

REDO FAQs 11/6/24

FAQs from Presentation:

- I have been a REDO grantee in the past, will I need to prove eligibility again?
 - Yes, all applicants will need to prove eligibility.
- I have never been a REDO grantee; can I apply to this program?
 - Yes, new applicant organizations meeting the eligibility requirements are encouraged to apply.
- My organization does not have the IRS determination letter for exemption status. Am I eligible for this program?
 - An organization that is a qualified 501c organization, merely lacking a determination letter, may obtain on here:
<https://www.irs.gov/charities-non-profits/tax-exempt-organization-search>
- In the past, my organization was able to request reimbursement for expenses that have occurred since the beginning of the fiscal year. Will that be the case this year?
 - Yes, please use the budget table and work plan table to reflect this. Expense incurred July 1, 2024 and later may be reimbursed if a grant contract is awarded.
- The RFP asks for other/optional attachments, including MOU's and support letters. Do we have to submit letters for every community in our service area, especially if they will not be scored or counted?
 - No, letters for every community served do not need to be attached. Please identify partner organizations clearly, and define roles in your workplan. If a partner community or organization wishes to provide optional support letters, MOUs, or other types of written correspondence, we welcome them for context, but they are not required and not scored.
- In the past, "Pop-ups" were an eligible project. Is REDO funding still a potential funding source for that type of project?
 - While Pop-ups are not an explicit category of grant deliverables in the RFP, applicants are welcome to propose them in the "other" category and we will review them for conformance with the goals of the program.

FAQ's from Q&A

- Can the creation of "business guidebooks" for municipal permitting also be interpreted as websites or webpages with information dedicated to permitting/land use assistance?

- Yes, we welcome technical solutions to include websites/webpages that offer the same permitting guidance tools.
- Is a nonprofit organization that is established and has its 501-c-3 IRS determination letter and status, one that's affiliated with a regional planning agency eligible to apply?
 - Regional Planning Agencies on their own, are prohibited from being considered for REDO status under the grant program. However if an RPA is affiliated with a stand-alone non-profit organization that has a 501c3 determination letter that organization may be considered for funding.
- To clarify, are a certain number of municipal letters of support required as in the past, or is this optional?
 - No municipal support letters are required. However, we do suggest making relevant partnerships explicit in your workplan. If partner organizations, municipalities, or community based organization, wish to provide support letters we welcome the context under the optional attachment section of the application.
- When will the Business Front Door go live? If we need to include a process for tracking in connection to it as part of our application, it would be helpful to have more clarity on what is in it aside from the blurb in the economic development plan.
 - The exact date of the Business Front Door (BFD) launch is to be determined. It is our hope that REDOs can establish a process for helping guide applicants to the BFD the moment it launches. Working out a process in advance of the launch would be helpful to EOED.
- Is there any re-consideration on how the 2nd 50% is distributed? In the past it was paid out in installments in the Spring with the final 5-10% released upon acceptance of final report. Any chance of going back to something like this?
 - For a parsimonious grant process EOED have moved to the model of two 50% distributions, one at the time of contract execution, and one at the time of contract closeout, in all our operating grants. However, if this presents a hardship for your programming, please note it in your application, and if your application is successful we may work out an alternative during contracting.
- What is the total amount of state funding available to be rewarded?
 - \$1,500,000

- For municipal letters of support, can we do one letter with signatures from 10 municipalities, or must it be 10 separate municipal letters?
 - While not required, we would welcome this type of group support letter.
- It takes our town governments at least one month to return letters. There is not enough time. Will we be able to submit letters after the due date?
 - Support letters are not required. If you wish to submit support letters after the due date, we will accept them, but it will not impact the grant decision process.
- Can you talk about the reporting? Is it going to be the same sort of tracking spreadsheet as in the past? It also looks like we will need to provide proof of expenses?
 - Reporting will depend somewhat on the type of deliverables being proposed. The work outlined in the application work plan will be the primary source of determining what is tracked. The tracking report spreadsheet will generally be the same as previous grant cycles, but the specifics, including evidence of expenses to be reimbursed, will depend on the deliverables under contract.
- If applying as a partnership, will the word limit increase or remain at 500?
 - The word limits will remain the same.
- Do state universities automatically meet the 501(c) eligibility for the grant?
 - A 501c determination letter is required to be considered eligible. Any organization that can provide the letter may be considered for grant funding if they meet the other grant requirements.
- Can you discuss final report submission requirements? PowerPoint presentation, Excel spreadsheet of activity and referral? Is the final report the only reporting requirement?
 - Final reporting requirements will be worked out during contracting, and will be highly dependent on the projects outlined in your grant application. Generally, reporting will be done through a spreadsheet form, and may require additional back up documentation, to demonstrate costs incurred, or deliverables produced.

FAQs Submitted via Email

- In Submittable, at the top of each section it says responses are limited to 500 words - but the actual boxes are limiting responses to 500 CHARACTERS which is not alot. Hopefully it is words and can it be corrected?
 - This has been changed to 500 words, and noted on the revised RFP document.
- For many years the two organizations have applied jointly as an alliance. Should we proceed as we always have? Should we submit a joint letter saying so as an attachment? Is there anything specific that we should be doing?
 - Joint applications are not precluded, however both organizations would need to meet all eligibility requirements to be considered for funding.
- As far as our budget, our program is very staff intensive, so the majority is staffing/payroll/overhead. Our staff eclipses all of the areas that you break out in the budget template (Business Development, Workforce Development, Marketing) Do you need to break out one person over the different areas or is there a different way to account for this? Ex: Many times Business Development & Workforce Development go hand in hand when working with one business. Also, can we account for Overhead costs such as rent, utilities & travel?
 - The application budget and workplan allow for staff costs and expenses. You will need to be explicit about which staff are working on which proposed grant deliverables, and have evidence of those staff costs, such as a payroll register. Additionally, it will be important to understand how the scope of your grant deliverable(s) are depicted as a percentage of your total organizational budget, so you can present a clear method for allocating costs of staff time, and relevant overhead expenses to the grant.
- Is a nonprofit organization that is established and has its 501-c-3 IRS determination letter, one that's affiliated with a regional planning agency (RPA) organized pursuant to M.G.L. Chapter 40B, eligible to apply? I noticed that it appears that certain parameters are placed on RPAs, proper, at section 3K of M.G.L. 23A.
 - Regional Planning Agencies on their own, are prohibited from being considered for REDO status under the grant program. However if an RPA is affiliated with a stand-alone non-profit organization that has a 501c3 determination letter that organization may be considered for funding.

- In the FY25 REDO Grant application we would like to know if *Section 3.2 Organizational Structure (each response is limited to 500 words)* could be clarified. Are you seeking an organizational chart or for applicants to delve deeper into the type of structure, how decisions are made, etc. or something else?
 - The *3.2 Organizational Structure* section is where you will demonstrate that the organization has the capacity to complete their proposed goals in the fiscal year. In 3.2a, you will describe the organization's staff, and list the roles and responsibilities of each member. Then in the table in 3.2b, you'll list the names associated with each of the roles as listed in 3.2a, whether they are an FTE, and the years of experience directly relevant to the role. So it's a bit more detailed than an organizational chart.

- In the recorded meeting you said we cannot change the "objectives" as listed in the WorkPlan as they are in line with the RFP grant use and deliverables. The RFP states "priority consideration will be given to proposals offering one or more of the following grant deliverables" – and goes on the list the 8 objectives as stated on the Work Plan. Does this mean although we can't change the "objectives" on the Work Plan, we don't have to necessarily pursue all 8 of the objectives on the Work Plan? We could omit some, since it says "one or more" in the RFP?
 - Although an applicant cannot necessarily change the Objectives as provided on the WorkPlan, not every Objective requires a response. Additionally, applicants have the option to provide alternative objectives on the WorkPlan. However, alternative objectives must demonstrate other regional needs consistent with the economic development needs of the region served by the REDO, and the applicant must propose a specific deliverable that responds to that need. As for evaluation criteria, priority consideration will be given to proposals offering one or more of the grant deliverables outlined in the RFP.