



GRANT ANNOUNCEMENT Diverse Business Investment Grant Program

Issued: November 29, 2021

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

**Grant Announcement Revised:
Wednesday, December 22, 2021
to update Sections 1-3 and 6-7 to ensure consistency
with the Diverse Business Assistance Program and
extend the application deadline to January 21, 2022.**

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

**Grant Announcement
Diverse Business Investment Grant Program**

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ATTACHMENTS	
	GRANT APPLICATION (online)
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 Investment Grant Program (Program) provides funding to Community Development Financial Institutions to support grants and forgivable loans to Diverse Businesses (as defined in 1.3), including those in qualified census tracts, underserved communities, or other areas disproportionately impacted by the COVID-19 pandemic. The purpose of this document is to provide Community Development Financial Institutions with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA) 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.

Email: DiverseBusinessInvestment@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.
Community Development Financial Institution	A community development financial institution or community development finance institution (CDFI) is a financial institution that provides credit and financial services to underserved markets and populations, primarily in the US. A CDFI may be a community development bank, a community development credit union, a community development loan fund, a community development venture capital fund, a microenterprise development loan fund, or a community development corporation. Applicants need to be federally certified https://www.cdfifund.gov/programs-training/certification/cdfi
Department	Department of Administration
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 who have been underbanked.
Qualified Census Tract	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% of the area median family income. Qualified Census Tract Table Generator HUD USER
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 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: DiverseBusinessInvestment@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 DiverseBusinessInvestment@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 DOA. If DOA 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
Questions Due	December 13, 2021 at 2:00 PM CST
Applications Due	January 21, 2022 at 2:00 PM CST
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

DOA 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, 2021 at 2:00 PM CST** through the online application located on the DOA's website at <http://www.doa.wi.gov/pages/DiverseBusinessInvestment.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. 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 DOA's specific direction.

The Committee will review all accepted applications against the criteria stated in Section 3.3. The Committee's scoring will be tabulated and applications will be ranked based on the numerical scores received.

3.3 Evaluation Criteria

1. Give examples of the specific services that the applicant intends to provide to Diverse Businesses through this grant (i.e., grant assistance programs). Please include specific targets and funding goals for grant programs that will be operated etc. (25 points).
2. Describe how the CDFI will partner with Diverse Business Assistance Organizations and other economic development and business groups to improve access to capital for micro/small Diverse Businesses, including those in qualified census tracts or underserved communities (25 points).
3. Describe how the organization will focus on providing lending to support micro/small businesses in effort to eliminate disparities and increase access to capital and technical assistance for Diverse Businesses (25 points).
4. The budget portion of the application is worth (25 points).

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

Grant amount shall not exceed \$5,000,000. The State 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 the highest scoring responsive and responsible application(s).

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 community-based organizations shall meet all of the following requirements:

1. Established Wisconsin Community Development Financial Institutions as defined in 1.3.
2. 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. In operation since at least January 1, 2019.
4. Have experience providing small/micro businesses with loans.
5. The applicant conducts operations and has an administrative presence in Wisconsin.

4.2 Ineligible Applicants

1. Individuals
2. Lobbying organizations as defined by the IRS
3. 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
4. Federal, state, and local government agencies
5. Public, private, Tribal, or 501(c)(3) accredited institutions of higher education
6. Federally recognized Native American Tribal governments
7. 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 the State with **organization and contact information for the applicant.**

6.0 NARRATIVE

Complete Section 2: Narrative (75 points)

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. Give examples of the specific services that the applicant intends to provide to Diverse Businesses through this grant (i.e., grant assistance or forgivable loan programs). Please include specific targets and funding goals for grant programs that will be operated etc. (25 points)
2. Describe how the CDFI will partner with Diverse Business Assistance Organizations and other economic development and business groups to improve access to capital for micro/small Diverse Businesses, including those in qualified census tracts or underserved communities (25 points).
3. Demonstrate the applicant's culturally competent experience working with micro/small Diverse Businesses to provide access to capital and technical assistance services, particularly in underserved communities (25 points).

7.0 BUDGET

This section is worth 25 points.

Applicants' budgets should clearly articulate the amount of funding which will be made available as grants to Diverse Businesses.

Complete Section 3: Budget.

7.1 Eligible Use of Funds

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

All eligible activities must be completed by December 31, 2024, including any forgivable loans which are made by applicants.

Examples of eligible uses of funds (not exhaustive):

- Personnel (salary/wages, fringe benefits) to support administration of grants and grant applicant/recipient financial literacy
- Grant making or forgivable loans to micro/small businesses in Wisconsin focusing on underserved communities
- Travel for provision of services (excluding meals and in compliance with state and local restrictions)
- Supplies (office resources, community outreach materials)
- Program administration at a maximum of 10%
- 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, capital purchases, capital leases, 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 Equitable Recovery 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.

9.10 Subawards

Subawards, transfer of funds to small or micro business for grantmaking or forgivable loans are permissible.