

Organization Name: _____

VSBFA SSBCI TA PROGRAM
APPLICATION

VSBFA

**Virginia Small Business
Financing Authority**

September 6, 2022

VIRGINIA SMALL BUSINESS FINANCING AUTHORITY
STATE SMALL BUSINESS CREDIT INITIATIVE- TECHNICAL ASSISTANCE
Please note that this document is not the VSBFA SSBCI TA Grant Program
Application. This document is intended to be used as a reference for planning
purposes.

OVERVIEW

On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021, which provides up to \$230,435,003 to fund State Small Business Credit Initiative (SSBCI) programs in Virginia. In addition, the United States Department of the Treasury will provide \$4,134,756 in technical assistance (TA) funding to Virginia for very small businesses (VSBs) and business enterprises owned and controlled by socially and economically disadvantaged individuals (SEDI-owned businesses) applying for SSBCI capital programs or other federal or jurisdiction programs that support small businesses. The Virginia Small Business Financing Authority (VSBFA) will subaward SSBCI TA funds to selected TA providers as state grants. To receive an award, eligible and interested TA Providers must design a TA project to address the Accounting, Legal, and/or Financial advisory needs of VSB and SEDI-owned businesses.

SECTION 1. INSTRUCTIONS

Guidelines: Interested applicants should review and create a TA project in accordance to the SSBCI Grant Guidelines at found <https://home.treasury.gov/system/files/136/SSBCI-Technical-Assistance-Guidelines-April-2022.pdf>.

Eligibility: Interested applicants must be a Virginia state agency or an entity of a Virginia state agency; a legal, accounting, or financial advisory nonprofit or for-profit entity that is also a SEDI-owned business.

Projected Award Amount: VSBFA anticipates up to 10 awards for up to \$1,000,000. The number and size of the awards are contingent upon responses

Performance Period: up to 5 years -- award recipients must maintain an active SAM registration for the duration of the performance period

Additional Information: <https://www.sbsd.virginia.gov/virginia-small-business-financing-authority/>

Point of Contact: Cheryl P. Bostick, SSBCI Grant Manager; cheryl.bostick@sbsd.virginia.gov

Deadline: a completed VSBFA SSBCI TA Grant Program application, signed by the authorized official must be submitted by 11:59 p.m. EST on Friday, September 23, 2022

Submittal: To receive, complete, and submit the application via DocuSign, you must contact the VSBFA SSBCI Grant Manager and provide the full name and email address of the person who is responsible for

- a. completing the application
- b. approving the application
- c. signing the application
- d. submitting the detailed budget justification spreadsheet via email (required)
- e. receiving a copy of the submitted application (optional)

Attachments: Assurances of Compliance with Civil Rights form and budget excel spreadsheet

SECTION 2. DEFINITIONS

The terms defined below are used in various parts of the application. These definitions supplement and interpret certain terms in the American Rescue Plan Act of 2021 (Public Law No. 117-2). Please take time to review these definitions and refer to this section as necessary to complete your application fully and accurately.

Business enterprise owned and controlled by socially and economically disadvantaged individuals) (SEDI-owned business) means a business enterprise that certifies that it is owned and controlled by individuals who have had their access to credit on reasonable terms diminished compared to others in comparable economic circumstances, due to (1) membership of a group that has been subjected to racial or ethnic prejudice or cultural bias within American society, (2) gender, (3) veteran status, (4) limited English proficiency, (5) disability, (6) long-term residence in an environment isolated from the mainstream of American society, (7) membership of a Federally or state recognized Indian Tribe, (8) long-term residence in a rural community, (9) residence in a U.S. territory, (10) residence in a community undergoing economic transitions (including communities impacted by the shift towards a net-zero economy or deindustrialization), or (11) membership of an underserved community. (Underserved communities are populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the definition of equity. Equity is consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.); a business enterprise that certifies that it is owned and controlled by individuals whose residences are in Community Development Financial Institution (CDFI) Investment Areas; a business enterprise that certifies that it will build, open, or operate a location in a CDFI Investment Area; or a business enterprise that certifies that it is located in a CDFI Investment Area.

Eligible beneficiary means any very small business (VSB) or SEDI-owned business that is applying for, preparing to apply for, or has previously applied for an SSBCI capital program or other federal or other jurisdiction small business program

TA provider means an entity that provides TA services to eligible beneficiaries

Very small business (VSB) means a business with fewer than 10 employees and includes independent contractors and sole proprietors

SECTION 3. APPLICANT INFORMATION

Please provide information for the organization that is applying for a VSBFA SSBCI TA Grant Program award.

Organization

Type: Street Address 1:

Name: Street Address 2:

UEI (Must be provided prior to award): City:

TIN/EIN: State:

Does the applicant have an active SAM.gov registration? Zip Code + 4:

Authorized Official

Please enter the information for the official who is authorized to sign and make decisions on behalf of the eligible recipient regarding this application (TA Authorized Official). This individual will be asked to authorize the application using a DocuSign electronic signature at the completion of this application.

First Name: Street Address 1:
Last Name: Street Address 2:
Title: City:
Email: State:
Phone: Zip Code + 4:

Financial Institution

Please provide information on the Financial institution and bank account to be used for electronic payments, if approved

Name: Zip Code +4:
Street Address 1: Phone:
Street Address 2: Routing Transit Number:
City: Account Number:
State: Is this account Checking or Savings?

Contacts

Please enter information for the primary and secondary contacts who will be notified regarding this application. These contacts will be contacted with any status updates for this application.

Primary First Name: Secondary First Name:
Primary Last Name: Secondary Last Name:
Primary Title: Secondary Title:
Primary Email: Secondary Email:
Primary Phone: Secondary Phone:

Do you permit Treasury and VSBFA to share your contact information?

Contractors

At this time, does the applicant know any details about their contractors?

If yes, then attach the list of contractors, contact information (name, address, email, phone number), and purpose (consultants,

SECTION 4. TECHNICAL ASSISTANCE PROJECT DESIGN

Describe the TA Project for which your organization will use a TA award. Include the following

1. Data-driven assessment of the needs of eligible beneficiaries in Virginia (Limit response to no more than 2 pages) Provide information and data that was used to design the TA project in a way that effectively addresses the SEDI-owned Businesses and VSB needs, particularly information and data on barriers to capital access. Information and data may include
 - a. information from organizations and businesses associated with eligible beneficiaries
 - b. historical records and research reports on the need for small business legal, accounting, and financial advisory services in the state/applicant's area
 - c. statistical data on local economic conditions such as unemployment or job-creation numbers
2. The organizational capacity and ability (Limit response to no more than 2 pages) Describe the organization's processes, sources, and tools used to
 - a. Procure goods and services
 - b. Manage the TA project and related contracts
 - c. Connection to relevant small business and targeted industries
 - d. Prioritization of SEDI-owned businesses as providers
3. The connection between the TA project and SSBCI or other program that supports small businesses (Limit response to no more than 2 pages) Describe how the project is connected to relevant small business programs. For example, where Virginia's SSBCI 2.0 capital programs are focused on VSBs and SEDI-owned businesses in targeted industries per region (see [GO Virginia initiative](#)), then the application should include information connecting the TA project to the needs of eligible beneficiaries in targeted industries per region.
4. The strategy and efforts to reach SEDI-owned businesses and VSBs (Limit response to no more than 2 pages)
 - a. Describe the strategy and efforts that will be used to reach eligible beneficiaries, such as regular internal organization meetings to assess TA project implementation and planned outreach efforts (e.g., publicity, email campaigns, neighborhood canvassing).
 - b. Demonstrate the capability to achieve economic benefits to SEDI-owned businesses and VSBs.
5. The program's goals and benchmarks (Limit response to no more than 1 page) Describe the performance goals and benchmarks for the TA project. The period of performance is up to 5 years. The performance measures must be tied to addressing the needs of eligible beneficiaries.
 - a. Explain the approach to addressing the needs of SEDI-owned businesses and VSB
 - b. Explain the output measures that will be used to measure performance and the benchmarks for all identified short-, medium-, or long-term goals. Examples of output measures may include the number of newly established business organizations or the number of successful small business program applications.
6. Period of Performance Provide a general timeline of events
7. Reporting Guidelines will be published at a later date

SECTION 5. BUDGET AND NARRATIVE JUSTIFICATION (see attachment)

Enter the requested amounts and narrative in the appropriate cells of the Excel workbook. The completed workbook should be uploaded and emailed to the VSBFA SSBCI Grant Manager at cheryl.bostick@sbsd.virginia.gov before the deadline.

The applicant must provide a budget narrative that identifies and explains how funds in each line item of the budget will be used to support the proposed TA projects. The budget narrative must provide

- a. specific justification for all budget categories that apply, including eligible direct cost categories (i.e., personnel, fringe benefits, travel, equipment, supplies, contractual, and other), eligible indirect costs, and program income
- b. an explanation of the necessity, allowability, reasonableness, and allocability of proposed costs

Eligible costs must be determined in accordance with 2 C.F.R. Part 200, Subpart E and the SSBCI TA Grant Program Guidelines and other SSBCI guidance. Each cost category should be treated consistently in like circumstances as direct or indirect costs, and eligible recipients must not double-count any costs as both direct and indirect costs. The narrative should not repeat information provided in the TA project design but should provide additional detail needed to understand the amounts allocated to each budget line item. Any resources and funding dedicated to the proposed projects from other funding sources must be clearly identified in the narrative.

SECTION 6. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS (see attachment)

If approved, TA Grant Program funding recipients must comply with legal requirements related to nondiscrimination and nondiscriminatory use of federal funds, where such laws are applicable to a recipient and any subrecipient or contracted entity operating SSBCI programs on the recipient's behalf. To confirm that you will comply with these legal requirements if approved for TA Grant Program funding, review, and have the TA Authorized Official sign the assurances of compliance with civil rights requirements form.

SECTION 7. CERTIFICATIONS

The Authorized Official must sign the application using a DocuSign electronic signature.

By electronically signing and submitting this application, the entities listed in this application and the identified Authorized Official certify under penalty of perjury that:

1. all the information provided in this application and in email and other forms of communication to Treasury about this application is true and correct;
2. the applicant has and shall retain documentation and records to support the information provided in this application;
3. the Authorized Official will distribute and notify all entities and organizations listed in this application of the status and documentation associated with this application, if applicable;
4. the applicant shall make supporting documents and records available upon request.

Authorized Official Name: _____

Signature: _____

Date: _____

After you click the button SUBMIT APPLICATION FOR AUTHORIZED SIGNATURE, an email will be sent to the Authorized Official with your completed application and a DocuSign link to electronically sign the application. Please ensure the email addresses provided in Section 4 are active and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil penalties (18 U.S.C. §§ 287, 1001; 31 U.S.C. §§ 3729, 3802). Treasury may refer any allegations of fraud, waste, or abuse in connection with SSBCI to the Treasury Inspector General.

Your application is not complete or official until VSBFA receives the electronically signed application. Please make sure your Authorized Official receives and responds to the email with the DocuSign electronic signature link.