

Request for Proposals (RFP)
Regional Economic Development Organization (REDO) Grant Program

RFP Release Date: August 14, 2019

Application Deadline: September 11, 2019 by 4:00 p.m.
Late applications will not be accepted.

Email application to: Nhat.Le@mass.gov
Cc: Applicable MOBD Regional Director.

Address: MA Office of Business Development
136 Blackstone St, 5th Floor
Boston, MA 02109

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Announcement and Purpose of Grant

The Executive Office of Housing and Economic Development (EOHED) through the Massachusetts Office of Business Development (MOBD) is now accepting proposals for the Regional Economic Development Organization (REDO) Grant Program for FY20.

Selected organizations must support regionally-based efforts to nurture and facilitate economic growth and prosperity in the Commonwealth including, but not limited to, the identification of regional competitive strengths, challenges and opportunities, support of small businesses, regional cluster development strategies, the development of long-range regional workforce skills pipelines in collaboration with workforce and education partners, 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.

REDOs shall work with MOBD in establishing and carrying out the regional initiatives and the scope of work with the given key components. The collaboration between MOBD and REDOs should provide efficient and consistent responses to businesses seeking assistance from the Commonwealth.

Eligibility

- Be exempt from federal taxation under 501(c) of the Internal Revenue Code.
- Demonstrate a primary focus on regional economic development (such as creating, retaining, and attracting businesses across all industry sectors).
- Perform the services required by MGL Chapter 23A Section 3J and 3K, as amended by sections 8 and 9 of Chapter 219 of the Acts of 2016 – see *Governance* on p.7
- Operate regionally and service 10 or more contiguous cities/towns with interrelated economic assets.
- Develop programs to encourage participation in economic development activities from businesses, public and quasi-public agencies, and municipalities.
- Have received or will have commitments to receive substantial financial and in-kind support from private resources or member municipalities.
- Be capable of and agree to provide services to the entire region identified in the proposal.

Ineligible Organizations

- Governmental regional entities, which serve as regional or district planning commissions under M.G.L. Chapter 40B.
- Regional employment boards.
- Tourism councils under M.G.L. Chapter 23A § 14.
- Entities that are a political subdivision of a municipality or wholly owned by a municipality.

Use of Funds

Limitation on Non-REDO Associated Overhead Costs

- No more than 10% of the REDO grant can be used for the grantee's overhead costs which are not specifically related to REDO activities allowable pursuant to M.G.L. Ch. 23A § 3K.

Total Budgetary Limitations

- This REDO grant may only supplement budgets; therefore, **the requested amount should not exceed 50% of the organization's actual prior-year operating budget** (assuming the organization's current operating budget has not increased by more than 15% over the prior year).
- This grant is intended to increase organizational capacity and improve service delivery for the benefit of the Massachusetts business climate.
- Grant funds from the REDO Grant Program **cannot** be used to subsidize operating costs for the grantee's other (non-REDO) functions.
- Organizations shall file quarterly and annual reports as detailed in the Grant Program Reporting section.

Other Public or Quasi-Public Funding Sources

- Organizations are required to list other funding sources on the application. Please disclose:
 1. The origin and amount of the funding;
 2. Detailed budgets and accounting documents for REDO grant funds to differentiate spending from each source of funding; and
 3. If applicable, describe any initiatives that are planned to be jointly funded through the REDO Grant and another public funding source.

Selection process and criteria

The review committee will review and score the grant proposals and at its sole discretion contract with individual organizations and/or regional partnerships that demonstrate an ability to utilize grant funds to improve upon the region's economic competitiveness. Successful proposals will meet the minimum eligibility requirements, and:

- Detail a compelling vision for the use of public funds, in accordance with the contractual priorities outlined above, and in alignment with the Commonwealth's economic development plan, *Opportunities for All*;
- Demonstrate strong and committed collaboration. Partnerships are encouraged among similar organizations, including workforce and education partners, in the same region;
- Demonstrate a data-driven understanding of regionally competitive strengths, challenges, and opportunities, and regionally significant industry clusters;
- Demonstrate the value added by the organization to the region, and present a thoughtful, organized, well-written and complete grant proposal;
- If applicable, demonstrate the ability to successfully implement and timely complete all the services outlined in the organization's most recent REDO Grant Program contract with MOBD;
- The Massachusetts Office of Business Development reserves the right to require, as a condition of a grant of funds, that two or more organizations with significant overlap in service areas or initiatives create a regional partnership to ensure substantial coverage;

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

- Activity report template should be submitted quarterly and can be done jointly or separately. This report should include business assistance to companies, events hosted, and meetings with partners and regional directors, and any update on priority development sites.
- Final report/presentation should feature business support, workforce development, communities, business success stories, partner organizations and regional areas of concern. A template will be provided.
- It is expected that important regional highlights will be communicated in real-time to the MOBD Main Office or Regional Offices.
- Any additional documents that exhibit and support the work being done by the REDO in the region are welcomed, but not required.

Governance: REDO Services Required by Section 9 of Chapter 219 of the Acts of 2016

Contracts for services entered into under this section shall include, but not be limited to, the following required services to be performed by the regional economic development organizations on behalf of the commonwealth:

- (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.

Applicants for the FY20 Regional Economic Development Organization are committing to completing the following minimum deliverables:

Key Components	Grant Deliverables	Reporting Metrics
Business Support	<p>Host 2-3 workshops for regional businesses, including at least 1 focusing on small business support. Provide the total number of jobs created and retained, and the total private business investment if available, and the number and names of small businesses that are being supported by the REDO.</p> <p>Coordinate with MOBD Regional Director on potential project opportunities.</p> <p>Assist MOBD and secretariat in hosting meetings or events, as needed.</p>	<p><input type="checkbox"/> List workshops, meetings, and type of assistance provided in activity report; should include the name of businesses, industries, type of assistance, creation/retention of jobs, and any \$ of private investment through REDO's support.</p> <p><input type="checkbox"/> Refer at least 25 company MOBD Regional Director;</p> <p><input type="checkbox"/> Assist MOBD with hosting meetings, events, and regional tour if needed.</p>
Workforce Development	<p>Ensure that initiatives and collaboration efforts are aligned with regional economic development, workforce development, and higher education strategic planning priorities – all consistent with the goals of the Governor's Workforce Skills Cabinet.</p> <p>Work in partnership with universities, community colleges, regional Workforce Development Boards, and vocational-technical schools to build pathways for available jobs in high-growth industries.</p>	<p><input type="checkbox"/> Participate in Workforce Skills Cabinet regional events/meetings and provide an update on workforce initiatives for the regions.</p> <p><input type="checkbox"/> Co-/Host 1 job fair connecting vocational-technical school students with local employers and promote other partners' career events.</p>
Communities	<p>Maintain a list of, and provide a copy of, priority development sites. Support communities in the coordination of downtown districts and strategy. Support communities in the development of the Opportunity Zone program.</p>	<p><input type="checkbox"/> Maintain and update the priority development site list, on- or offline.</p> <p><input type="checkbox"/> Provide or show indication of promotion on development sites, opportunity zones, and downtown districts via different channels.</p>
Communication, Highlights, Issues & Reports	<p>Market the region in coordination with the Massachusetts Marketing Partnership established under section 13A. Maintain a calendar of regional events, major forums, and groundbreakings.</p>	<p><input type="checkbox"/> Regularly update MOBD/Regional Director at least once per month on programs and events. Must timely communicate on challenges and issues.</p> <p><input type="checkbox"/> Maintain and update the event calendar and website.</p> <p><input type="checkbox"/> Submit quarterly and annually report timely.</p>

PART I. APPLICANT INFORMATION				
Organization Name:				
Is this applicant organization applying as part of a regional partnership?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, name of other organization(s) comprising the Partnership:				
Website(s):				
Lead Contact Info	Name/Title:			
	Phone:			
	Email:			
Organization Address				
Organization Details	Year established:		Number of full time employees:	

PART II. ORGANIZATION STRUCTURE & ELIGIBILITY		
Is the organization a public/private partnership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the organization a membership organization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, number of members:		
Does the organization have a Board of Directors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please attach a list of board members		Attached <input type="checkbox"/>
An IRS designated 501(c) - organization?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Primarily focused on regional economic development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Represent 10 or more contiguous cities or towns?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Actively engage in activities that promote job creation and retention across all industry sectors within the region identified in Part III?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have a comprehensive plan with formal programming that encourages participation in economic development activities by a wide variety of organizations, governments and businesses operating in the identified region?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Receiving or have commitments to receive substantial financial and in-kind support from private resources or member municipalities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Capable of and agrees to provide services to the entire region identified in the proposal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have a demonstrated history of collaboration with the business community, local officials, higher education and other strategic partners within the identified region?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Establish, track and evaluate results-driven performance measures of programs, initiatives and regional market activity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Perform the services required by MGL Chapter 23A Section 3J and 3K, as amended by Sections 8 and 9 of Chapter 219 of the Acts of 2016?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Serve as or constitute as any of the following:		
Regional Employment Board under G.L. c. 40B?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tourism Council under G.L. c. 23A §14?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Entities, which are political subdivisions of a municipality or wholly owned by a municipality?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

PART III. IDENTIFICATION OF REGION & COVERAGE AREAS**Indicate the total number of the following:**

# of Municipalities Represented:	
If applying as a regional partnership, provide the total # of combined municipalities represented:	
# of 43D Communities represented:	
# of Gateway Cities represented:	
Please list municipalities represented by the organizations (Please indicate 43D Communities with a pound (#) sign). Attachment 2: Please attach <u>at least 10 letters</u> of support from the elected official from municipalities.	Attached <input type="checkbox"/>

PART IV. REDO GRANT PROPOSAL NARRATIVE, KEY COMPONENTS & PERFORMANCE MEASURES**Attachment 3: Narrative on proposed initiatives****Attached** ☐

Applicants should address how the organization will align its initiatives to the key components described in the following pages. This is an opportunity for the REDO to self-identify initiatives and programming, define the most organizationally-relevant performance measures and ensure that the organization can meet the minimum grant conditions and deliverables required by MOBD. The narrative should also include the value-added by the organization to the region and how it demonstrates the intended purposeful uses of grant funds. It should also include meaningful updates in REDO programming and development from the prior grant period (if applicable). Limited to 2 pages and should be organized by key component as shown below.

****Partnerships are allowed a maximum of 3 pages for a signed joint narrative, including how the organizations will collaborate on executing the initiatives.**

Business Support:**Workforce Development:****Communities:****List of Regional Partner Organizations:**

PART V. ORGANIZATION OPERATING BUDGET, OTHER FUNDING & GRANT REQUEST		
Operating Budget (not including REDO funding):	Total estimated operating budget:	\$
	What is the percentage of budget above from the private sector?	%
	What is the percentage of budget above from the public sector? (not including REDO grant funds).	%
	*Note: both percentages should add up to no more than 100%.	
Line Item Budget:	Attachment 4 - Please list a line item budget for the proposed use of funds.	Attached <input type="checkbox"/>
Audited Financial Statements	Attachment 5 - Please submit a copy of the most recent audited or reviewed financial statements.	Attached <input type="checkbox"/>
Federal Grant Funds:	Did your organization or your affiliate organization receive any federal grants in FY2018?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes , please list granting organization and amount:	
REDO Grant Funds:	Did your organization or affiliate organization receive a REDO grant in FY2018?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes , please provide the amount: \$	
Massachusetts State, Quasi and Local Grant Funds:	Did your organization or affiliate organization receive any other non-REDO state or quasi-public funding in FY2018?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes , please list granting organization and amount: \$	
	Would your organization or affiliate organization receive or apply for any federal, non-REDO state or quasi-public program funding for FY2019 ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes , please disclose in an attachment to the line item budget: 1) The origin and amount of the funding; 2) Define how the REDO Grant funds will be differentiated; and 3) If applicable, describe any initiatives that are planned to be jointly funded through the REDO Grant and another public funding source.	Attached <input type="checkbox"/>
FY2018 REDO Funding Request:	<i>If an organization serves <u>less than 20 communities</u> they can request no more than \$50,000.</i>	\$

PART VI. CONFLICT OF INTEREST

Pursuant to Chapter 240 of the Acts of 2010, REDOs are subject to not only performance measurements (see <http://www.malegislature.gov/Laws/GeneralLaws/PartI/TitleII/Chapter6A/Section16G>) and uniform standards related to accounting procedures, personnel practices, and purchasing procedures, but they are also subject to conflict of interest rules (see <http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/state-employees-summary.html>). Accordingly, as a condition to receiving grant funds from MOBD, the REDO Grant contract shall require that in any matter in which a person, corporation or other business entity in which you or any member of your organization is in any way interested, such interest shall be disclosed in writing in advance and that you or any member of your organization having such an interest may not participate in a decision relating to such person, corporation or other business entity. As deemed necessary, the REDO Grant contract shall also require that the Grantee undergo a biennial audit and examination of the audited financial statements of the REDO conducted by the auditor of the Commonwealth.

I agree ☐

PART VII. SIGNATORY, CERTIFICATION & ACKNOWLEDGEMENT

I/We, (names and titles) of the (Regional Economic Development Organization) submitting a proposal for the FY2018 Regional Economic Development Organization Grant Program, as established by the Commonwealth of Massachusetts and administered by the Massachusetts Office of Business Development, hereby certify that I/we have been authorized to file this proposal and to provide the information within and accompanying this proposal. I/we certify that the information provided herein is true and complete and that it reflects the applicant's intentions to the best of my/our knowledge. I/We understand that the information provided within this proposal will be relied upon by the Commonwealth in deciding whether to contract with the organization and that the Commonwealth reserves the right to take action against the applicant organization or any other beneficiary if the Commonwealth discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/We make this certification under the pains and penalties of perjury.

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 here]

☐ E-Signature of REDO Representative

☐ Date

[Type name here]

☐ E-Signature of REDO Representative

☐ Date

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

Application Checklist

- ☐ Application
- ☐ Attachment 1: List of board of directors, if available
- ☐ Attachment 2: Minimum 10 individual letters of support from municipalities
- ☐ Attachment 3: Narrative on proposed initiatives
- ☐ Attachment 4: Schedule of grant usage; disclosure of other grants and usage
- ☐ Attachment 5: Most recent audited or reviewed financial statements

Application Checklist for Partnership

- ☐ Application – Completed by the lead organization only; other organization(s) must still complete Part I and II (page 1) of the application
- ☐ Attachment 1: List of board of directors, if available
- ☐ Attachment 2: Minimum 10 individual letters of support from municipalities
- ☐ Attachment 3: Narrative on proposed initiatives
- ☐ Attachment 4: Joint schedule of grant usage; disclosure of other grants and usage
- ☐ Attachment 5: Most recent audited or reviewed financial statements for each partner