

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

RFP Release Date: **January 7, 2019**

RFP Deadline: **January 25, 2019 by 4:00 p.m.**
Late or incomplete applications will not be accepted.

Send RFP to: REDOApplications@state.ma.us
Cc: Applicable MOBD Regional Director.

Address: Executive Office of Housing & Economic Development
One Ashburton Place – Room 2101
Boston, MA 02108

Contact: Devon Goodall Email: Devon.L.Goodall@mass.gov **Phone:** 617-788-3603

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 Special Project Set Aside of \$100,000 for FY2019.

This funding is meant to assist a currently contracted REDO with the execution of a special project or initiative that will further the goals of nurturing and facilitating 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 that receive this additional grant funding will work to execute a special project that increases capacity of the organization, furthers relationships with the local business community or municipality, or increases regional cluster development.

RFP Scope and Description

This REDO Special Project Set Aside will be awarded on a competitive basis, within the limits of \$100,000. EOHED will not make more than 2 awards that support innovative and collaborative economic development projects. Projects must be completed by June 30, 2019.

Only current REDOs who received an FY19 grant award in October, 2018 may apply for funding through this program. Strong applicants will have a track record of success in the REDO grant program and a demonstrated need for additional funding to further organization and regional goals.

Selection process and criteria

MOBD, in consultation with EOHED, 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;
- Demonstrate a strong need for project being funded;
- Demonstrate a track record of proven success utilizing the REDO grant program;
- Include innovative ideas to increase capacity, fund a special project or strengthen regional clusters.

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. References to all attachments will be written into the standard contract form prior to execution by the Grantee.

Grant Program Reporting

- A final report will be due at the end of FY2019 to report on the completion of the project.

REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION APPLICATION - FY 2019

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:	
Lead Contact Info	Name/Title: Phone: Email:
Organization Address	

PART II. REDO SPECIAL PROJECT SET ASIDE DESCRIPTION	
PROJECT OVERVIEW: PLEASE DESCRIBE THE PROJECT IN 2-3 SENTENCES.	
Narrative on proposed initiatives	Attached <input type="checkbox"/>
Applicants should detail the special project that this set aside will fund, including the capacity to succeed, necessity of funding and ways the project will align with the region's overall economic development goals. The narrative should detail how this project builds on applicant's current goals under the REDO program. Partners, including municipalities, other REDOs and community partnerships should also be included. Please do not exceed more than 2 pages.	

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 public sector? (not including REDO grant funds)	%
	*Note: both percentages should add up to 100%	
Line Item Budget:	Please attach or list a line item budget for the proposed use of funds:	

REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION APPLICATION - FY 2019

FY2019 REDO Special Project Set Aside Funding Request:	Amount: \$	
	If an organization serves less than 20 communities they can request no	

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.