



GRANT ANNOUNCEMENT

Diverse Business Assistance Grant Program

Issued: November 29, 2021

Applications Due:
2:00PM CDT, January 14, 2022

**Grant Announcement Revised:
Wednesday, December 22, 2021
to update Sections 1-4 and 6-7 to clarify eligibility, update
definitions and extend the application due date to
January 21, 2022.**

Program Website:
[http://www.doa.wi.gov/pages/DiverseBusinessAssistance
.aspx](http://www.doa.wi.gov/pages/DiverseBusinessAssistance.aspx)

Diverse Business Assistance Grant Program

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ATTACHMENTS	
	GRANT APPLICATION (on-line)
APPENDIX A	IRS Form W-9 (required)
APPENDIX B	DOA-3027 Designation of Confidential and Proprietary Information (optional)

1.0 GENERAL INFORMATION

1.1 Introduction

The Diverse Business Assistance Grant Program (Program) provides funding to assist chambers and non-profit organizations providing assistance to small businesses owned by individuals that have experienced barriers to capital, a group of business owners that has been disproportionately impacted by the COVID-19 pandemic. The State as represented by the Department of Administration (DOA), Division of Enterprise Operations (DEO) intends to use the results of this Grant Announcement to establish one or more grant agreements. DOA intends to award up to \$37.5 million in grants through this Announcement. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021.

1.2 Granting Agency

This Grant Announcement is issued by DOA which is the sole point of contact for the State of Wisconsin during the selection process. All communications to DOA should be directed to the email address below:

Email: DiverseBusinessAssistance@wisconsin.gov

The agreement(s) resulting from this Grant Announcement will be administered by DOA.

1.3 Definitions

Applicant	The legal entity that will enter into a Grant Agreement with the Department in the event of an award.
Diverse Business Assistance Organization	A chamber or non-profit organization operating in a specific geographic region that supports business development needs for Diverse Businesses.
Diverse Business	Businesses owned by individuals from communities that have in the past been denied access to capital or underbanked.
Department	Department of Administration.
State	State of Wisconsin

1.4 Clarifications and/or Revisions to the Grant Announcement

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this Grant Announcement, the applicant should notify the department of such error at DiverseBusinessAssistance@wisconsin.gov and request modification or clarification of the Grant Announcement. If it becomes necessary to provide additional clarifying data or information, or to revise any part of this Grant Announcement, revisions/amendments and/or supplements will be posted to the Program website.

DOA may accept questions during a scheduled webinar presentation or by email to: DiverseBusinessAssistance@wisconsin.gov.

Questions posed to the program will be published in a question-and-answer document on the Program website only after DOA has had the opportunity to formulate response(s). All applicants are encouraged to check the Program website on a regular basis for posted questions and answers.

Each application shall stipulate that it is predicated upon the requirements, terms and conditions of this Grant Announcement and any supplements or revisions thereof.

1.5 Reasonable Accommodations

DOA will provide reasonable accommodations, including the provision of informational material in an alternate format, for qualified individuals with disabilities upon request. Any applicant in need of reasonable accommodations should contact the program via email at DiverseBusinessAssistance@wisconsin.gov.

1.6 Calendar of Events

Listed below are specific and estimated dates/times of actions related to this Grant Announcement. The actions with specific dates must be completed as indicated unless otherwise changed by the State. If the State finds it necessary to change any of these dates and/or times, it will do so by issuing an amendment(s) to this Grant Announcement. There may or may not be formal notification issued for changes to target dates and times.

EVENT	DUE DATE
Eligible Expense Incurred Period	March 3, 2021 through December 31, 2024
Grant Announcement Issue Date	November 29, 2021
Application Open	November 29, 2021
Webinar	December 9, 2021 (tentative)
Questions Due	December 13, 2021 at 2:00 PM CDT
Applications Due	January 21, 2022 at 2:00 PM CDT
Notification of Award Issue Date	February 2022 (estimate)
Grant Agreement Execution	February 2022 (estimate)
Annual Reports	See section 1.8

1.7 Grant Agreement Term

The Grant Agreement shall be effective on the execution date and shall be in force until all eligible activities are completed and all required documents are submitted to DOA. Expenses must be incurred between March 3, 2021, and December 31, 2024.

1.8 Annual Reports Required

Grantees shall submit annual reports to DOA summarizing the use of funds and describing the impact on the grantee. DOA shall supply a final report document for completion by grantees and prescribe the dates upon which the annual reports are due.

2.0 PREPARING AND SUBMITTING AN APPLICATION

2.1 General Instructions

The evaluation and selection of a grantee(s) and the grant agreement will be based on the information submitted in the grantee's application. Failure to respond to each of the requirements in the Grant Announcement may be the basis for rejecting an application. Elaborate applications (e.g., expensive artwork), beyond that sufficient to present a complete and effective application are not necessary or desired.

2.2 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants in replying to this Grant Announcement.

2.3 Submitting the Application

Applicants must submit one (1) electronic copy of all materials no later than **January 21,**

2022, at 2:00 PM CDT through the on-line application located on the DOA's website at <https://doa.wi.gov/Pages/DiverseBusinessAssistance.aspx>

Applicants may opt to receive confirmation that the application has been submitted via the application instructions. The program will not provide confirmation of completeness of applications. Applicants are responsible to ensure the application is completed in its entirety before submitting the application.

DOA **will not** accept applications by email, mail, hand delivery or facsimile machine (fax).

2.4 Application Organization and Format

All applications shall adhere to the form, format and organization of the application. The application contains the following sections. All sections are required. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

Section 1	Applicant Information
Section 2	Narrative
Section 3	Budget
Section 4	Attestations and Required Signature
Attachments	IRS W-9 (required), DOA-3027 (optional)

2.5 Multiple Applications

Multiple applications from an applicant are not allowed.

2.6 Oral Presentations

Applicants may be required to participate in interviews to support and clarify their applications, if requested by DOA. DOA will make every reasonable attempt to schedule each presentation at a time that is agreeable to the applicant. Failure of an applicant to interview on the date scheduled may result in rejection of the applicant's application.

2.7 Withdrawal of Applications

Applications shall be irrevocable until grant agreement award unless the application is withdrawn. Applicants may withdraw an application at any time by submitting a request via email from an authorized representative of the applicant to the program email DiverseBusinessAssistance@wisconsin.gov. If a previously submitted application is withdrawn prior to the application submission due date and time, the applicant may submit another application on or before the Grant Application submission due date and time.

3.0 APPLICATION SELECTION AND AWARD PROCESS

3.1 Preliminary Evaluation

Applications will be reviewed initially to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in rejection of the application. DOA reserves the right to evaluate and select application(s) which most closely meet the requirements specified in this Grant Application as allowed by law.

3.2 Application Evaluation

Accepted applications will be reviewed by an evaluation committee ("Committee"), consisting of members who have been selected because of their professional expertise and knowledge of the topic(s) that are the subject of this Grant Application.

Applicants may **not** contact members of the Committee except at the DOA's specific direction.

The Committee will review all accepted applications against the criteria stated in Section 3.3 and 4.0. Additional review of applicant responses to the Narrative questions in 6.0 shall determine eligibility for awards.

3.3 Evaluation Criteria

Applicants will be evaluated on their experience delivering culturally competent services and technical assistance to Diverse Businesses. Applicants shall provide details on how they plan to work with Diverse Business owners to increase equity and eliminate disparities. Applicant responses to the narrative questions will be used to help determine awards in this program.

3.4 Right to Reject Applications and Negotiate Grant Agreement Terms

DOA reserves the right to reject any and all applications. DOA reserves the right to negotiate the terms of the grant agreement(s) that result from this Grant Application, including the award amount, with the selected applicant prior to entering into a grant agreement.

3.4 Award Amounts

DOA reserves the right to negotiate, limit, or amend awards in accordance with objectives of the program and available funding.

3.5 Method of Award

DOA will determine final evaluations for each application (see section 3.3). The State intends to award multiple grant agreements. Awards will be based upon DOA's determination of the most qualified and responsive application(s). Applications will be rated on responses to the following questions:

1. Please describe the mission of the applicant organization and how it specifically relates to providing technical assistance and other services to Diverse Businesses (5 Points).
2. Describe the organization's experience implementing culturally competent services and programs to Diverse Businesses. Note that having individuals in organizational leadership roles who are representative of the communities they seek to serve will be an important aspect of evaluating an applicant's capacity to provide culturally competent services (5 Points).
3. Provide a detailed narrative of services and/or programming to be provided to Diverse Businesses using grant funds during the grant period and how the services and/or programming will increase equity and eliminate disparities (5 Points).
4. Describe the intended community of current or potential Diverse Business owners for the activities, along with a description of the existing barriers experienced by such individuals and how these barriers will be addressed by the services and/or programming provided (5 Points).
5. Detail how will this funding be used to create long-term contributions for the advancement of Diverse Businesses, leverage additional funding for these business owners, and how the organization will create and/or grow partnerships with key stakeholders such as CDFIs and traditional lenders (5 Points).

3.6 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the DOA's award of one or more grant agreements that result from this Grant Application.

After a Notice of Award is made, copies of the accepted applications, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), may be made available for public inspection in accordance with applicable Wisconsin law.

4.0 ELIGIBILITY REQUIREMENTS

This section is NOT scored.

DOA provides guidelines for eligibility below. DOA shall interpret eligibility criteria to align with program objectives and American Rescue Plan Act requirements. Eligibility determinations by DOA are final.

4.1 Eligible Applicant

Eligible organizations shall meet all of the following requirements:

1. Diverse Business Assistance Organization as defined in Section 1.3.
2. If required, be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”
3. Have experience providing culturally competent technical assistance services to Diverse Businesses.
4. In operation since at least January 1, 2020.
5. The applicant conducts operations and has an administrative presence in Wisconsin.

4.2 Ineligible Applicants

1. For-profit organizations
2. Individuals
3. Lobbying organizations as defined by the IRS
4. Political organizations subject to tax under IRC section 527 such as political parties; campaign committees for candidates for federal, state or local office; and political action committees
5. Federal, state and local government agencies
6. Public, private, Tribal, or 501(c)(3) accredited institutions of higher education
7. Federally recognized Native American Tribal governments
8. Other organizations which are not explicitly eligible as defined in section 4.1 as determined by the Department

5.0 APPLICANT INFORMATION

Complete **Section 1: Applicant Information**

The purpose of this section is to provide DOA with **organization and contact information for the applicant.**

6.0 NARRATIVE

This section is scored and worth 25 points.

Complete Section 2: Narrative

The purpose of this section is to provide the State with a basis for determining an applicant's specific qualifications to conduct this work and advance the goals of the grant. Be specific when answering the following questions. Applicants shall provide a thorough and concise response detailing how the organization intends to use the funds.

Applicants will be required to submit an application detailing how the organization intends to use the funds. Upon completion of award activities, organizations will be required to submit annual reports detailing how the grant funding was utilized consistent with the grant agreement.

Applicants shall provide narrative responses detailing the following:

1. Please describe the mission of the applicant organization and how it specifically relates to providing technical assistance and other services to Diverse Businesses (5 Points).
2. Describe the organization's experience implementing culturally competent services and programs to Diverse Businesses. Note that having individuals in organizational leadership roles who are representative of the communities they seek to serve will be an important aspect of evaluating an applicant's capacity to provide culturally competent services (5 Points).
3. Provide a detailed narrative of services and/or programming to be provided to Diverse Businesses using grant funds during the grant period and how the services and/or programming will increase equity and eliminate disparities (5 Points).
4. Describe the intended community of current or potential Diverse Business owners for the activities, along with a description of the existing barriers experienced by such individuals and how these barriers will be addressed by the services and/or programming provided (5 Points).
5. Detail how will this funding be used to create long-term contributions for the advancement of Diverse Businesses, leverage additional funding for these business owners, and how the organization will create and/or grow partnerships with key stakeholders such as CDFIs and traditional lenders (5 Points).

7.0 BUDGET

This section is NOT scored.

Complete Section 3: Budget.

7.1 Eligible Use of Funds

All use of funds shall be compliant with applicable Department of Treasury guidance for the federal American Rescue Plan Act (ARPA) and Program provisions.

All eligible activities must be completed by December 31, 2024.

Examples of eligible uses of funds (not exhaustive):

- Personnel (salary/wages, fringe benefits)
- Provision of technical assistance services to start-up and existing Diverse Businesses
- Grant programs to assist Diverse Business start-ups and/or existing Diverse Businesses
- Travel for provision of services (excluding meals and in compliance with state and local restrictions)
- Supplies (office resources, community outreach materials)
- Contractual services costs (staffing, awareness campaigns)
- Marketing of the program, including expanded outreach activities

- Translation and production/printing services

7.2 Ineligible Uses

Funds may not be requested for expenses reimbursed from any other program. Additional ineligible uses include, but are not limited to, fees incurred submitting an application, taxes (except sales taxes on eligible expenses), funding advocacy or lobbying efforts and other uses ineligible under the American Rescue Plan Act of 2021.

8.0 ATTESTATIONS AND REQUIRED SIGNATURES

This section is NOT scored.

Complete Section 4. Attestations and Required Signature.

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Diverse Business Assistance Grant Announcement provisions, eligible applicants must certify compliance with all statements in the attestation.

9.0 SPECIAL GRANT AGREEMENT TERMS AND CONDITIONS

9.1 Recordkeeping

The organization has and will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act of 2021 provisions.

9.2 Order of Precedence

In the event of grant agreement award(s), the contents of the Grant Announcement (including all attachments), Grant Announcement addenda and revisions, and the application of the successful applicant(s), and additional terms agreed to in writing by DOA and the applicant(s) shall become part of the grant agreement. Failure of the successful applicant(s) to accept these as a contractual agreement may result in a cancellation of award. The following priority for grant agreement documents will be used if there are conflicts or disputes:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the resulting grant agreement.
4. The terms of the applicant's response as accepted by the State.
5. The terms of the Grant Application as amended.

9.3 Grant Agreement

A grant agreement between the grantee and DOA will cover the period of performance, payment requirements, document requirements, reporting requirements, and budget. Grant agreements cover a pre-determined period after the date DOA signs the contract. Applicants must agree to abide by applicable state and federal rules and regulations.

9.4 Public Disclosure

Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with

applicable Wisconsin law.

9.5 Compliance with the Federal American Rescue Plan Act

The organization is solely responsible for demonstrating that payments it receives under the Program meet the eligibility requirements set forth under this document, state law, federal law, and federal guidance. The organization will hold the Department of Administration and the State harmless for any audit disallowance related to the eligibility of costs or revenues, irrespective of whether the audit is ordered by federal or state agencies or by the courts and will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.

9.6 Miscellaneous

The State of Wisconsin reserves the right to audit any grantee. The organization will cooperate and provide any relevant information or records requested by the Department of Administration, any of its authorized representatives, the State of Wisconsin Legislative Audit Bureau, or the Department of the Treasury Office of Inspector General at any time relating to the expenses.

9.7 American Rescue Plan Act Funding

The Program utilizes federal funds provided under the American Rescue Plan Act of 2021. The Department of Administration provides the following information regarding the source of funds:

Federal Award Identification Number: N/A
Federal Award Date: N/A
CFDA #: 21.027 Coronavirus State and Local Fiscal Recovery Funds
Federal Awarding Agency: Department of the Treasury
Total Amount of the Federal Award: \$2,533,160,626.50
Amount of Federal Funds Obligated by this Award: Refer to Allocation Amount
Total Amount of Federal Funds Obligated: Refer to Allocation Amount
Research & Development: No
Indirect Cost Rate: N/A

9.8 Indemnity

By providing funds to the organization, the State assumes no liability for any acts or omissions of the organization or any of its officers, employees, contractors, or agents which are in any way related to the costs for which the organization seeks funding. The organization will indemnify and hold harmless the Department of Administration and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the organization, or of any of its contractors, in performing the activities for which the organization seeks funding.

9.9 Nondiscrimination

As required by Wis. Stat. § 16.765, the institution will not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01 (5), Wis. Stats., sexual orientation as defined in s. 111.32 (13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the institution will take affirmative action to ensure equal employment opportunities. The institution will post in conspicuous places, available for employees and

applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the State of Wisconsin's nondiscrimination law.

Pursuant to 2019 Wisconsin Executive Order 1, the institution will hire only on the basis of merit and will not (and did not) discriminate against any persons performing any work for which funding is sought on account of their military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.