



Commonwealth of Massachusetts  
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT  
**MASSACHUSETTS OFFICE OF BUSINESS DEVELOPMENT**  
136 BLACKSTONE STREET, 5<sup>TH</sup> FLOOR  
BOSTON, MA 02109

## **Fiscal Year 2021 Grant Proposal Regional Pilot Grant Program**

**RFP Release Date:** Friday, January 22, 2021

**Proposal Deadline:** Wednesday, February 10, 2021 by 4:00 p.m.  
Late applications will not be accepted.

**Email proposal to:** [Nhat.Le@mass.gov](mailto:Nhat.Le@mass.gov)  
Cc: Applicable MOBD Regional Director.

# Fiscal Year 2021 Grant Proposal Regional Pilot Projects

## Announcement and Overview

The Massachusetts Office of Business Development is accepting proposals for the Regional Pilot Project Grant Program for Fiscal Year 2021.

MOBD is seeking partnership proposals from municipalities, public entities, or 501(c) organizations that are federally tax exempt under the Internal Revenue Code and intend to promote regional recovery from the economic impacts of the 2019 novel coronavirus. The goal of this pilot program is for municipalities and organizations to work together to create solutions for recovery in their specific economies.

Maximum grant per application should not to exceed \$250,000. The project proposal must demonstrate how the organization/municipalities support businesses and communities in stabilizing and/or growing their regional economy with one or more of the recovery efforts under Partnerships for Recovery, with some suggested eligible projects:

- **Get Massachusetts Back to Work:** *Partnerships for Recovery* recognizes that good jobs are critical to economic recovery and growth, for local economies and the Commonwealth broadly. Projects that support job creation, transportation solutions which unlock the ability to work, childcare for children of workers with no other option, could all be innovative approaches to getting people back to work.
- **Support Small Business:** The COVID-19 pandemic has had dramatic impacts on our small business communities. Innovative projects to support small businesses might include regional marketing efforts, collaborations to support key sectors across multiple municipalities, or an online catalogue for Main Street businesses.
- **Revitalize Downtowns:** Main Streets and downtowns have experienced decreased foot traffic and economic activity throughout the pandemic. *Partnerships for Recovery* promotes innovative ways to drive new business in a COVID-19 safe format; examples might include a digital tour tool that highlights community landmarks.
- **Foster Innovation:** *Partnerships for Growth* recognizes that, in addition to short-term economic needs, our innovation economy is a long-term asset and can be a key part of the recovery strategy. Innovative projects in this space would be welcome – for example, a program that supports supply chain resilience or partnerships that promote hiring in supply chains industries critical to regional employment.

This funding should not be used to fund projects or purposes for which there is already state or federal funding available (i.e. Shared Streets and Spaces Grant Program, Paycheck Protection Program, Small Business Grant Relief programs). In addition, no capital-related projects will be funded.

Grant proposals should define the communities they serve and provide clear performance benchmarks and metrics.

Grant proposals should not encompass areas that have other sources of funding. Any current contracted REDO must specify the specific project or initiative that they want to expand.

## **Eligible applicants**

Any Massachusetts city or town, any public entity, or 501(c) organizations that are federally tax exempt under the Internal Revenue Code may apply to the program for a grant. The grant application **must consist of two or more municipalities, or organizations representing said municipalities**. If lead applicant is not a municipality, a commitment letter from at least 2 municipalities is required.

## **Selection process and criteria**

MOBD, in consultation with EOHED, will review and score the grant proposals. Successful applications will possess the following criteria:

- 20 points – **Need**: Demonstrate a strong need for the pilot project being funded.
- 20 points – **Achievability**: Have reasonable scope, budget, and clear achievable performance metrics.
- 10 points – **Outcome and Impact**: Have strong impact and outcome.
- 20 points – **Capacity and Partnership**: Have appropriate partner and committed leadership to carry out and complete the project.
- 10 points – **Track record of success**: Demonstrate experience, successes with community economic development and partners in completing projects.
- 10 points – **Innovation**: Have unique innovative qualities to the region.
- 10 points – **Sustainability**: Have a clear path for sustainability outside of the grant award.

## **Timeline of Project**

All invoices should be dated by June 30, 2021; however, activities may proceed throughout the summer.

## **Contract and Payment**

If the proposal is accepted for funding, disbursement of grant funds is subject to the execution of a contract with the grantee. The application and grant proposal narrative shall become the basis for MOBD's contract negotiations with the applicant to determine the precise scope of work, budget, and use of funds. All documents deemed necessary by MOBD will be revised from the grant proposal and incorporated into the contract as attachments, including a scope of work submitted by the Grantee and approved by MOBD.

## **Grant Program Reporting**

A final report will be due at the end of FY2021 to report on the completion of the project.

## Fiscal Year 2021 Grant Application Regional Pilot Projects

APPLICANT INFORMATION	
<b>Organization Name/Municipality:</b>	
If lead applicant is not a municipality, are there two or more municipal commitment letters attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Lead Contact Info</b>	Name/Title: Phone: Email: Address:
REGIONAL PILOT PROJECT DESCRIPTION AND BUDGET	
<u>Project Overview: Please describe the project in 2-3 sentences.</u>	
<b>Narrative on proposed project</b>	<b>Attached</b> <input type="checkbox"/>
Applicants should detail the pilot project that shows how the project will help the regional economy recover from COVID-19, addressing one or more of the recovery efforts under Partnerships for Recovery.  <b>Limited to 2-3 pages, font size Times 12, 1" margin.</b>	

## GRANT BUDGET FORM

**Please use the budget worksheet as a sample to provide the details of your project budget.** Enter the breakdown for the requested amount grant plus any other funds\* that support the project, if applicable. Identify source of other funds and indicate if they have been committed. Add categories, as needed.

Spending Category	Amount Request	Match / Other Funds	Total Project Budget	Source of Match / Other Funds
Personnel (including taxes/fringe)				
Consultants / Professional Fees				
Partner Subcontracts				
Program Supplies / Materials				
Events / Meeting Expenses				
Other / Miscellaneous				
<b>Subtotals</b>				
General Administration / Overhead				
<b>Grand Total</b>				

**If applicable, indicate if the match/other funds are committed. Also use this space, as needed, for line item explanations and/or justification for additional categories.**

*\*Match funds are not required. However, proposals that include any funding support from other sources (federal or municipal government, foundations, private donors, etc.) will be given additional consideration.*

**SIGNATORY, CERTIFICATION & ACKNOWLEDGEMENT**

I, *(Submitter Name)*, hereby certify that I am duly authorized to submit this application on behalf of *(Applicant Organization Name)*, and further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that EOHED/MOBD will rely on the information provided in this application in deciding whether to award a grant, and that the Commonwealth reserves the right to take action against me, the applicant organization, or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I hereby also affirm that, if awarded, the applicant organization has the capacity to carry out the regional pilot project in accordance with all applicable laws and regulations.

The signatories also hereby acknowledge that, under the Public Records law of the Commonwealth of Massachusetts, this application and all documents submitted in support thereof are public records under the provisions of Massachusetts G. L., Ch. 4, sec. 7 (26).

[Type name & title here]

E-Signature of Applicant

[Yellow box]

Date

[Type name & title here]

E-Signature of Co-applicant

[Yellow box]

Date

*This Application is requested electronically. For reporting purposes, please type in your name and click the box acknowledging your E-Signature.*