

FREQUENTLY ASKED QUESTIONS

Reminders

Due Date: **Friday, December 22nd, 2017 – 5:00 p.m.**

Submission: **A completed application (Cover Page, Narrative, Budget Form) must be submitted as one document via email. Attachments can be included, as one separate PDF file.**

Submit to: **ehedgrants@state.ma.us**

Eligibility Questions

Q: Is my organization eligible to apply? (I am a CDC, REDO, EDIC, Chamber, 501(c)(6), etc.)?

We have received several inquiries regarding eligibility for various types of organizations to apply for this grant. While we are not able to provide a verification for every specific type of organization (CDCs, REDOs, EDICs, Chambers of Commerce, health centers, etc.), we believe that we will have the ability to fund appropriate projects proposed by charitable, public, and/or non-profit organizations. The exception would be private for-profit organizations/businesses, which are not eligible.

However, for purposes of the application, the eligibility issue really only applies to the lead applicant, which would be the direct recipient of the grant. Different types of organizations in each community should be able to carry out various components of the project through subcontract arrangements. Eligibility for a subcontract is to be determined and agreed upon at the local level and should be outlined in the proposal.

The choice of who should serve as the lead applicant (municipality or community organization) is to be decided locally. The one caveat is that the lead applicant must be able to execute a contract with the Commonwealth. Municipalities are already qualified for contracting. If it is a community organization, ideally they are already a certified vendor of the Commonwealth. (While certification is not necessarily required at the time of the application, a non-vendor awardee will not have access to grant funds, until they get certified, which may delay the contracting by several months.)

Q: For large cities – Will you accept more than one application whose project is embedded in the same neighborhood?

A: For large cities (population over 150K), the program will accept only one application per clearly defined geographical neighborhood.

Q: Can previous Urban Agenda grant recipients apply again? For this 2018 opportunity?

A: Yes, all 53 eligible communities may apply to this 2018 opportunity, regardless of whether or not they received an award in the previous round.

Programmatic / Budget Questions

Q: The Urban Agenda RFP does not list any date for contract end but states that the timeline can be 6-12 months, with “exact timeline and funding schedule to be negotiated during contracting phase.” Does this mean that awardees will have until Dec 31, 2018 to spend funds?

A: Generally speaking, Yes. First, we are inviting applicants to propose projects that will run for at least six, but no more than twelve months. (We do expect that the amount requested aligns with the length of time for the project.) In all cases, the contract will be prepared based on the project’s timeline (ending June 30th, Sep. 30th, Dec. 31st, etc.). However, because these are operating dollars, all grant funds must be billed/drawn down by June 30th. All funds must be disbursed by HED by 6/30/18, and the negotiation with each awardee will focus on their plan for spending the funds by the end of their specific contract (6/30, 9/30, 12/31, etc.)

Application

Q: Regarding lead support letters, what signature do we need on the support letter from the Municipality?

A: Each application is required to include a support letter from both the municipality and the main community organization, regardless of which one is the lead applicant. The letters must be signed by the chief official of each (Mayor, Town Manager, nonprofit CEO, etc.).

Q: In terms of the narrative, are you requiring six single or double spaced pages?

A: We are asking applicants to keep their narrative to a maximum of six (6) single pages.

General

Q: I was unavailable to take the conference call yesterday at 1:00pm due to the holiday and I was wondering if you had a recording of it that I could call in and listen to?

A: Yes, a recording of the conference call is available by calling (712) 432-3448, and using conference code number 675768. (Please note that the recording has a silent lag at the beginning. Conference begins at about the 03:00 minute mark.)