OFFICE OF PERFORMANCE MANAGEMENT & OVERSIGHT
FISCAL 2013 ANNUAL REPORT GUIDANCE

The Office of Performance Management & Oversight (OPMO) measures the performance of all public and quasi-public entities engaged in economic development. All agencies are required to submit an Annual Report, which includes all of the following information and demonstrates progress made against the Annual Plan submitted for the same year.

Based on review of Performance to Plan, the Office of Performance Management and Oversight will annually re-evaluate the goals and measures established by the agencies. The Office will recommend changes to goals and measures as appropriate to align with the statewide economic development policy and plan.

The annual reports of each agency will be published on the official website of the Commonwealth, and be electronically submitted to the clerks of the Senate and House of Representatives, the Chairs of the House and Senate Committees on Ways and Means and the House and Senate Chairs of the Joint Committee on Economic Development and Emerging Technologies.

Filing Instructions:

The Fiscal Year 2013 report is due no later than **Friday, November 1, 2013**. An electronic copy of the report and attachments A & B should be e-mailed to Anne.Struthers@state.ma.us.

1) AGENCY INFORMATION	
Agency Name	Massachusetts Office of Business Development
Agency Head	**Michael Hunter**
Title	**Executive Director**
Website	**www.mass.gov/mobd**
Address	**10 Park Plaza, Suite 3730, Boston, MA 02116**

2) MISSION STATEMENT
Please include the Mission Statement for your organization below.
The mission of the Massachusetts Office of Business Development (MOBD) is to strengthen the

economy and increase job growth throughout Massachusetts by providing to businesses that are seeking to expand or locate in the Commonwealth a highly responsive, central point of contact that facilitates access to resources, expertise, and incentive programs available in the Commonwealth.

3) Performance on Goals and Objectives

Please provide details on the agency's progress and accomplishments for Fiscal Year 2013 as it relates to the Fiscal Year 2013 Plan submitted by your agency. This information should be included as **Attachment A and should include prior year perspective.** In addition to your Performance to Plan Report, Questions 5 through 10 provides guidance on the specific information required under Chapter 240 of the Acts of 2010.

4) Accounting

Please provide financial information for your agency. Below please give a summary of *Receipts and Expenditures* during the fiscal year, and include the *Assets and Liabilities* at the end of the fiscal year. Please include the most recent audited financial report for the agency as **Attachment B**.

	Amount
Receipts	**$1,691,162**
Expenditures	**$1,691,162**
Assets	**$0**
Liabilities	**$0**

5) Investments or Grants to Businesses or Individuals

Does your agency make **investments** and/or provide **grants** to businesses or individuals? **Yes** ☐ **No** ☒
If **Yes**, please provide detailed information on investments and/or grants made during FY13 in the **Performance on Goals and Objectives** section of this report. Information should include the number, nature and amounts of investments made and grants awarded by your agency along with job, investment and/or other economic development impact. Please list the name(s) of the investment and/or grant programs offered by your agency in the space provided below:

[Please enter the investment or grant details here.]

6) Debt or Equity Investment Details

Is your agency involved in **debt** or **equity investments** for businesses? **Yes** ☐ **No** ☒
If **Yes**, please provide detailed information on debt and/or equity investments made during FY13 in the **Performance on Goals and Objectives** section of this report along with job, investment and/or other

economic development impact. Please list the name(s) of the debit and/or equity investments programs offered by your agency in the space provided below:

[Please enter the debt or equity investment details here.]

7) Loan Details

Is your agency involved in **real estate loans**, **working capital loans**, or any **other type of loan** or **guarantee**? **Yes** ☐ **No** ☒

If **Yes**, please provide detailed information on loan(s) and/or guarantee(s) made during FY13 in the **Performance on Goals and Objectives** section of this report along with job, investment and/or other economic development impact. Please list the types of loan(s) and/or guarantee(s) offered by your agency in the space provided below:

[Please enter the loan details here.]

8) Other forms of Financing or Financial Assistance?

If your agency provides any other form of financing or financial assistance, please include FY13 details in the **Performance on Goals and Objectives** section of this report along with job, investment and/or other economic development impact. Please list the types of other forms of financing offered by your agency in the space provided below:

MOBD also provides capacity building grants to Regional Economic Development Organizations (REDO) through the REDO Grant Program. In FY13, MOBD provided 11 awards to REDOs who meaningfully strengthened the economic development of their regions. After 9c cuts, the value of the awards totaled $850,000. The awardees were:

- **The Western Massachusetts EDC**
- **1Berkshire Strategic Alliance**
- **495 Partnership-Metro West Chamber of Commerce Alliance**
- **North Shore Alliance for Economic Development**
- **North Central Massachusetts Development Corp**
- **Metro South Chamber of Commerce**
- **Cape Cod EDC**
- **Central Regional Economic Development Alliance**
- **Plymouth Regional EDC**
- **South Coast Development Partnership**
- **Merrimack Valley EDC**

9) Patents or Products

Does your agency track **patents** or **products** resulting from agency-funded activities? **Yes** ☐ **No** ☒
If **Yes**, please include details in the **Performance on Goals and Objectives** section of this report along with job, investment and/or other economic development impact. Please list the agency-funded activities of your agency that promote patent and product advancement in the space provided below:

[Please enter the details on patents or products here.]

10) Technical Assistance

If your agency provides technical assistance, please provide detailed information on technical assistance provided during FY13 in **the Performance on Goals and Objectives** section of this report along with job, investment, and/or other economic development impact. Please list the name(s) of the technical assistance programs offered by your agency in the space provided below:

[Please enter the details on technical assistances here.]

PRIMARY GOALS	STRATEGY & BENCHMARK	RESULTS
JOB CREATION, RETENTION AND INVESTMENT	Direct business interface • **Create 5,000 new jobs –** small business, gateway and regional distribution outcome built into structure • Target 15,000 retained jobs and private investment of $1.5 billion	• MOBD created 7,749 jobs. • MOBD's work helped retain 29,132 jobs and saw private investment of $1.193 billion. • This includes leads reported from our Partners.
PIPELINE MANAGEMENT	Effective management of regional opportunities and market activity • Rolling pipeline with 180 opportunities – 63% close ratio – 115 successful projects • 700 business development visits; 400 strategic market activities.	• At the end of the fiscal year, MOBD had 211 projects in the pipeline and 390 wins • MOBD had 868 business development visits (Meetings with Business Partners and perspective companies) and 395 "strategic market activities (Meetings with municipalities and REDOs)
INNOVATION AND ENTREPRENEURSHIP	Work with existing companies to bring company divisions and functions to the State • 25 Expansions – 15 directly from MOBD and 10 from agencies under the Office of Performance Management and Oversight.	• MOBD participated in the expansions of 101 companies in Massachusetts. This includes 55 engagements from agencies under OPMO.
EASE OF DOING BUSINESS	1) Position MOBD as information coordinator for all business development activity • July rollout; updates to all agencies quarterly and as needed resource for ongoing inquiries and updates 2) Establish FY2013 business plans for all agencies under the Office of Performance Management and Oversight. Coordinate FY2012 Reporting • 100 % compliance with Acts of 2010 3) Effectively manage and strengthen partnerships with Regional Economic Development	• MOBD regularly collects leads from the Commonwealth's Quasi-public agencies and tracks them in SalesForce, MOBD's CRM database. • MOBD submitted and followed its business plan for FY2013 and reported on its actions in FY2012. Other organizations were responsible for submitting and reporting their progress to Anne Struthers, Executive Director of Performance Management at EOHED. • FY2013 REDOs were

	Organizations • Results driven FY2012 Annual Report and successful, strategic rollout and execution of FY2013 Program	required to submit, on a monthly basis, documentation regarding their engagements and business development activities. This monthly reporting was in addition to the year-end report that they are required to submit.
DEVELOP/DISTRIBUTE INFORMATION ON "DEVELOPMENT READY" SITES	Coordinate with EOHED, MassEcon, and REDOs. • By July 31st have first draft of a variety of sites with supporting information regarding regional strengths – lower cost of doing business and lower cost of living	• REDOs developed and published, or are in the process of developing and publishing, a list of priority development sites and regional strengths.