

**Office of Massachusetts Attorney General Maura Healey**



**Request for Proposal (RFP)**

**Small Business Relief Partnership  
Grant Program**

*Release Date: April 16, 2020*

Grantor: Office of Massachusetts Attorney General Maura Healey  
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The Massachusetts Office of the Attorney General (AGO) has committed \$500,000 to assisting municipalities and regional planning agencies with the provision of financial relief to local small businesses most impacted by closures, policies, or general loss of revenue due to COVID-19. Municipalities and regional planning agencies will be awarded funds up to \$50,000 per request to create or supplement a grant program targeting local small businesses that have been impacted by COVID-19.

Grant funds may be used by small businesses to help address fixed debt, payroll, accounts payable, lost sales, lost opportunities, and other working capital expenses that could have been recognized had the COVID-19 pandemic not occurred. Industries include but are not limited to: food service and production; restaurants; bed and breakfasts; housecleaners; laundromat or dry-cleaners; car repair/garage; barber shops/beauty salons; health care and social assistance; and small retail shops.

### **Eligibility**

Massachusetts municipal governments and Massachusetts Regional Planning Agencies are invited to apply.

### **Funding**

Grant awards will be issued in varying amounts up to \$500,000. Individual requests may not exceed \$50,000. The AGO expects that the entirety of the funds received by the applicant will be earmarked to help small businesses. Further, no portion of the awarded funds may be used to defray any administrative or operational costs associated with delivering these funds. All funding decisions will be at the discretion of the AGO.

### **Cash flow**

Grant disbursement is expected to be sent to the selected municipality by Electronic Funds Transfer, provided that all necessary contract and periodic reporting documents are received.

### **Submission instructions**

- Applications will be accepted on a rolling basis until funds are depleted.
- Interested applicants may access the application here: <https://www.mass.gov/grant-opportunities>.
- There will be no applications accepted in any other format.
- New applicants will be asked to create a free online account. Any applicant that has applied for any grant using the online grant management system may log into its existing account.
- Once applicants have started an application, the application may be saved and returned to later.

- Confirmation of Receipt: Applicants typically receive an email confirmation within 48 business hours; if one is not received, please email [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov) for further instructions and assistance.

### **Questions**

Questions regarding this RFP may be submitted to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov). When submitting your question(s), please include “Small Business Relief Partnership” in the email subject line. Questions received and answers provided regarding this RFP will be posted on the AGO’s website here: <https://www.mass.gov/service-details/current-grant-opportunities>.

### **Reasonable accommodation**

Applicants with disabilities who seek reasonable accommodation, which may include the receipt of the RFP information in an alternative format, must communicate such requests in writing to [AGOgrants@mass.gov](mailto:AGOgrants@mass.gov).

### **Expectations and requirements for successful applicants**

- Award is contingent upon the applicant satisfactorily completing all necessary documents (see below) by the deadlines established during the contract period.
- Any changes to a grant program or budget, at any time during the grant period, must be requested in writing by the grantee and must be approved, in advance, by the AGO.
- All funds must be used in a manner consistent with the Response to this RFP, which shall become part of the Scope of Services Agreement.
- The implementation partner will be informed of all reporting requirements, including completion of a satisfactory financial and programmatic summary at the conclusion of the grant by the deadline established and in a format to be provided by the AGO.

### **Required Commonwealth contract documents for successful grantees**

These documents are listed for informational purposes and should not be submitted with the grant application. Successful applicants will be required to complete these documents within the deadline established at the time of the notification of grant award. No money will be disbursed unless the necessary documents are submitted by the deadlines established.

- Standard Contract Form
- Scope and Services Agreement
- Contractor Authorized Signatory Listing
- Request for Taxpayer Identification Number and Certification (W-9)
- Electronic Funds Transfer Form\*<sup>1</sup>

### **Public records**

All submitted responses and information are subject to the Massachusetts Public Records Law, M.G.L. c. 66, § 10, and M.G.L. c. 4, § 7, cl. 26. Applicants should not submit any personal, medical, or other sensitive information.

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<sup>1</sup> It is the responsibility of the applicant/grantee to ensure that an electronic transfer of funds may be received by the grantee. No paper checks are issued.

**Updates to this RFP**

Any changes/corrections to any part to this RFP will be posted on <https://www.mass.gov/grant-opportunities>. It is the applicant's responsibility to check this web page frequently for any updates.