



Commonwealth of Massachusetts
Executive Office of Economic Development
1 Ashburton Place, Room 2101, Boston, MA 02108

FY2025
Regional Economic Development Organization
Grant Program

Request for Proposals (RFP)
Program Guidelines and Application Template
REVISED: November 8, 2024

Open Date: **Wednesday October 30, 2024**

Information Session: **Wednesday, November 6th, 2024 @ 10:00 a.m.**

[REDO ZOOM Registration](#)

Application Deadline: **Wednesday November 27, 2024 @ 11:59 p.m.**

Questions: **eoheadgrants@mass.gov**

Summary of Revisions

This Request for Proposals (RFP) is hereby reissued on November 8, 2024, with the updates or revisions outlined below. EOED has determined that it is necessary to offer clarifications on some elements of the RFP, as well as to make some revisions based on feedback received during the informational webinar.

NOTE: No change has been made to the applicant eligibility, grant maximums, or the application timeline. Applications must still be submitted by **Wednesday November 27th, at 11:59 PM** to be considered in this round.

NOTE: All Revisions are presented in **Red Text** for clarity.

Revisions:

Page 8: Proposal are due Wednesday November 27th at 11:59 PM.

Page 9: Additional information noted as “Summary of Application Requirements”

Page 11: Clarification of the correct location of required attachment for copy of the 501(c) determination

Page 11: Clarification of Word Counts of responses to questions 3.1, 3.1a, and 3.2.

Page 11: Clarification of question 3.3a noting attachment of latest IRS Form 990 is optional

Page 11: Clarification of the correct location of the required Work Plan Attachment

Page 11: Clarification of 4.3 as the correction of the required Budget Template Attachment

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A. INTRODUCTION

The Healey-Driscoll Administration is pleased to open the FY2025 round of the Regional Economic Development Organization Grant Program.

The program is administered by the Executive Office of Economic Development (EOED), in consultation with the Massachusetts Office of Business Development (MOBD) and is now accepting proposals for the Regional Economic Development Organization (REDO) Grant Program for Fiscal Year 2025. EOED is seeking proposals from eligible organizations as defined in M.G.L. Chapter 23A, Section 3K to collaborate with EOED to support businesses in the Commonwealth, aligning with the Commonwealth’s Economic Development Plan in supporting regionally based efforts to nurture and facilitate economic growth and prosperity in the Commonwealth. Applicants should include ways their organization improves equity, affordability and competitiveness in their regions.

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Applicants should submit a detailed work plan that would outline the activities and events that support the affordability, equity, and competitiveness for the region. On competitiveness, REDOs should focus on attracting new businesses and retaining existing ones. We also look at the new businesses started, and how those are being supported. Reporting of metrics should include the number of new businesses, job numbers, business leads, and touchpoints with the Economic Foundations team.

Consistent and frequent communication among partners, including the EOED and MOBD team is a must. The proposal should demonstrate how its organization would achieve their set goals and impacts for their regions. Organizations will need to provide more measurable metrics to EOED and MOBD and in reporting.

EOED will continue to prioritize well-defined proposals on the strategy and action plan to assist entrepreneurs, small businesses, and business partners.

B. ELIGIBILITY

To be considered for funding, the applicant organization must meet the following requirements:

- Eligible organizations shall be corporations, foundations, organizations or institutions that are exempt from federal taxation under section 501(c) of the Internal Revenue Code.
- Eligible organizations shall have a primary focus on economic development and perform the services required by M.G.L. Chapter 23A, Sections 3J and 3K.
- The applicant operates regionally, and its service area or membership includes more than 10 contiguous cities or towns. The organization shall describe the economic interdependency of its contiguous member municipalities and articulate a comprehensive vision for recognition of those municipalities as a self-identified region with interrelated economic assets such as industrial base, public infrastructure, research, educational and financial institutions and environmental characteristics.
- The applicant engages primarily in activities intended to promote jobs and business retention, creation and attraction across all industry sectors within its identified region.
- The applicant has a history of collaboration with the area business community, local officials, other economic development organizations, higher education institutions and public and private organizations within the identified region. The applicant must describe a plan for a formal program encouraging participation in activities by a wide variety of organizations, governments and businesses operating in the identified region.
- The applicant has received or has commitments to receive substantial financial and in-kind support from private resources or member municipalities.
- The applicant is capable of and agrees to provide services to the entire region identified in the application.

C. RFP SCOPE AND DETAILS

Typical Grant Award Range

\$50,000 - \$250,000

Contract Payment Terms

The application and grant proposal narrative shall become the basis for contract negotiations with the applicant to determine the precise scope of work, budget, and use of funds, which shall be known as the Approved Work Plan.

- 50% of funds will be disbursed upon contract execution
- 50% of funds will be disbursed upon completion of EOED approved work plan, activity report, and backup documentation of expenditures

Grant Use

General operating expenses, or reimbursements, in support of the following priorities:

- (i) assessing regional competitive strengths, weaknesses and opportunities.
- (ii) representing the regional business community in long-range workforce skills pipeline planning efforts to ensure robust skills and talent pipelines that meet regional needs.
- (iii) representing the regional business community in collaborative, long-range workforce skills, transportation and land use planning.
- (iv) promoting regionally significant industry clusters.
- (v) promoting connections across sectors of the regional economy.
- (vi) maintaining an inventory of key development parcels.
- (vii) marketing the region in coordination with the Massachusetts marketing partnership established under section 13A; and
- (viii) furnishing advice and assistance to businesses and industrial prospects which may locate in the region.

Grant Deliverables

Priority consideration will be given to proposals offering one or more of the following grant deliverables

- (i) Production of reports, presentations, and research related to competitive strengths, weaknesses and opportunities regionally.
- (ii) Creating a process to work with the regional businesses that tracks referrals, through MOBD and the EOED's Business Front Door, to support access to the resources offered by the Commonwealth.
- (iii) Creating a process to work with the regional business community and local governments that tracks referrals, applications, and grant awards through EOED's Community One Stop for Growth, and other financial resources offered by the Commonwealth.

- (iv) Production of marketing materials related to regional advantages in relevant industry clusters.
- (v) Hosting of events related to establishing partnerships across sectors of the regional economy.
- (vi) Production of a regional database maintaining an inventory of vacant buildings and parcels.
- (vii) Costs of producing marketing materials for the region in coordination with the Massachusetts marketing partnership established under section 13A; and
- (viii) Production of municipal permitting and land use guidebooks for businesses planning to locate, or expand, in the region.

Performance Period

Grants will be awarded to support projects that can be completed between January 1, 2025, and June 30, 2025.

D. ANTICIPATED PROCUREMENT CALENDAR

RFP Open

Wednesday October 23rd, 2024

Information Session

Wednesday, November 6th @ 10:00 a.m.

[REDO ZOOM Registration](#)

Application deadline

Wednesday November 27, 2024 @ 11:59 p.m.

Notification of Award Decisions
and Contracting

December 2024

Anticipated Contract Start

January 1, 2025

E. EVALUATION CRITERIA

Only organizations that meet the eligibility requirements, as listed above, will be considered. Applications will be reviewed and scored (100 points max.) based on the following criteria:

Proposes a Clear Scope of Work and Budget (25 points)

- The scope of work and budget is clear and relevant to supporting regionally based efforts to stimulate, encourage, facilitate and nurture economic growth and prosperity in the commonwealth including, but not limited to, the identification of regional competitive strengths, challenges and opportunities, regional cluster development strategies, long-range regional workforce skills, pipeline, transportation and land use planning and other systems-based activities related to the growth and retention of existing businesses and the attraction of new businesses into the commonwealth.

Identifies one, or more, of the Grant Uses authorized under M.G.L. Chapter 23A, Sections 3J and 3K (25points)

- All proposed work can be accurately categorized under the following work products: (i) assessing regional competitive strengths, weaknesses and opportunities; (ii) representing the regional business community in long-range workforce skills pipeline planning efforts to ensure robust skills and talent pipelines that meet regional needs; (iii) representing the regional business community in collaborative, long-range workforce skills, transportation and land use planning; (iv) promoting regionally significant industry clusters; (v) promoting connections across sectors of the regional economy; (vi) maintaining an inventory of key development parcels; (vii) marketing the region in coordination with the Massachusetts marketing partnership established under section 13A; and (viii) furnishing advice and assistance to businesses and industrial prospects which may locate in the region.
- In general, the most competitive projects will clearly demonstrate regionally significant needs related to multiple efforts as categorized above as **Grant Deliverables**.

Applications must include at least one of the Grant Deliverables above at a minimum, however applications proposing multiple work products from the above list of Grant Deliverables will be considered more favorably.

- Applications containing proposals not related to the above Grant Deliverables work products must demonstrate other regional needs consistent with the economic development needs of the region the REDO serves, and propose a specific deliverable that responds to that need.

Demonstration of Impact (25 points)

- Proposals must include a framework for assessing efficacy related to the work being undertaken as part of the grant. This may include the production of reports, workforce skills planning efforts, making referrals to other EOED and Commonwealth programs, database development, workshops, and/or consulting services. A completed Work Plan template is the primary component related to demonstrating impacts.

Track Record & Capacity to Succeed (25 points)

- Applications must demonstrate that the organization has a track record of providing service to the region identified in the proposal, and show evidence of capacity to complete the project within the grant period.

F. APPLICATION PROCESS AND GUIDANCE

1. Program materials, including a copy of the RFP and the online application are available online on the program's webpage at www.mass.gov/eoed.
2. The application template in this RFP is provided for reference purposes only. The summary may be used to make notes and prepare draft responses.
3. However, the formal application must be completed, and submitted by the deadline, through [Submittable](#), the online platform linked on the EOED website. Email, USPS or fax submissions will not be accepted.
4. EOED staff will be unable to answer any individual questions while the application period is open. Questions must be emailed to eoedgrants@mass.gov. They will be aggregated, and responses will be posted on the EOED webpage.
5. EOED will host one information session for prospective applicants. **The virtual event will take place on Wednesday, November 6th, 2024 @ 10:00 a.m.** EOED will post event details on its webpage. Participation is not required, and a recording will be posted within a week of the information session.
6. **Proposals are due by Wednesday November 27, 2024 @ 11:59 p.m. Please note that EOED technical support will only be available until 4pm on that day. [Submittable.com/help](https://submittable.com/help) will remain available after that time.**

7. It is the responsibility of the applicant to ensure that their application is received on time by EOED. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.
8. EOED reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review.
9. In addition, EOED reserves the right to make partial awards as deemed necessary and appropriate to ensure equitable distribution of these resources.

Summary of Application Requirements: A complete proposal packet includes the following components. All documents must be submitted through the online application form at one time:

- **Eligibility Screen**
- **Submittable Application Form**
- **IRS Tax Exemption Determination Letter**
- **Work Plan**
- **Budget Form**

Other/Optional Attachments, such as program materials and/or support letters from community partners that will be actively involved in the project, may be submitted. These must be in a separate document (as one PDF). Please note that while these additional attachments may be viewed and filed with the application, they will not be scored or otherwise counted as part of the evaluation of the proposal. Additional attachments sent via email or postal mail will not be considered.

G. OTHER TERMS AND CONDITIONS

The Massachusetts Executive Office of Economic Development complies with all Commonwealth of Massachusetts' procurement laws and regulations set forth and overseen by the Commonwealth's Operational Services Division when awarding contracts as well as the state's award requirements as mandated and overseen by the Office of the State Comptroller when dispersing these funds. All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L. c.66, s.1-, and to c.4, s.7, ss.26.

Successful applicants, upon notification of award, will be required to enroll in EFT as a contract requirement by completing and submitting the Authorization for Electronic Funds Payment Form for review, approval and forwarding to the Office of the Comptroller. If the applicant is already enrolled in the program, it may indicate in its response. Because the Authorization for Electronic Funds Payment Form contains banking information, this form, and all information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

Once contracted, the Grantee shall prepare and submit to EOED, on a quarterly basis and in the format provided by EOED, a progress and financial report outlining the status of the Project. Such a report shall include, at minimum: Project milestones and goals achieved to date. The grantee shall supplement each report with additional information as may be requested by EOED. As part of the final report, Grantee shall furnish in a template provided by EOED, a memo certifying Project completion.

During the term of a contract agreement and for a period up to seven years thereafter, if the Executive Office of Economic Development is audited, the grantee will be required to make all records relating to this grant available.

APPENDIX 1: Application Template

ELIGIBILITY SCREEN

- Applicant is a corporation, foundation, organization or institution that is exempt from federal taxation under section 501(c) of the Internal Revenue Code.
- Applicants primary focus is on economic development and performs the services required by M.G.L. Chapter 23A, Sections 3Jand 3K.
- The applicant operates regionally, and its service area or membership includes more than 10 contiguous cities or towns.
- The applicant engages primarily in activities intended to promote jobs and business retention, creation and attraction across all industry sectors within its identified region.
- The applicant has a history of collaboration with the area business community, local officials, economic development organizations, higher education institutions and other public and private organizations within the identified region.
- The applicant has received or has commitments to receive substantial financial and in-kind support from private resources or member municipalities.
- The applicant is capable of and agrees to provide services to the entire region identified in the application.

APPLICATION OUTLINE

Section 1: Applicant Information

- 1.1 Applicant Organization Name(required)
- 1.2 REDO Organization Name (if different)
- 1.3 Applicant Organization Legal Address (must match W9)(required)
- 1.4 Applicant Organization Website(required)
- 1.5 Applicant Organization CEO Name(required)
- 1.6 Applicant Organization CEO Title(required)
- 1.7 Applicant Organization CEO Email(required)
- 1.8 Applicant Organization CEO Phone
- 1.9 Applicant Organization Contact (if different from CEO)
- 1.10 Applicant Organization Contact Title (if difference from CEO title)
- 1.11 Application Organization Contact Email (if different from CEO email)
- 1.12 Applicant Organization Contact Phone (if different from CEO phone)
- 1.13 Proof of 501(c) Designation(required) **Attach a copy of the 501(c) determination**
- 1.14 Is Applicant Organization Applying as Part of a Regional Partnership?(required)

Section 2: Identification of Region and Coverage Areas

Select Municipalities in your Region

Section 3: Proposal Narrative

- 3.1 Organization Mission **(each response is limited to 500 words).**
 - 3.1a **Include a narrative (up to 500 words) describing the core mission of the applicant.**
 - 3.2 Organizational Structure **(each response is limited to 500 words).**
 - 3.3 Track Record and Capacity to Succeed
 - 3.3a **Optional Attach a copy of the most recent IRS form 990.**
- Attachment: Work Plan** - please attach a completed Work Plan that details the project timeline with key activities and benchmarks that would be supported by this grant during the January 1, 2025 – June 30, 2025 time period.(required)

Section 4: Budget and Funding Request

- 4.1 Amount of Grant Request
- 4.2 Total Project Budget(required)
- 4.3 Budget Attachment: Budget Template** - attach a completed Budget that shows the entire project budget, with the amounts requested in this grant application, plus any Other Funds allocated to the project, if applicable.

Section 5: Other/Optional Attachments

Applicants may submit other attachments to support the application. However, please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

Section 6: Certification of Authorization

- 6.1 Preparer Name - please provide the name of the person preparing and submitting this application.(required)
- 6.2 Preparer Title (required)
- 6.3 Submission Date(required)

APPENDIX 2: Funding Source

Under Chapter 140 of the Acts of 2024, the Legislature appropriated to EOED in line item 7007-0150 “for contracts with regional economic development organizations under the program established under sections 3J and 3K of chapter 23A of the General Laws; provided, that not less than \$1,500,000 shall be utilized for services performed by these organizations and not for attached projects...”