



COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

**2019 URBAN AGENDA GRANT PROGRAM**

*Posted: 10/5/18*

**Frequently Asked Questions (FAQ)**

---

**ELIGIBILITY**

**Q: Can previous Urban Agenda grant recipients apply again? For this 2019 opportunity?**

A: Yes, applicants from any of the 53 eligible communities may apply to this 2019 opportunity, regardless of whether or not they received an award in a previous round.

**Q: Is my organization eligible to apply?**

A: While we are not able to provide a specific verification for every type of organization (CDCs, REDOs, EDICs, Chambers of Commerce, health centers, etc.), we believe that we have the ability to fund appropriate projects proposed by any charitable, public, and/or non-profit organizations. Exceptions would include private for-profit organizations/businesses, or any others prohibited by law. 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 also 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 the lead applicant is a community organization, they would ideally already be a certified state vendor. (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: Is there a limit to the number of application my community can submit?**

A: Yes, the Urban Agenda program will accept only one application from each eligible community, or neighborhood in the case of large cities (*population over 150K, based on 2010 US Census*). As outlined in the RFP, the following rules will apply in terms of the number of applications:

**Eligible Municipalities with a population under 150,000** may submit only one application for project/programming located within the municipality.

**Eligible Municipalities with a population of 150,000 or more**, may submit either:

- a. One application for project/programming that is city-wide, or
- b. Multiple applications – but only one each from each distinct clearly defined neighborhood

In the event that more than the allowable amount of applications are submitted from an eligible municipality, all applications for that municipality shall be deemed disqualified.

## PROGRAMMATIC / BUDGET

### **Q: Will EOHED consider making partial awards?**

A: Yes. All applications will first be reviewed, scored, and ranked based on the program proposal. Staff will then review project budget and grant request amounts in relation to the proposed project. Top applicants may be contacted to further discuss their budget proposals and to consider adjustments, as deemed necessary. EOHED will then make final award decisions based on the available funds.

### **Q: Is a budget match required?**

A: No. However, applications that include funding support from the municipality, other partner organizations, and/or private sources will be more competitive.

## APPLICATION QUESTIONS

### **Q: Regarding lead support letters, what signature do we need on the support letter from the Municipality, or in cases where the lead organization is also part of the municipality?**

A: Each application is required to include a support letter from both the municipality and a 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, MassHire Board Director, nonprofit CEO, etc.).

### **Q: Can we mail or email our application with our answers to the questions?**

A: No. The 2019 application must be completed using the FormStack link on the website. Applications will only be accepted through this method.

## OTHER

### **Q: I missed or was otherwise unable to participate in the bidder's conference call. Are there notes from the call or a transcript?**

A: Yes, a recording of the conference call is available by calling (712) 432-3448, and using conference code number 675768. A link to the audio file will also be available on the EOHED webpage.

### **Q: How will I be notified if my community is awarded a grant?**

A: Applicants that are approved for Urban Agenda funding will be notified in writing. Awardees may be contacted to attend an announcement event. EOHED staff will follow up about contracting.

### **Q: How will I be notified if my community is not receiving a grant?**

A: Applicants that are not recommended will also be notified in writing. After the round closes, staff will be available to debrief and discuss individual proposal decisions upon request.

Due Date: **Thursday, October 25, 2018 – 5:00 p.m.**

Questions: [ehedgrants@state.ma.us](mailto:ehedgrants@state.ma.us)