

DIVERSE BUSINESS ASSISTANCE GRANT POST-AWARD WEBINAR

THURSDAY, AUGUST 11, 2022 | MICROSOFT TEAMS



WELCOME

- Program updates, guidance and next steps
- Your audio is muted
- Please enter questions or comments in the Q&A dialog box
- Q&A at end of webinar
- Recording and presentation will be made available on the Program website



DIVISION OF ENTERPRISE OPERATIONS GRANT ADMINISTRATION TEAM

Jana Steinmetz - Administrator

Richard Rydecki - Deputy Administrator

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Erin Smith - Grants Specialist-Advanced

Marti Goettelman – Grants Specialist-Advanced

Please address all communications to the program email:

DiverseBusinessAssistance@wisconsin.gov



PROGRAM SUMMARY – FUND SOURCE

- Source: Federal American Rescue Plan Act, State and Local Fiscal Recovery Funds (SLFRF)
- Administered by the Division of Enterprise Operations
- Over \$57.6 million in program funding as of 7/31/2022



PROGRAM SUMMARY - AWARDS

- Awards made on a competitive basis
- Grantee organization headquarters located in 7 communities in 5 counties
- Awards range from \$130,000 to \$5,000,000
- 24 awards to organizations providing services to small businesses in Wisconsin



ACTIVITY RECAP – THANK YOU!

- Contact Survey – Complete
- Contract Compliance/Affirmative Action Requirement - In-progress
- Subrecipient Survey – Complete/In-progress
- Financial Documentation Submittal – Complete/In-progress
- Grant Agreement and reporting form – In progress



PROGRAM SUMMARY – PERFORMANCE PERIOD

- Expenses must be incurred between March 3, 2021 and December 31, 2024
- Payments will be made directly to awardees
- Payments will be made following execution of Grant Agreements and submission and approval of a Semi-Annual Report and Payment Request form



GRANT AGREEMENT CHECKLIST

- Grant Agreements will be executed via DocuSign
- You do not need a DocuSign account to complete this step.
- Sections required for completion on the Grant Agreement:
 - Contact information
 - Attachment A – Scope of Work (narrative description and activities)
 - Attachment B – Budget (by cost category)
 - Attachment D – Source of Funds (Indirect cost rate, if applicable)
 - Attachment E – Method of Payment (remit-to address)



GRANT AGREEMENT (DOCUSIGN) DEMO

- The Grant Agreement will be sent to the Authorized Signatory's email
- Grantee name and award amount will be filled in
- You will be prompted to fill in additional information
- If need to assign to someone else as Authorized Signatory, click "Other Actions"
- Click "Finish" to ensure the document is submitted to DOA for signature and execution



GRANT AGREEMENT SECTIONS – SIGNATURE PAGE

Signature and Date (page 2)

- Authorized representative must sign and date
- Enter all required information
 - Name, Title, Date
 - Project ID (will be provided by the Program)
 - UEI



GRANT AGREEMENT SECTIONS – GRANT CONTACT

Article 4. Agreement Administration (pages 3-4)

- Complete all required fields
 - Name
 - Title
 - Email Address
 - Phone Number



GRANT AGREEMENT ATTACHMENT A

Attachment A – Scope of Work (page 13)

1. Scope of Work

- Provide a brief (5-6 sentences) but detailed description, drawn from application documents, of the major activities to be performed, including deliverables, the community served by the services/programming.

2. Timetable

- Provide the major project milestones and estimated dates of completion.

Examples:

- Hired Staff– September 2022
- Launched technical assistance program – December 2022
- Develop on-line portal – February 2023



GRANT AGREEMENT ATTACHMENT B

Attachment B – Budget (pages 14-17)

- Identify eligible expenses for which funding is requested
- Place expenses into appropriate cost categories
- Refer to pages 15-17 of the draft agreement for descriptions of the cost categories



BUDGET - ELIGIBLE EXPENSES

- All use of funds shall be compliant with applicable provisions of the federal American Rescue Plan Act, and Program terms and conditions.
- Expenses must have been included in the budget submitted in the application and must be compliant with federal regulations (2 C.F.R 200)



PROGRAM SUMMARY – ELIGIBLE EXPENSES

Reasonable expenses that are:

- Directly attributable and allocable to tasks necessary to perform the activities and provide the deliverable set forth in the Application and the Scope of Work;
- Permitted by 2 C.F.R Part 200 (Uniform Guidance); and
- Consistent with the intent and scope of the program



PROGRAM SUMMARY — ELIGIBLE EXPENSE EXAMPLES

- Personnel (salary/wages, fringe benefits)
- Supplies (office resources, community outreach materials)
- Contractual services costs (staffing, awareness campaigns)
- Marketing and outreach activities
- Translation services and production/printing services
- Grant programs to assist diverse businesses
- Technical assistance services to diverse businesses



PROGRAM SUMMARY — INELIGIBLE EXPENSES

- Costs incurred submitting an application
- Taxes (except sales taxes on eligible expenses)
- Work stipends or wage subsidies (except approved personnel expenses)
- Funding advocacy or lobbying efforts
- Capital purchases
- Other uses ineligible under the American Rescue Plan Act of 2021 or 2 C.F.R. Part 200 (Uniform Guidance).



GRANT AGREEMENT ATTACHMENT C

Attachment C – Semi-Annual Report and Payment Request Form (page 18)

- Identify eligible expenses for which funding is requested
- Place expenses into appropriate cost categories
- Refer to pages 15-17 of the draft agreement for descriptions of the cost categories



SEMI-ANNUAL REPORT AND PAYMENT REQUEST FORM (CONT.)

- Complete Section 1.
 - Complete all fields. Be sure to include the Project ID from the grant agreement
- Complete Section 2.
 - Column (1) Grant Amount. Enter amount by cost category as it appears on Attachment B – Budget of your Grant Agreement
 - Column (2) Payment Request. Enter the payment request by cost category
- Answer questions in Sections 3 - 5.
- Sign and date in Section 6.



SEMI-ANNUAL REPORT AND PAYMENT REQUEST FORM (CONT.)

- Forms may be submitted after the Grant Agreement is fully executed AND grantees have complied with any additional requirements (e.g. payment forms or affirmative action documentation).
- Grantees will initiate the process by following link to submit via DocuSign on the Program Website at <https://doa.wi.gov/pages/DiverseBusinessAssistance.aspx>



SEMI-ANNUAL REPORT AND PAYMENT REQUEST FORM (CONT.)

- Requests for payment may include a request for funds in advance of expenditures and/or reimbursement for past expenses. Grantees are strongly advised to carefully track when costs are incurred and when funds are requested for specific costs.
- Costs will be audited.
- For payments to be made *in advance*, payment requests must be received 30 days prior to the start of the period.



SEMI-ANNUAL REPORT AND PAYMENT REQUEST FORM (CONT.)

- Supporting documentation is not required, but the Program may request additional information to support reported costs
- Approving payment does not indicate that the Program is making determinations on eligibility of costs



GRANT AGREEMENT ATTACHMENT E

Attachment E – Method of Payment (page 21)

- Enter remit-to address in the event payment is made by mailed check

Note: Further communication will be provided regarding payment processing following execution of Grant Agreements



GRANT AGREEMENT ATTACHMENT F

Attachment F – Federal Compliance Requirements (pages 22-26)

- Carefully review
- Sign and date (page 26)



ADDITIONAL NOTES

- Grantee organizations are responsible for documenting expenses are eligible under the American Rescue Plan Act.
- Ineligible cost determinations made by State or Federal audits must be repaid to the State.
- Grantee organization must keep records of eligible costs for 5 years.



NEXT STEPS

- Program is completing due diligence, program fiscal set up, and capacity assessments.
- Grant Agreements will be routed via DocuSign for signature.
- Semi-annual Report and Payment Request Form will be made available on the program website after Grant Agreements are routed.
- Grant negotiations: Requesting deviation from the standard terms and conditions or changes to payment procedures will result in delayed agreement processing. Requests may be sent to the program email.



RESOURCES

Locations of further information

Program contact

DiverseBusinessAssistance@wisconsin.gov

Program website

<https://doa.wi.gov/Pages/DiverseBusinessAssistance.aspx>

Links to U.S. Treasury

Coronavirus State and Local Fiscal Recovery Funds [website](#)



Q & A Enter questions in the Q&A dialog box.

Q&A document will be published on the program website with additional questions and answers

CONTACT

DiverseBusinessAssistance@wisconsin.gov

