

FY25 Operating Earmark Process

Executive Office of Economic Development



MAURA T. HEALEY
GOVERNOR

KIM DRISCOLL
LIEUTENANT GOVERNOR

YVONNE HAO
SECRETARY OF ECONOMIC
DEVELOPMENT

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Agenda



1. Overview of Three Phase Process
2. Housekeeping Items
3. Phase 1: Scope of Work and Budget
4. Phase 2: Contracting & 50% Allotment
5. Phase 3: Invoice, Final Report, and Final Allotment
6. Key Contacts



Overview of the Three Phase Process

Overview of Three Phase Process

EOED has three main phases for the delivery and payment of the FY25 operating earmarks: (1) Complete the scope of work and budget (Attachment A), (2) Contract and 50% Allotment and (3) Invoice, Final Report, and Final Allotment



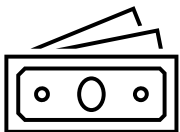
Complete Scope of Work and Budget (Attachment A)

- Set up an account in Submittable or login to account and select FY25 Earmark Selection
- Complete the 4 forms: Attachment A Earmark Scope and Budget, EFT, W-9, and Authorized Signatory Form. All four forms must be completed before you can move to Phase 2.



Contract and 50% Allotment

- EOED will utilize the Attachment A to draft a contract. The contract will be sent to you via the Submittable message portal.
- Recipient will download the contract, sign the forms, and upload as PDF to the message portal.
- Once reviewed, EOED will process the first 50% via EFT to the account on file. 30-45 days.



Invoice, Final Report, and Final Allotment

- Cost Reimbursement Attachment B will be completed detailing all expenses for the total grant amount and a final report with a summary of the project completed and results of investment
- Receipts, invoices, and proof of payment for all earmark expenses must be included.



Housekeeping Items that are Important

Housekeeping Items

- Please use the link in the introductory email, that EOED will be sending out, to access the FY25 Operating Earmark Submittable Portal using either a new or existing account.
 - Only use **one submittable account per recipient or earmark**
- EOED is no longer requiring submission of audited financials as part of accessing operating earmarks.
- EOED will only be contracting directly with the earmark recipient specifically named in the legislative earmark language.
 - EOED cannot contract with any other entity, i.e., a fiscal sponsor. If this is an issue, you can reach out to the EOED team.

Phase 1



Phase 1: Scope of Work and Budget

Completing the Scope of Work and Budget (Attachment A)

- The first step in the process after setting up the submittable account, is to complete the Attachment A, but there are a few important notes before completing the document
 - EOED will only accept eligible costs that fall between the signature date on the contract through 6/30/2025 unless approved through Settlement and Release.
 - **To move contracts and payments out as quickly as possible**, EOED requests that recipients make every effort to identify larger cost center that will be incurred from the **start of the contract through 6/30/2025**, i.e, salary, utilities, rent/mortgage, or large invoices.
 - If this is not possible and recipients need to include costs from 7/29/2024 to the signed contract date, you will need to complete the process in the next slide for settlement and release as part of the first 50% payment or if needed, up to the full earmark amount



The Seal of the Commonwealth of Massachusetts is a circular emblem. It features a central shield with a blue background. On the shield is a Native American figure, an Algonquian, dressed in a blue tunic and leggings, holding a bow in his right hand and an arrow pointing downward in his left. A white five-pointed star is positioned above the figure's right shoulder. Above the shield is a crest consisting of a bent arm holding a broadsword. A blue ribbon or scroll wraps around the shield, bearing the state motto in white capital letters: "ENSE PETIT PLACIDAM SVB LIBERTATE QVIETEM". The entire seal is encircled by a blue border containing the text "SIGILLUM REIPUBLICÆ MASSACHUSETTENSIS" in white capital letters.

Completing the Attachment A

- | Line Item (include vendor name where applicable and/or description of expense) | Date | Amount |
|--|---------------------|-----------|
| Staff Salary | 7/29/24 to 11/14/24 | \$25,000 |
| | | |
| Staff Salary | 11/15/24 to 6/30/25 | \$75,000 |
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| | | |
| Total Budget (amount should not exceed total earmark amount) | | \$100,000 |

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The seal of the Commonwealth of Massachusetts is a circular emblem. It features a central shield with a blue background, depicting a Native American figure holding a bow and arrow, with a five-pointed star above his right shoulder. Above the shield is a crest showing a bent arm holding a broadsword. A blue ribbon scrolls around the shield with the motto "Ense petit placidam sub libertate quietem". The outer ring of the seal contains the text "SIGILLUM REIPUBLICÆ MASSACHUSETTENSIS" in gold capital letters.

Recipients will be requested to complete the three additional forms in Submittable with Attachment A



Phase 2

Phase 2: Contracting & 50% Allotment

- Once the Attachment A is reviewed and approved, EOED will upload contract package into Submittable using the message function to download.
- Once signed, please replying using the messaging function and upload the completed contract forms to submit
- After receiving the contract, EOED will send the first 50%. Keep in mind that it will take up to 30-45 days for the funds to be processed and sent via an EFT.

The screenshot displays the Submittable interface for a project titled "Project: Fiscal Year 2023 Earmarks", submitted on June 7, 2023. The main content area includes sections for "Submitter Profile", "Initial Form: FY23 Earmarks: Attachment A Earmark Scope and Budget Form", "Additional Forms" (with a form titled "FY23 Earmarks: Attachment B Cost Reimbursement Invoice" submitted on July 31, 2023), and "Internal Form" (with a form titled "Earmark Data Entry"). A red arrow points from the text "Messaging within Submittable" to the "Messages" tab in the right-hand sidebar. The sidebar shows a "New Message" button and two messages from Kara Keefe. The first message, dated Mon, Jun 26, 2023 1:18 PM, is a reply to a message about the instructions for submitting Form B, stating: "PLEASE MAKE SURE TO READ THE INSTRUCTIONS BEFORE SUBMITTING YOUR FORM B. We need invoices AND proof of payment. Invoice without proof of payment or that simply say PAID are not sufficient enough documentation." The second message, dated Mon, Jun 26, 2023 8:21 AM, is a reminder: "***REMINDER*** 2023 Earmarks: Attachment B Due THIS FRIDAY, June 30, 3023 ***REMINDER***". A red box highlights the "Messages" sidebar, and a red arrow points from the "New Message" button to the first message.

Phase 3

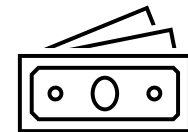


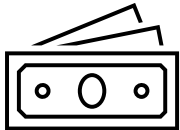
Phase 3: Invoice, Final Report, and Final Allotment

Final Invoice, Report and Last Allotment

- To receive the last 50% of the funds, you will need to submit the following three items via the Phase 3 section:
 - Attachment B – Cost Reimbursement Invoice and Final Report
 - Receipts and Proof of Payment

Note: To provide EOED enough time to process all final payments, recipients should submit ALL forms **by June 30, 2025**





Phase 3

Phase 3: Invoice, Final Report, and Final Allotment Attachment B – Cost Reimbursement Invoice

- The Attachment B should list all earmark expenses being attributed to the earmark up to the full amount listed in the FY25 budget.
- Remember that all costs being submitted in this phase must be within the period of performance set by the signature date of the contract through 6/30/2025
- Should detail the project(s) completed and results which demonstrate the return on investment.

Supporting Documentation

Based on invoices and/or other documentation approved by EOED, please complete the table below to support this request. All documents must be submitted as attachment(s) in the order of the invoice listing below and should have the invoice followed by the proof of payment. Organization of documentation is required for timely processing.

Please insert additional rows as needed.

Invoice Date	Work Dates Covered	Vendor Name	Invoiced Amount	Requested Amount Applied to Earmark	Invoice Included	Proof of Payment Included
					Yes	No
Total:			\$ -	\$ -		

Work Completed/Final Report

Provide a brief summary of how the funds were expended and address all elements of the budget. Include outcomes and any quantifiable details such as: job creation, jobs retained, economic impact, return on investment and number of businesses/visitors served or trained and other relevant statistics.

Certification:

By signing below, I, _____, hereby certify that the information and expenditures enumerated on this form are true, accurate, and in compliance with applicable federal and state rules and regulations. I further certify that these expenditures were made in accordance with a fully executed Contract with EOED, based on the guidelines of the FY'25 Operating Earmarks program, and that all funds disbursed through this request shall only be used to pay for expenditures that have been disclosed to and approved by EOED.

Signature:

Date:

Once complete, sign, scan, and submit this form via email with required attachments to your EOED contract manager.

Phase 3



Phase 3: Invoice, Final Report, and Final Allotment

Receipts and Proof of Payment

- All invoices/receipts and proof of payment documents should be uploaded in one attachment and in the order listed in Attachment B
- **Examples of largest cost centers and required documentation:**
 - Salary – provide an invoice from organization to EOED in the amount attributed to the earmark or provide a payroll report from HR system covering time period being requested that shows gross pay amount equal or greater than amount claimed
 - Rent/Mortgage – provide a copy of lease agreement or mortgage along with proof of payment
 - Utilities – copy of monthly utility bills along with proof of payment
 - Please ensure that all invoices and documentation are made out to the earmark recipient organization as submitted costs must be incurred by the recipient org

Phase 3



Phase 3: Invoice, Final Report, and Final Allotment

Final Report



- Should detail the project(s) completed and results which demonstrated the return on investment and a final budget
- All forms in Phase 3, including Attachment B, invoice/receipts and proof of payment, and final report, **are due no later than June 30, 2025**
- Once all three items have been submitted, EOED will review and process the final 50% payment
 - This will take between 30-45 days!
- **If documentation is missing or out of order, it will delay processing of your earmark**

Thank you and Here to Help!



Key Contacts

- EOED requests that all email and correspondence is done within the Submittable portal for easy access of information. If you need to contact your earmark manager outside of the Submittable platform, please refer to the contact information below:
- Kara Keefe – Earmarks Coordinator: Kara.Keefe@mass.gov or (857) 289-2640
- Joe Harrington – Director of Contracts and Reporting: Joseph.d.Harrington@mass.gov or (617) 352-2555