

## **Frequently Asked Questions about Regional Pilot Program**

- **Are Regional Planning Agencies eligible to apply?**
  - Yes. An application submitted by an RPA must include letters of support from at least 2 municipalities in the RPA boundaries.
- **Is a Business Improvement District organized as a 501c6 entity eligible to apply?**
  - Yes.
- **Do municipalities have to be involved in the project?**
  - Yes. Applications must be submitted by or supported by at least two municipalities. If the application is submitted by a non-municipal entity, the applicant must include commitment letters from at least 2 cities/towns.
- **Can an organization still apply if it has already applied for Local Rapid Recovery Planning grant under MA Downtown Initiative?**
  - Yes. This grant is for the implementation, not planning, of project(s) related to COVID-19 recovery. Grant funding is only for the cost of program implementation.
- **Can the grant be used to buy a specific software in order to carry out a program?**
  - Yes, as long as the purchase of the software is necessary to implement the program. . The program should support the long-term recovery of businesses and communities.
- **Can this grant be used to hire a business to provide marketing resources to business? Is a procurement process required?**
  - The grant can be used to provide resources to businesses and communities. The organization must consult with their own legal department regarding the procurement process.
- **Can this grant be used to hire staff to run a program? What are other allowable expenses?**
  - Funding can be used for personnel to implement or administer a program that is aimed at assisting businesses and communities in recovering from COVID-19 impact.
- **Is renting a vacant storefront and marketing the space an eligible project?**
  - Yes, if the project is not funded by another source.
- **The RFP states that projects can continue after June 30 but the reporting is due by that date. How would the reporting work for projects that still continue after June 30?**
  - Understanding that projects may have long term goals and impacts, applicants will report what has been done to date and what will be ongoing. We will require progress report for projects that go beyond the fiscal year.
- **Are applicants allowed to apply for more than one project?**
  - Yes.

- **Can one application have two or more different projects from municipalities?**
  - It is up to the partnership to decide how to approach and present the application proposal.
- **Could a downtown in one community propose an activity and an adjacent community's downtown propose a similar or different activity?**
  - Yes. The application would need to show the budget for each project and explain how each project would benefit from the partnership.
- **Can a municipality be included in more than one application?**
  - Yes. Please also consider submitting your top priority project to avoid competition among projects within the municipality.
- **Could this fund be used for any type of study of the region?**
  - We will only fund a study or plan that is a precursor to a program that can quickly be put into action. Please review the evaluation criteria to determine the competitiveness of the proposal.
- **How much of the grant can be used for administrative fees?**
  - No more than 5% of grant funds may be spent on administrative/overhead fees.

If you have more questions, please review the RFP and evaluation process and contact Nhat Le ([nhat.le@mass.gov](mailto:nhat.le@mass.gov)).