEST FOR PROPOSALS – ROUND 2**

**MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

**FOR THE COUNTY OF  
EL DORADO**



**CHABOT  
LAS POSITAS**  
COMMUNITY COLLEGE DISTRICT

**Economic Development  
and Contract Education**

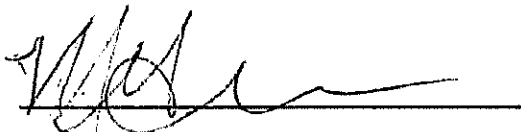
## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

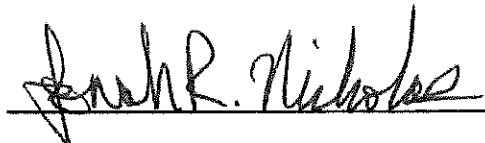
1. **Parties:** Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and Tahoe Chamber (hereinafter referred to as "Partner").
2. **Purpose.** The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. **Term of MOU.** This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. **Responsibility of CLPCCD.** CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the El Dorado County once their application is received and deemed approved based on state mandated qualifications.
5. **Financial Understanding.** CLPCCD-EDCE will provide Tahoe Chamber a lump sum amount of \$1,000.00.
6. **Responsibility of the Partner.** The Tahoe Chamber will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. **Effective Date and Signature.** This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the Tahoe Chamber indicate agreement with this MOU by their signatures.

Sign and date



Mike Glover, ACE  
Chief Executive Officer  
Tahoe Chamber



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District


## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM


1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and El Dorado Hills Chamber of Commerce (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of El Dorado once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide the El Dorado Hills Chamber of Commerce a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. The El Dorado Hills Chamber of Commerce will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the El Dorado Hills Chamber of Commerce indicate agreement with this MOU by their signatures.

Sign and date

  
3-4-22

Debbie Manning  
President-CEO  
El Dorado Hills Chamber of Commerce



Jonah R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District



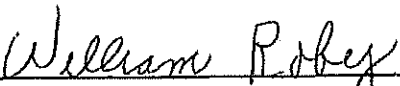
## MEMORANDUM OF UNDERSTANDING


### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and El Dorado Community Foundation (hereinafter referred to as "Partner").
2. Purpose. The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").
3. Term of MOU. This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.
4. Responsibility of CLPCCD. CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of El Dorado once their application is received and deemed approved based on state mandated qualifications.
5. Financial Understanding. CLPCCD-EDCE will provide the El Dorado Community Foundation a lump sum amount of \$1,000.00.
6. Responsibility of the Partner. The El Dorado Community Foundation will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.
7. Effective Date and Signature. This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the El Dorado Community Foundation indicate agreement with this MOU by their signatures.

Sign and date

  
\_\_\_\_\_  
William Roby 3-7-22  
Executive Director  
El Dorado Community Foundation

  
\_\_\_\_\_  
Jonathan R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

## MEMORANDUM OF UNDERSTANDING

### MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM

1. Parties: Chabot-Las Positas Community College District, Economic Development & Contract Education (hereinafter referred to as "CLPCCD-EDCE") and El Dorado County Chamber of Commerce (hereinafter referred to as "Partner").

2. Purpose: The purpose of this Memorandum of Understanding (hereinafter referred to as "MOU") is to establish the terms and conditions under which CLPCCD-EDCE will function in relation to the Microbusiness COVID-19 Grant as awarded to Counties by the California Office of the Small Business Advocate (hereinafter referred to as "OSBA").

3. Term of MOU: This MOU is effective upon the day and date last signed and shall remain in full force and effect until December 31, 2022.

4. Responsibility of CLPCCD: CLPCCD-EDCE will provide outreach and marketing, translation/interpretation, validation, verification and approval processes, disbursement, customer service, compliance and reporting. CLPCCD-EDCE will dispense grants in the amount of \$2,500, to qualified microbusinesses in the county of El Dorado once their application is received and deemed approved based on state mandated qualifications.

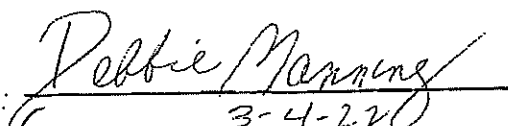
5. Financial Understanding: CLPCCD-EDCE will provide the El Dorado County Chamber of Commerce a lump sum amount of \$1,000.00.

6. Responsibility of the Partner: The El Dorado County Chamber of Commerce will provide outreach and marketing which includes, but not limited to, emailing members, social media & newsletters.

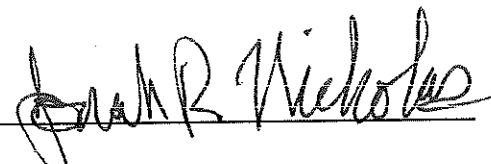
7. Effective Date and Signature: This MOU is not valid until signed and accepted by the CLPCCD Vice Chancellor, Business Services and the Partner.

CLPCCD-EDCE and the El Dorado County Chamber of Commerce indicate agreement with this MOU by their signatures.

#### Sign and date

  
3-4-20

Debbie Manning  
President-CEO  
El Dorado County Chamber of Commerce



Jonathan R. Nicholas  
Vice Chancellor, Business Services  
Chabot-Las Positas Community College District

## **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**  
**Chabot-Las Positas Community College District**  
**Fiscal Agent - Proposed Budget Summary**

<b>Description</b>	<b>Estimated Costs</b>	
Proposed Administrative Budget - Alameda County	\$	300,000.00
Proposed Administrative Budget - Amador County	\$	9,423.00
Proposed Administrative Budget - Contra Costa County	\$	290,898.00
Proposed Administrative Budget - El Dorado County	\$	49,251.00
Proposed Eligible Microbusiness Grants Budget - Alameda County	\$	1,788,218.13
Proposed Eligible Microbusiness Grants Budget - Amador County	\$	37,692.63
Proposed Eligible Microbusiness Grants Budget - Contra Costa County	\$	1,163,594.29
Proposed Eligible Microbusiness Grants Budget - El Dorado County	\$	197,012.85
<b>Total Proposed Budget</b>	<b>\$</b>	<b>3,836,089.90</b>

**CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

Chabot-Las Positas Community College District

Fiscal Agent - Proposed Budget Detail

COUNTY NAME - Alameda County

Total allocation

\$ 2,088,218.13

<b>Staff Implementation: Personnel Salaries + Benefits</b>	<b>Estimated Cost</b>
District Executive Director (10%)	\$ 6,431.00
Fiscal Agent & Economic Development Manager (50%)	\$ 19,563.00
County Liaison (100%)	\$ 17,414.00
Grants Coordinator (100%)	\$ 17,414.00
	\$ -
<b>Program Related Technology, Tools, Supplies &amp; Materials</b>	
Computer technology (2 laptops, software, etc)	\$ 8,165.00
IT Assistant (10%)	\$ 7,880.00
	\$ -
<b>Marketing &amp; Outreach Expenses</b>	
Marketing Director (25% of their time to create collateral)	\$ 13,888.00
Graphic artist (assist the Marketing Director with collateral)	\$ 10,759.00
Marketing partners (16 county partners @ \$1k each, 4 counties @ \$15k each)	\$ 19,000.00
Radio advertising (6 radio advertisements for a 30 day placement)	\$ 9,000.00
Newspaper advertising (25 newspaper adds)	\$ 11,609.00
Bus/bus stop/taxi/billboard advertising (8 billboards, 30 bus stop bench, 10 bus, 30 taxi)	\$ 33,549.00
Facebook/Instagram (4 - 75 day blasts)	\$ 9,799.00
Marketing - field partners (including travel) (4 - boots on the ground marketing)	\$ 28,000.00
Banners (30 printed)	\$ 5,000.00
Booth/Street Fair/County Fair expenses (4 county fairs, 20 street fairs)	\$ 9,430.00
Translator both written and verbal (translate collateral to Spanish, Chinese, Vietnamese)	\$ 4,744.00
Printed material (7500 - 2 sided colored collateral in multiple languages)	\$ 8,165.00
Postage (2,500 manila envelopes)	\$ 1,905.00
Reclassify excessive costs between counties	\$ 22,285.00
<b>Other/Contractual Expenses</b>	
12% Overhead (Federal indirect rate is 25%. We are discounting it for this project.	\$ 36,000.00
	\$ -
<b>County and/or nonprofit as fiscal agent</b>	
	\$ -
<b>Total Administrative Cost Request</b>	<b>\$ 300,000.0</b>
	Admin Cost does not exceed 20% or \$300,000
<b>Eligible Small Business Subgrants</b>	
Estimated # of Eligible Microbusinesses Served	715
Estimated Dollar Amount of Eligible Microbusiness Subgrants	\$ 1,788,218.13
<b>Total Proposed Budget</b>	<b>\$ 2,088,218.13</b>

**CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**  
**Chabot-Las Positas Community College District**  
**Fiscal Agent - Proposed Budget Detail**  
**COUNTY NAME - Amador County**  
**Total allocation**

\$ 47,115.63

<b>Staff Implementation: Personnel Salaries + Benefits</b>	<b>Estimated Cost</b>
District Executive Director (10%)	\$ 168.00
Fiscal Agent & Economic Development Manager (50%)	\$ 516.00
County Liaison (100%)	\$ 461.00
Grants Coordinator (100%)	\$ 461.00
	\$ -
<b>Program Related Technology, Tools, Supplies &amp; Materials</b>	
Computer technology (2 laptops, software, etc)	\$ 184.00
IT Assistant (10%)	\$ 178.00
	\$ -
<b>Marketing &amp; Outreach Expenses</b>	
Marketing Director (25% of their time to create collateral)	\$ 368.00
Graphic artist (assist the Marketing Director with collateral)	\$ 246.00
Marketing partners (16 county partners @ \$1k each, 4 counties @ \$15k each)	\$ 19,000.00
Radio advertising (6 radio advertisements for a 30 day placement)	\$ 2,000.00
Newspaper advertising (25 newspaper adds)	\$ 307.00
Bus/bus stop/taxi/billboard advertising (8 billboards, 30 bus stop bench, 10 bus, 30 taxi)	\$ 983.00
Facebook/Instagram (4 - 75 day blasts)	\$ 221.00
Marketing - field partners (including travel) (4 - boots on the ground marketing)	\$ 12,000.00
Banners (30 printed)	\$ 800.00
Booth/Street Fair/County Fair expenses (4 county fairs, 20 street fairs)	\$ 246.00
Translator both written and verbal (translate collateral to Spanish, Chinese, Vietnamese)	\$ 123.00
Printed material (7500 - 2 sided colored collateral in multiple languages)	\$ 184.00
Postage (2,500 manila envelopes)	\$ 43.00
Reclassify excessive costs between counties	\$ (30,196.00)
<b>Other/Contractual Expenses</b>	
12% Overhead (Federal indirect rate is 25%. We are discounting it for this project.	\$ 1,130.00
	\$ -
<b>County and/or nonprofit as fiscal agent</b>	
	\$ -
<b>Total Administrative Cost Request</b>	<b>\$ 9,423.0</b>
	Admin Cost does not exceed 20% or \$300,000

<b>Eligible Small Business Subgrants</b>	
Estimated # of Eligible Microbusinesses Served	15
Estimated Dollar Amount of Eligible Microbusiness Subgrants	\$ 37,692.63

<b>Total Proposed Budget</b>	<b>\$ 47,115.6</b>
------------------------------	--------------------

**CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**

Chabot-Las Positas Community College District

Fiscal Agent - Proposed Budget Detail

COUNTY NAME - Contra Costa County

Total allocation

\$ 1,454,492.29

<b>Staff Implementation: Personnel Salaries + Benefits</b>	<b>Estimated Cost</b>
District Executive Director (10%)	\$ 6,431.00
Fiscal Agent & Economic Development Manager (50%)	\$ 19,563.00
County Liaison (100%)	\$ 17,414.00
Grants Coordinator (100%)	\$ 17,414.00
	\$ -
<b>Program Related Technology, Tools, Supplies &amp; Materials</b>	
Computer technology (2 laptops, software, etc)	\$ 5,687.00
IT Assistant (10%)	\$ 5,488.00
	\$ -
<b>Marketing &amp; Outreach Expenses</b>	
Marketing Director (25% of their time to create collateral)	\$ 13,888.00
Graphic artist (assist the Marketing Director with collateral)	\$ 10,659.00
Marketing partners (16 county partners @ \$1k each, 4 counties @ \$15k each)	\$ 19,000.00
Radio advertising (6 radio advertisements for a 30 day placement)	\$ 9,000.00
Newspaper advertising (25 newspaper adds)	\$ 11,609.00
Bus/bus stop/taxi/billboard advertising (8 billboards, 30 bus stop bench, 10 bus, 30 taxi)	\$ 33,549.00
Facebook/Instagram (4 - 75 day blasts)	\$ 9,799.00
Marketing - field partners (including travel) (4 - boots on the ground marketing)	\$ 28,000.00
Banners (30 printed)	\$ 5,000.00
Booth/Street Fair/County Fair expenses (4 county fairs, 20 street fairs)	\$ 9,430.00
Translator both written and verbal (translate collateral to Spanish, Chinese, Vietnamese)	\$ 4,760.00
Printed material (7500 - 2 sided colored collateral in multiple languages)	\$ 5,687.00
Postage (2,500 manila envelopes)	\$ 1,328.00
Reclassify excessive costs between counties	\$ 22,284.00
<b>Other/Contractual Expenses</b>	
12% Overhead (Federal indirect rate is 25%. We are discounting it for this project.	\$ 34,908.00
	\$ -
<b>County and/or nonprofit as fiscal agent</b>	
<i>example: 5% allocation to Placer County to administer funds for Nevada County</i>	\$ -
<b>Total Administrative Cost Request</b>	\$ <b>290,898.0</b>
	Admin Cost does not exceed 20% or \$300,000
<b>Eligible Small Business Subgrants</b>	
Estimated # of Eligible Microbusinesses Served	\$ 465.44
Estimated Dollar Amount of Eligible Microbusiness Subgrants	\$ 1,163,594.29
<b>Total Proposed Budget</b>	\$ <b>1,454,492.3</b>

**CALIFORNIA MICROBUSINESS COVID-19 RELIEF GRANT PROGRAM**  
**Chabot-Las Positas Community College District**  
**Fiscal Agent - Proposed Budget Detail**  
**COUNTY NAME - El Dorado County**  
**Total allocation**

\$ 246,263.85

<b>Staff Implementation: Personnel Salaries + Benefits</b>	<b>Estimated Cost</b>	
District Executive Director (10%)	\$	620.00
Fiscal Agent & Economic Development Manager (50%)	\$	2,358.00
County Liaison (100%)	\$	2,211.00
Grants Coordinator (100%)	\$	2,211.00
	\$	-
<b>Program Related Technology, Tools, Supplies &amp; Materials</b>		
Computer technology (2 laptops, software, etc)	\$	963.00
IT Assistant (10%)	\$	930.00
	\$	-
<b>Marketing &amp; Outreach Expenses</b>		
Marketing Director (25% of their time to create collateral)	\$	1,926.00
Graphic artist (assist the Marketing Director with collateral)	\$	1,284.00
Marketing partners (16 county partners @ \$1k each, 4 counties @ \$15k each)	\$	19,000.00
Radio advertising (6 radio advertisements for a 30 day placement)	\$	2,000.00
Newspaper advertising (25 newspaper adds)	\$	1,605.00
Bus/bus stop/taxi/billboard advertising (8 billboards, 30 bus stop bench, 10 bus, 30 taxi)	\$	5,136.00
Facebook/Instagram (4 - 75 day blasts)	\$	1,156.00
Marketing - field partners (including travel) (4 - boots on the ground marketing)	\$	12,000.00
Banners (30 printed)	\$	1,200.00
Booth/Street Fair/County Fair expenses (4 county fairs, 20 street fairs)	\$	1,284.00
Translator both written and verbal (translate collateral to Spanish, Chinese, Vietnamese)	\$	642.00
Printed material (7500 - 2 sided colored collateral in multiple languages)	\$	963.00
Postage (2,500 manila envelopes)	\$	225.00
Reclassify excessive costs between counties	\$	(14,373.00)
<b>Other/Contractual Expenses</b>		
12% Overhead (Federal indirect rate is 25%. We are discounting it for this project.)	\$	5,910.00
	\$	-
<b>County and/or nonprofit as fiscal agent</b>		
	\$	-
<b>Total Administrative Cost Request</b>	\$	<b>49,251.0</b>
Admin Cost does not exceed 20% or \$300,000		

<b>Eligible Small Business Subgrants</b>		
Estimated # of Eligible Microbusinesses Served	\$	78.81
Estimated Dollar Amount of Eligible Microbusiness Subgrants	\$	197,012.85

<b>Total Proposed Budget</b>	\$	<b>246,263.9</b>
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## **Exhibit E – Letter of Designation**

# ALAMEDA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

The following action was taken by the Alameda County Board of Supervisors on 03/08/2022

Approved as Recommended  Other

Unanimous  Brown:  Haubert:  Miley:  Valle:  Carson:  -   
Vote Key: N=No; A=Abstain; X=Excused

Documents accompanying this matter:

Documents to be signed by Agency/Purchasing Agent:

File No. 30748  
Item No. 17

Copies sent to:  
Melanie Atendido

Special Notes:



I certify that the foregoing is a correct copy of a Minute Order adopted by the Board of Supervisors, Alameda County, State of California.

ATTEST:  
Clerk of the Board  
Board of Supervisors

By: Rhonda Bailey  
Deputy

**C O U N T Y   A D M I N I S T R A T O R**

**SUSAN S. MURANISHI**  
COUNTY ADMINISTRATOR

Approved 3/8/22 by Board of Supervisors  
Signed copy to be received by 3/20/22

February 16, 2022

Honorable Board of Supervisors  
County Administration Building  
1221 Oak Street  
Oakland, CA 94612

**SUBJECT: APPROVE SUPPORT AND DESIGNATION FOR CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT, ECONOMIC DEVELOPMENT DEPARTMENT TO APPLY FOR A GRANT FROM THE CALIFORNIA OFFICE OF THE SMALL BUSINESS ADVOCATE TO SERVE AS THE GRANTMAKING ENTITY FOR MICROBUSINESSES IN ALAMEDA COUNTY**

Dear Board Members:

**RECOMMENDATIONS:**

- A. Approve the request for support and designation that the Chabot-Las Positas Community College District apply for a grant from the California Governor's Office of Business and Economic Development (GO-Biz), Office of the Small Business Advocate (CalOSBA) to disperse up to \$2,088,218.13 in funds allocated by to Alameda County by the State of California; and
- B. Authorize the County Administrator, or designee, to sign a letter of support and provide an executed copy to the Clerk of the Board for filing.

**DISCUSSION/SUMMARY:**

The California Microbusiness COVID-19 Relief Grant Program (MBCRG) is a program administered by the California Office of the Small Business Advocate (CalOSBA) and was created in 2021 to assist qualified microbusinesses that have been significantly impacted by the COVID-19 pandemic in California. The MBCRG provides competitive micro grants of \$2,500 to eligible microbusinesses impacted by COVID-19 and the related health and safety restrictions. Amounts available for each County are based on population as determined from the latest population estimates from the California Department of Finance, with a total of \$2,088,218.13 designated for Alameda County. In order to access these funds, an application must be submitted to CalOSBA in response to a Request for Proposals (RFP) process that was set up by GO-Biz when the program was created.

Under the RFP, the program will establish one designated grantmaking entity for each county that applies for these funds. Eligible grantmaking entities must be able to receive State funds and either be an agency/unit/department of a California county government or be an eligible nonprofit or a consortium

of nonprofits. Applicants from either of the latter two categories (eligible nonprofits and consortia of nonprofits) are required to obtain a letter of designation from the county where they propose to operate the MBCRG.

After careful review of this solicitation by County of Alameda staff, it was determined that there was not an existing county agency or department that had the capacity, expertise, reach, and resources to effectively implement this program. However, the Chabot-Las Positas Community College District's (CLPCCD) Economic Development and Contract Education Department (EDCE) offered to apply to run the MBCRG program in Alameda County. EDCE has been serving as a Fiscal Agent since 2012 and has managed approximately \$250M in fiscal agreements annually focused on education, child welfare, community outreach and diversity. The deep expertise of EDCE will be necessary for the MBCRG program to be successfully implemented, as it has a number of criteria and guidelines.

The MBCRG serves businesses that had less than fifty thousand dollars (\$50,000) in gross revenues in the 2019 taxable year, are currently active or have a clear plan to reopen and have fewer than five full-time equivalent employees. The program has an emphasis on 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. All grants awarded to eligible microbusinesses under this program will be in the amount of \$2,500.

Infrastructure will be in place to market across all socio-economic groups in Alameda County with the intent of total grant dollars being disbursed to the microbusinesses. The EDCE department will market, vet recipients, disburse grants and provide reporting to the State and Alameda County, Chief Administration Officer as required.

This support and designation have a term starting no later than May 1, 2022 with all funds being disbursed by November 30, 2022. Any unused money will be returned to the State by December 30, 2022.

#### **FINANCING:**

If CLPCCD's application to operate the MBCRG Program in Alameda County is approved by CalOSBA, this project will be 100% funded by the State of California. No additional appropriations are required and there will be no increase in net County cost as a result of your approval.

#### **VISION 2026 GOAL:**

Support to mitigate economic disruptions as a result of the COVID-19 pandemic for industry sectors in Alameda County aligns with our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,



Susan S. Muranishi  
County Administrator



**AMADOR COUNTY  
ADMINISTRATION OFFICE**

County Administration Center  
810 Court Street • Jackson, CA 95642-9534  
Telephone: (209) 223-6470  
Facsimile: (209) 257-0619  
Website: [www.co.amador.ca.us](http://www.co.amador.ca.us)

February 16, 2022

Office of the Small Business Advocate  
Governor's Office of Business and Economic Development  
1325 J Street, Suite 1800  
Sacramento, CA 95814

Re: Amador County Microbusiness COVID-19 Relief Grant

To whom it may concern,

Amador County submits this letter in support of Chabot-Las Positas Community College District to act on our behalf for the Microbusiness COVID-19 Relief Grant Program.

This designation of approval for Chabot-Las Positas Community College District will be to provide \$2,500 grants to eligible microbusinesses impacted by COVID-19 and related health and safety restrictions in Amador County.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Iley".

Chuck Iley  
Amador County Administrative Officer

**Department of  
Conservation and  
Development**

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

**Contra  
Costa  
County**



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

**Amalia Cunningham**  
Assistant Deputy Director

March 8, 2022

Office of the Small Business Advocate  
Governor's Office of Business and Economic Development  
1325 J Street, Suite 1800  
Sacramento, CA 95814

Re: Contra Costa County Microbusiness COVID-19 Relief Grant

Dear Cal-OSBA:

As authorized by the Board of Supervisors on March 8, 2022, Contra Costa County submits this letter in support of Chabot-Las Positas Community College District to act on our behalf for the Microbusiness COVID-19 Relief Grant Program.

This designation of approval for Chabot-Las Positas Community College District will be to provide \$2,500 grants to eligible microbusinesses impacted by COVID-19 and related health and safety restrictions in Contra Costa County. Please contact Assistant Deputy Director Amalia Cunningham at 925-655-2881 with any questions about this designation.

Sincerely,

A handwritten signature in black ink, appearing to read "John Kopchik", is written over a faint, larger version of the same signature.

**John Kopchik**  
Director, Department of Conservation and Development



# *The County of El Dorado*

## *Chief Administrative Office*

330 Fair Lane  
Placerville, CA 95667-4197

*Don Ashton, MPA  
Chief Administrative Officer*

*Phone (530) 621-5530  
Fax (530) 387-2253*

February 16, 2022

Office of the Small Business Advocate  
Governor's Office of Business and Economic Development  
1325 J Street, Suite 1800  
Sacramento, CA 95814

To Whom It May Concern:

The County of El Dorado submits this letter in support of Chabot-Las Positas Community College District to act on our behalf for the Microbusiness COVID-19 Relief Grant Program.

This designation of approval for Chabot-Las Positas Community College District will be to provide \$2,500 grants to eligible microbusinesses impacted by COVID-19 and related health and safety restrictions in the County of El Dorado.

Sincerely,

A handwritten signature in black ink, appearing to read "Don Ashton".

Don Ashton, MPA  
Chief Administrative Officer

## 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 26<sup>th</sup>, 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](http://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		0.1%	\$ 37,411.91

	29,679		
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
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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 for Round 1**

- 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 <sup>th</sup> , 2022 by 3:00 PM PST	RFP Round 1 application period opens only for County Governments
Wednesday, February 9 <sup>th</sup> by 12:00 PM PST	Deadline to submit questions to <a href="mailto:osba@gobiz.ca.gov">osba@gobiz.ca.gov</a> to be included in initial Q&A
Friday, February 11 <sup>th</sup> 2022 by 5:00pm PST	Answers to questions posted on <a href="http://calosba.ca.gov">calosba.ca.gov</a>
Friday, February 11 2022 at 10am	Webinar for interested applicants (County or eligible nonprofit ONLY) <b><u>Register HERE</u></b>
Wednesday, February 9 <sup>th</sup> by 3:00pm	Letter of Interest due to <a href="mailto:osba@gobiz.ca.gov">osba@gobiz.ca.gov</a> copying Program Manager currently <a href="mailto:jean.coleman@gobiz.ca.gov">jean.coleman@gobiz.ca.gov</a> (Optional but strongly recommended)
Thursday, March 10, 2022 by 5:00pm PST	RFP application period closes – all submissions must be received via email at <a href="mailto:osba@gobiz.ca.gov">osba@gobiz.ca.gov</a>

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 <sup>st</sup> , 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](mailto:osba@gobiz.ca.gov)

All questions regarding this Announcement shall only be submitted in writing (e-mail only) to [osba@gobiz.ca.gov](mailto:osba@gobiz.ca.gov) no later than Wednesday, February 9<sup>th</sup> 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](http://calosba.ca.gov) website no later than Friday, February 11<sup>th</sup> 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](mailto: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 9<sup>th</sup>. (Optional but strongly recommended, email to [sbtaep@gobiz.ca.gov](mailto:sbtaep@gobiz.ca.gov) copying [jean.coleman@gobiz.com](mailto: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](mailto:osba@gobiz.ca.gov) copying Program Manager currently Jean Coleman [jean.coleman@gobiz.ca.gov](mailto: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

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

\_\_\_\_\_  
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)
5. Organization Chart (Including partner roles) saved and submitted as .PDF – [download example HERE](#)
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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.

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- 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:**

- e. 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.
  - 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.
  - h. 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.
7. 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
  8. 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>
  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

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END EXHIBIT F