

Department: Massachusetts Gaming Commission

Address: 84 State Street, 10th Floor, Boston, MA 02109

Telephone: 617 979-8446

RFP File Name: MassGaming Small Business Capacity Building Program

Contact Person: Jill Lacey Griffin

Email: jill.griffin@state.ma.us

Please submit all questions and inquiries in written form to the contact person listed above.

Schedule:

RFP Announced on **Friday, April 4, 2014**

Information Sessions for Prospective Applicants:

3:00 PM April 9, 2014

9:00 AM April 11, 2014

RSVP to: jill.griffin@state.ma.us

Proposals due **no later than Friday, April 25, 2014 by 5pm**

Grants awarded on or before **May 5, 2014**. (subject to change)

Program

I. Announcement

The Massachusetts Gaming Commission (MGC) is pleased to announce that it is accepting grant applications for the MassGaming Small Business Capacity Building Program. MGC is seeking grant proposals for a capacity building and technical assistance program to assist small businesses located in the host or surrounding communities of the Massachusetts Category 2 (Slots Parlor) Licensee. MGC will only review proposals from municipal and/or not-for-profit, community based organizations located in the host or surrounding community of the Casino (including but not limited to chamber of commerce, municipalities, economic development organizations and community development finance institutions) that will provide capacity building, technical assistance or training programs primarily to small businesses who intend to or have been awarded a contract with the Slots Parlor Licensee. The Massachusetts Gaming Commission will award one grant of up to \$20,000 intended to fund a program that 1) clearly identifies the target audience, 2) involves key local organizations, and 3) plans a comprehensive program that demonstrates how they will assist local entrepreneurs and small businesses to obtain and or maintain a contract with the Class 2 licensee. The Class 2 licensee is a required partner in the program application and 4) Partners with MGC's Vendor Advisory Team to assist local businesses who are potential slot parlor vendors.

Proposed grant programs shall identify individual and/or group counseling, training programs, loan packaging services or direct lending that may assist these small businesses to:

- ☐ Achieve business stability and viability;
- ☐ Business plan development
- ☐ Assess and secure new or increased financing for growth
- ☐ Business expansion planning
- ☐ Other measurable economic growth

Grant proposals should define the communities they serve, the strategy and marketing plan to reach potential participants, current and planned programs, and performance benchmarks and metrics. Proposals should also describe specifically how they intend to identify area and Massachusetts businesses providing identified goods and services to the Category 2 (slots parlor) Licensee and additionally how they plan to identify and recruit Minority, Women and Veteran Owned Businesses.

As these grant proceeds can only supplement budgets, the requesting organization must have additional funding sources. Organizations are encouraged to list existing partners and other public and/or private funding sources. If the proposed program currently receives public funding, please define how this additional funding will be differentiated from the current public funding and describe the incremental results this grant will produce.

The grant application is being distributed electronically and on the web site www.massgaming.com . It is the sole responsibility of every bidder to check this site for additions or amendments.

II. Purpose of Grant

The purpose of the MassGaming Small Business Capacity Building Program is to provide small businesses in the host and surrounding communities of the Slots Parlor Licensee with the technical assistance and resources needed to meet the expected growth and supplier requirements of a Category 2 Licensee. An additional goal includes ensuring that our Category 2 Licensee can find the qualified businesses which have the capacity to support their operations. The program is designed to complement and enhance traditional public and private small business assistance networks by providing technical assistance or training programs for underserved and disadvantaged businesses with 50 employees or less. The program seeks to facilitate small business economic viability and to improve their ability to secure and maintain business with a slot parlor licensee. Grantee agencies should endeavor to select candidates for assistance who are already operating existing businesses or businesses who have entered into a collaboration to meet the needs of the Category 2 Licensee. Counseling and training programs should be designed to aid small business owners in stabilizing and growing their businesses in measurable ways through intensive individual counseling/coaching, selective group training, loan packaging and direct lending.

III. Grant Amounts and Distribution

☐ Funds available for this grant program are \$20,000. Additional funds may be made available depending on the final approved budget of the Massachusetts Gaming Commission for FY 2015.

- Maximum grant amount to programs proposed as a collaborative joint proposal (defined as two or more eligible organizations sharing costs and providing complementary services in coordination with each other) not to exceed \$20,000.
- Collaborative joint proposals must have one lead organization and one person responsible for the application and administration of grant monies, as well as all reporting and communication with MGC.

IV. Eligibility

For purposes of the MassGaming Small Business Capacity Building Program and this Request for Grant Applications, only Massachusetts-based, not-for-profit corporations and municipalities are eligible for program participation. For the purposes of this program, the non-profit entity shall:

1) Be duly organized under Massachusetts General Laws, Chapter 180 and incorporated as such by the Secretary of State for the Commonwealth of Massachusetts, whose mission includes facilitating a community driven economic development process for small businesses.

2) Hold a tax exempt status under the United States Internal Revenue Code.

V. Review Committee

Small Business Assistance Grants will be awarded by the Massachusetts Gaming Commission. A Review Committee, appointed by the MGC, will review and recommend proposals for approval by MGC. This Review Committee may include members of the MGC Vendor Advisory Team, individuals from other state agencies with economic development expertise, a technical assistance professional not applying for this grant and representation from the lending community.

VI. Grant Agreement

Grants will be awarded on or about May 5, 2014. Dates are subject to change. Upon receipt by MGC, all proposals become public documents, to the extent required under the public records law.

If a proposal is approved for funding, the proposal and the attached work plan and budget shall become the basis for MGC's grant award negotiations with the applicant organization to determine the precise project scope, budget and use of funds. All documents ultimately negotiated and incorporated into the Grant Agreement will be added as attachments, and references to all attachments will be written into the agreement form prior to its execution. Grant Agreements will contain a requirement that grantees release names and contact information of clients served under the grant to MGC for the purposes of outcomes verification and other legitimate uses as defined by MGC. Reporting requirements, including deadlines for submission, will also be contained in the Grant Agreement.

VII. Use of Funds – Limitation of Administration Costs

Administrative costs associated with the MassGaming Small Business Capacity Building Program may not exceed 10% of the proposed budget.

VIII. Selection Criteria:

Proposals must demonstrate the ability to meet the following small business assistance priorities in order to receive funding:

- 1) Provide direct services to small business clients including the following target populations: minority, women and veteran owned and operated businesses,
- 2) Project measurable business outcomes that can be attributed to services provided in terms of financings made or facilitated, businesses identified and/or stabilized, technical assistance offered and/or job or revenue growth.
- 3) Collect, analyze and report on baseline data and specific outcomes achieved, including jobs preserved, financings, job growth, and revenue growth.

In addition to the required criteria outlined above, proposals demonstrating the ability to meet these additional priorities will be given preference:

1) Have a well-defined service area or service population and a tested strategy to outreach to targeted businesses and entrepreneurs in that service area or population.

2) Involve members of the MassGaming Vendor Advisory Team, and government service providers.3) Implement collaborations, partnerships, or coordinated services that magnify the delivery of services in efficient, economical, and effective ways

Involve the Category 2 licensee in Plainville, Massachusetts.

A Review Committee will evaluate proposals, seeking those that most completely meet the established criteria accompanied by credible, historic outcome metrics.

X. Submission Guidelines:

Any materials submitted will become the property of MGC and must be made available for reproduction and may not be copyrighted.

A proposal of not more than six (6) pages, exclusive of further attachments as per the checklist included in this RFP, must include the following information:

1) Narrative

a) Overview: Describe the mission of the applicant organization or partnership, the community they serve, and their outreach strategy. Describe activities and the steps taken by the grant applicant to demonstrate the entity's ability to provide technical assistance, training or lending/loan packaging to the small business community, in particular businesses with 50 or fewer employees from the target populations outlined in **Section VIII. Subsection 1** above.

b) Staff Qualifications: Describe the professional qualifications of any staff and consultants.

c) Business Community Challenges: Based on the applicant's client profile, describe the issues they face with business development, securing financing and achieving financial viability. Describe the organization's technical assistance role, training and counseling programs, or other initiatives with the small business community that create, maintain and grow the business's financial viability, ability to obtain private or public financing and/or create jobs.

d) Partnerships and Collaborative: Detail partnerships and collaborations that support the applicant's program, including but not limited to, how the applicant partners with their regional SBDC and other providers, including legal, accounting, tax professionals, marketing specialists non-government financial entities and the Mass Gaming Vendor Advisory Team.

e) Specific Grant Program & Activities: Describe the proposed program and its related activities. The proposal must include a program description that is reflected in the work plan and explains clearly the proposed budget.

f) Data Collection and Outcome Measures Plan²: Outline how the applicant expects to define outcomes relating to business stabilization and expansion, what indicators will be used to determine outcomes, and the methodology for collecting and reporting on performance, demographic, and outcome data. This plan should clearly relate to the categories and proposed totals in Attachments C and D.

g) If applying organization(s) currently receives, or will receive, funding from the Commonwealth of Massachusetts for its small business assistance program, articulate how those funds are being used and how funding from the MassGaming Small Business Capacity Building Program will not be duplicative.

2) **Attachments to be provided by respondent:**

a) Work Plan (**Attachment A**): Prepare a Work Plan that covers the dates of the proposed program activity beginning no earlier than signature date of the contract and ending no later than fiscal year end, June 30, 2014 unless additional funds are identified. The Work Plan must reflect the applicant's proposed activities, as well as the tasks and staff necessary to achieve the proposed program's objectives within the time allotted.

b) Proposed MassGaming Small Business Capacity Building Program Budget. (**Attachment B** - Form included in RFP)

c) Performance Data/ Demographic Profile (**Attachment C** - Form included in RFP): Complete attached chart for the program year just completed if applicable. In the far right column enter the planned numbers of clients to be served by the proposed grant.

d) Outcomes and Indicators (**Attachment D** - Form included in RFP): Complete attached chart and provide historical data for the past year that outlines results (measurable outcomes and indicators) attributable to your current technical assistance activities (if applicable).

In the far right column enter the planned outcomes for the proposed grant.

NOTE: Please retain information regarding name and contact information for clients assisted in order to facilitate program evaluation and assessment.

e) Attach the resumes of key personnel (staff or consultants), especially those delivering direct service **(Attachment E)**.

f) Certificate of Good Standing from the Secretary of the Commonwealth **(Attachment F)**: One Certificate is needed for each organization submitting or participating in a proposal. This certificate demonstrates that the organization is incorporated in the Commonwealth of Massachusetts and is in compliance with the necessary state filings. To apply for a certificate online please visit:

<http://www.sec.state.ma.us/cor/corpweb/corcert/certinf.htm>

3.) Other Required Materials

- a) Verification and Authorized Signature **(Attachment G - Form included in RFP)**
- b) Current Board of Directors list **(Attachment H)**
- c) Map of service area **(Attachment I - Form included in RFP)**. Please outline in ink your particular service area.
- d) U.S. IRS Tax Exempt Certification (Determination Letter) **(Attachment J)**
- e) Most recent audited financial statement or review **(Attachment K)**
- f) Current year-to-date organizational financial statement (Income and Expense Statement and Balance Sheet) **(Attachment L)**

XI. Program Application Conditions & Deadline

An application will not be considered if it fails to meet the minimum requirements. The requirements are as follows:

1) Proposal Format: Grant proposals should be simple and clear,. Each proposal should be no more than 6 pages, plus forms and attachments. Please submit all proposals to MGCC in the following format:

- a) One electronic copy (Microsoft Word or Adobe Acrobat); *please send complete application and attachments in a single file if possible.*
- b) Four (4) unbound paper copy proposals (one with original signature)

NOTE: *Facsimile submissions will not be accepted*

2) Deadline: The proposal in both of the above formats must be received by no later than 5pm, on April 25, 2014. Both formats must be delivered to:

Massachusetts Gaming Commission
84 State Street, 10th Floor
Boston, MA 02109
Attention: Jill Griffin
Jill.griffin@state.ma.us

3) Provision of all items identified on the attached checklist

4) Signature of the Chief Executive Officer of the single applicant organization or of the lead applicant organization.

XII. Program Reporting

Final reports will include the following elements (subject to modification):

1) A comparison of planned to actual performance, demographic, and outcome measures (Templates to be provided).

2) Business success stories that illustrate community economic revitalization or development.

3) Narrative that references Work Plan and answers questions such as: What worked well, what did you learn, and what were the challenges in providing assistance to your small business clients?

4) Description of methodology used for verifying baseline and outcome data, including which indicators were used to validate business, stabilization and growth, and how follow-up was conducted (phone, internet, face to face; survey, interview, document verification, etc.)

Small Business Capacity Building Program Grant Application Checklist

To be included with Proposal:

- ☐ Application Cover Sheet (Form included in RFP)
- ☐ Narrative (6 page maximum)
- ☐ Application Checklist (Form included in RFP)
- ☐ Work Plan (Attachment A)
- ☐ Proposed Project Budget (Attachment B – Form Included in RFP)
- ☐ Performance Data/ Demographic Profile (Attachment C – Form Included in RFP)
- ☐ Outcomes and Indicators (Attachment D – Form Included in RFP)
- ☐ Resumes of key personnel delivering direct service (Attachment E)
- ☐ Certificate of Good Standing from the Secretary of the Commonwealth (Attachment F)
- ☐ Verification and Authorized Signature (Attachment G – Form included in RFP)
- ☐ Current Board of Directors list (Attachment H)
- ☐ Map of Service Area (Attachment I – Form included in RFP)
- ☐ U.S. IRS Tax Exempt Certification/ Determination Letter (Attachment J)
- ☐ Most recent Audited Financial Statement or Review (Attachment K)
- ☐ Current year-to-date organizational Financial Statement: Income & Expense/Balance Sheet (Attachment L)

Application Cover Sheet

Name of Applicant Organization		Funding Amount Sought for Small Business Capacity Building: \$	
Mailing Address	City/Town	State	Zip Code
Telephone	Fax	Applicant Web Address	
Name/Title of Primary Contact			
Contact e-mail address/ phone (if different from above)		Non-profit Yes ____ No ____	
Brief Summary of Applicant Agency/Partnership (100 words or less)			
Brief Summary of Small Business Assistance Grant Program (100 words or less)			

ATTACHMENT B
Small Business Capacity Building Grant Budget

	Column A	Column B	Column C	Column D
	(Lead) Agency:	(Partner Agency):		
Cost Elements	Annual Project Budget	Annual Project Budget	Total Other Funding Sources	MGC Funding Request
Personnel				
Staff (include % of staff time on project)				
Total Staff				
Consultants (include pay rate)				
Total Consultants				
Total Personnel				
Non-Personnel Direct Costs				
Total Non-Personnel Direct Costs				
Total Direct Costs				
Administrative Overhead/ Indirect Costs (10% of total budget)				
TOTAL PROJECT COST				
NOTE: Above Columns A + B = C + D				
Revenue Elements	Amount	Amount	Status	Award Date
Identified Sources				
Projected Fees				
Matching Funds				
Contributions				
Contracts/ Grants (list separately)				
TOTAL Projected Revenue				

Attachment C

Performance Data/ Demographic Profile	# of Clients (past year)	% of Total	Proposed Totals (7/13 – 6/14)
NOTE: Please only report on clients receiving 5 hours or more of direct service during the reporting year			
Total number of business clients receiving services		100%	
<ul style="list-style-type: none"> Of the total # of clients, how many primarily received/will receive 1:1 T.A./counseling 			
<ul style="list-style-type: none"> How many primarily participated in/will participate in workshops/training (unduplicated from 1:1) 			
Women			
Black/African American, Hispanic/Latino, Asian, Native American			
US military veterans			
Businesses located in host and surrounding community of Licensee			
Owners starting businesses as a result of becoming unemployed	Optional:		
Total Unduplicated Target Population (2013-2014 => 50% of total client population)			
Prospective business owners (>1 year from starting a business)			
Pre-Start-Up clients (within 1 year of start-up)			
Start-Up clients (business operating/generating revenue)			
Established business clients (is/was profitable and employing at least 1 FTE)			

NOTES:

1. Please only report on clients receiving 5 hours or more of **direct service** during the reporting year. (Do not report on intake or assessment only clients.)
2. Please report on status of clients as of the beginning of service during grant period
3. 1:1 t.a./counseling + workshop/training clients should equal total number of business clients served
4. Prospective + pre-start-up + start-up + established businesses should equal total number of business clients served. (Prospective business owners >1 year from start-up are not covered under the terms of the grant.)

Attachment D

Outcomes and Indicators	# of Clients (past year)	% of Total	Proposed Totals (5/14– 7/14)
NOTE: <i>Please only report on clients receiving 5 hours or more of direct service during the reporting year</i>			
Total number of business clients receiving services		100%	
<ul style="list-style-type: none"> Indicators (please list): 			
Businesses (to be) stabilized (meaning clients whose businesses were experiencing losses or other problems who are now financially or legally stable)			
<ul style="list-style-type: none"> Indicators (please list): 			
Businesses that grow/increase revenue as a result of services			
<ul style="list-style-type: none"> Indicators (please list): 			
Businesses that do not report positive outcome (including on-going clients)			
FTE jobs (to be) created as a result of services			
FTE jobs (to be) preserved as a result of services (applies to businesses stabilized)			
Businesses (to be) receiving financing (either directly or from loan packaging services)			
Total value of loans (to be) closed	\$	100%	\$
<ul style="list-style-type: none"> # of Direct loans 			
<ul style="list-style-type: none"> # of Indirect loans (loan packaging) 			
<ul style="list-style-type: none"> \$ Value of direct loans 	\$		\$
<ul style="list-style-type: none"> \$ Value of indirect loans 	\$		\$
<ul style="list-style-type: none"> \$ Value of smallest and largest loans closed 	\$	\$	

NOTES:

. Direct loans + indirect loans = total # and total \$ value of loans closed

Verification and Authorized Signature

I verify that I am authorized to commit my organization and to make this application on behalf of the organization. I certify that the above information is correct and that the statements made herein, including all attachments and exhibits, are true and correct to the best of my knowledge. I understand that this application may be disqualified if it does not contain all required information. I understand that all materials submitted as part of the application are subject to disclosure under the Massachusetts Public Records Law, to the extent that this law applies.

I acknowledge and agree that the Massachusetts Gaming Commission has no obligation, and retains the sole discretion to fund or choose not to fund the proposal set forth herein, and that MGC's receipt of the proposal does not imply any promise of funding at any time.

Signature	Name (print)
Title	Date
Organization Name	Organization Address

MassGaming Small Business Capacity Building Program
Attachment I: Map of the Commonwealth of Massachusetts
(Please indicate your service area in pen)

