

Massachusetts Manufacturing Investment Initiative (M2I2)

Program Guidelines and Grant Proposal Process

Applying for Cost Share to support Manufacturing USA Projects

A State Program administered by the Center for Advanced Manufacturing at the
Massachusetts Technology Collaborative

1. Introduction

Working in close collaboration with the Commonwealth of Massachusetts' Executive Office Economic Development ("EOED"), the Center for Advanced Manufacturing ("CAM") at the Massachusetts Technology Collaborative ("MassTech") is offering capital cost share grants for projects and discovery centers located within Massachusetts, as part of the state's on-going commitment to support state and federal advanced manufacturing priorities that align with the [Manufacturing USA program](#).

The Massachusetts Manufacturing Innovation Initiative ("M2I2") builds upon the state's existing assets, including a strong academic presence, national leadership in R&D, the depth of the innovation ecosystem of the state, and a long history of manufacturing strength. M2I2 acknowledges that innovation is key to the future of manufacturing within the state. M2I2 deepens and connects these assets, to further the innovations and job growth within the state by connecting companies, universities, national labs, government, incubators, accelerators, and other academic and training institutions.

MassTech is a state authority of the Commonwealth of Massachusetts with a mission to strengthen the competitiveness of the tech and innovation economy by driving strategic investments, partnerships, and insights that harness the talent of Massachusetts. The mission of CAM is to foster the most complete, most connected, and fastest manufacturing ecosystem from innovation through production. MassTech will be the contracting entity on behalf of CAM, and (except where the specific context warrants otherwise), they are used interchangeably in this document. Mass Tech Collaborative will enter into an ***M2I2 Grant Agreement and Statement of Work*** with the non-profit partners selected by the Respondents containing certain standard provisions (the "Agreement"), located [HERE](#).

2. State Commitment to Manufacturing USA Centers

The M2I2 Program provides cost share to support projects that are aligned with at least one of the following Manufacturing USA Institutes:

- AFFOA (Advanced Functional Fabrics of America)

- AIM Photonics (American Institute for Manufacturing Integrated Photonics)
- America Makes
- ARM (Advanced Robotics for Manufacturing)
- BioMADE (Bioindustrial Manufacturing and Design Ecosystem)
- CESMII (The Smart Manufacturing Institute)
- CyManII (The Cybersecurity Manufacturing Innovation Institute)
- IACMI (The Institute for Advanced Composites Manufacturing Innovation)
- LIFT (Driving American Advanced Manufacturing into the Future)
- MxD (Manufacturing times Digital)
- NextFlex (Flexible Hybrid Electronics Manufacturing Institute)
- PowerAmerica (Advancing Silicon Carbide and Gallium Nitride Technologies)
- RAPID (Rapid Advancement in Process Intensification Deployment Institute)
- REMADE (Reducing Embodied-energy And Decreasing Emissions)

3. Purpose

The purpose of this document is to advise entities within Massachusetts on the process by which they may request cost share grants from CAM for projects related to the federal Manufacturing USA program.

CAM welcomes engagement in this process by an applicant proposing a project within the borders of the Commonwealth of Massachusetts. Entities that want to apply for state cost share should engage CAM as early as possible in their project development.

4. Guidelines

Application Process	There is a two-step application process, which first requires the submission, review, and approval of a concept paper, before an applicant is invited to submit a full online application. Concept papers are submitted to MassTech on a rolling basis and will be reviewed within approximately four weeks. Full applications are submitted to MassTech on a rolling basis, and will be reviewed at least quarterly.
Types of Grants and Eligible Expenses	Grants are available for capital purchases including equipment, development of new technology platforms or systems and related capital costs. The acquisition of

	<p>land and construction of new buildings are not eligible capital expenditures for the purposes of this program. Staff salaries are also not a reimbursable capital expenditure for purposes of this program.</p> <p>All capital expenditures funded under this program must be accounted for by the recipient in its financial records as a capital expenditure under Generally Accepted Accounting Principles (“GAAP”).</p>
Eligible Locations	<p>All projects granted through this process must have a direct impact within the borders of Massachusetts. All equipment or other capital procured under this program must remain in the state and be used for its funded purpose for the useful life of the equipment or asset.</p>
Eligible Applicants	<p>The applicant must have, or plan to have, significant manufacturing or research and development operations in Massachusetts.</p> <p>Additionally, all applicants must either (1) be an institution of higher education in Massachusetts, including state, municipal and community colleges and universities, a nonprofit organization, or another public or quasi-public entity; or (2) a for-profit entity that proposes a project in partnership with an institution of higher education, a nonprofit organization, or another public or quasi-public entity.</p> <p>If the applicant is a for-profit entity, MassTech will contract directly with the collaborating partner which must be an institution of higher education, a nonprofit organization, or another public or quasi-public entity.</p>
Duration of Contracts	<p>Contracts may span multiple fiscal years if the equipment purchased spans multiple fiscal years, but this should be</p>

	<p>specified up front. All funds must be drawn within the fiscal year(s) specified in the contract.</p> <p>Fiscal year is from July 1-June 30.</p>
<p>Match Requirement</p>	<p>All projects require match, with a minimum of 1:1 match of the state's investment under this program.</p> <p>All contributions, including cash and in-kind contributions, will be accepted as part of the match requirement provided that such contributions meet all of the following criteria: (i) are necessary to accomplish the objectives of the collaborative project; (ii) are included in the approved budget for the project; (iii) are not sourced from other state grants; (iv) are verifiable from recipient's records; and (v) are not included as matching contributions for any other federal or state-supported project. Match can come from the applicant, third parties, other private investments, or federal grants.</p> <p>Any fees required from the non-profit partner can be considered as part of the applicant's cost share but cannot be an allowable grant funded cost.</p> <p>Match costs should be incurred within the grant period.</p>

5. Evaluation Criteria

Projects must demonstrate clear benefit for the economy of the Commonwealth of Massachusetts. Proposals must describe their economic impact, which will be evaluated based on the following criteria:

- Technical innovation
- Project feasibility
- Job impact on Massachusetts
- Market impact
- Workforce training strategy

- Quality of collaboration with other entities
- Budget soundness
- Diversity, equity, & inclusion

Lack of debarment status by either the state or federal government is also required.

6. Process

In order for CAM to determine if a project is eligible to be granted cost share, the following process must be followed. See *Appendix 1: M2I2 Cost Share Request Process*, for further information about the process.

1. **Eligibility Meeting:** Potential applicants are required to first reach out to the CAM team to request a meeting to determine eligibility.

Potential applicants should contact:

m2i2@masstech.org

2. **Concept Paper:** Potential applicants deemed eligible during step 1 are required to submit a concept paper prior to submitting a full application. Applicants may subsequently be invited to submit a full application that builds upon the concept paper.

If requested, CAM will provide assistance during this period to achieve a competitive project proposal. During this time, CAM will also determine the targeted fiscal year(s) for the cost share grant. This will be assigned to ensure approvals can be obtained per all timelines.

Prior to submitting a Concept Paper, applicants should work to define the responsibilities and tasks of the collaborating partner, which should be outlined as part of the concept paper. Any contractual obligations or administrative fees to be paid to the institution of higher education, nonprofit organization, or other public entity for the collaboration should be discussed and agreed to by the applicant and collaborative partner organization prior to the submission of the application.

Please refer to Appendix 2 for instructions and guidelines on the preparation of concept papers. Concept papers must be submitted to:

m2i2@masstech.org

3. **Full Application:** Applicants that submit concept papers and receive pre-approval will be asked to submit a full application for review. Applicants should [apply here](#) with a formal project proposal, **only when requested**. This will include a detailed project plan and budget. A detailed equipment list and other project-related expenses must be submitted at this time. Any expenditures that will go beyond the fiscal year of the award must be clearly specified. Applications may be submitted on a rolling basis.

MassTech will evaluate each application that is properly submitted. As part of the selection process, MassTech may invite applicants to answer questions regarding their application in person or in writing. In its sole discretion, MassTech may also choose to enter into a negotiation period with an applicant and then ask the applicant to submit additional information.

By submitting an application applicants must agree to certain certifications. Please read the certifications carefully before agreeing and submitting an application.

4. **Step 4, Award and Contracting:** CAM shall review Applications on at least a quarterly basis and award decisions shall be made after receiving all required approvals under MassTech's processes. Applications will be subject to an administrative review to determine compliance with the requirements of this Program. MassTech Collaborative staff may contact an applicant to request supplemental or clarifying information as part of the formal review process. All awards under this Program are also subject to review and recommendation by an external Advisory Committee and may be subject to final review and approval by the MassTech Collaborative Board of Directors.

Successful applicants shall be notified and will be required to enter into a grant agreement with MassTech found [HERE](#).

CAM/MassTech may choose to make a public announcement of the grant and its impact at any time. Any public announcements by a grantee of the grant award must be coordinated with MassTech.

The contracted party shall be responsible for the coordination of all grant requirements set forth in the agreement including the submission of deliverables and invoicing.

5. **Payments from MassTech:**

After a contract has been executed, the grantee will submit requests for payment to MassTech by submitting proper documentation for payment, which includes the following:

- i. Copies of invoices and accounts payable slip showing the item has been fully purchased, or
- ii. Copies of an invoice with accounts payable split showing the partial payment made by grantee.

All expenses made for a given fiscal year must be incurred before June 30th of that year. Documentation of incurred expenses may be submitted to MassTech up until July 31st of each year for the prior fiscal year's contract, but such documentation must not contain an invoice dated after June 30th for the prior fiscal year's contract.

If the grantee is unable to spend all the funds contracted in a given fiscal year, an amendment to the contract may be required. CAM must be notified before May 1st of that fiscal year if the grantee is not going to expend funds as agreed to in the agreement and plans to request an extension of the budget and/or period of performance of the contract.

6. Reporting and Closeout:

During the project period each grantee will be obligated to report annually to CAM on progress, including funds spent, project objectives, adherence to timelines, economic outcomes, and impact on Massachusetts. A final report will be due at the end of the fiscal year after project completion that will include the project's accomplishments, economic outcomes and impact on Massachusetts. All recipients are also required to present their project at one public event hosted by CAM during the duration of the project.

7. General Conditions:

- a. Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this grant program shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Respondent wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. fourteen (14) business days prior to submitting an application. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the applicant. The General Counsel will issue a written determination within ten (10) business days of receipt of the written request. If the General Counsel approves the request, the Respondent shall clearly label

the relevant information and/or documentation as “CONFIDENTIAL” in the Application. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

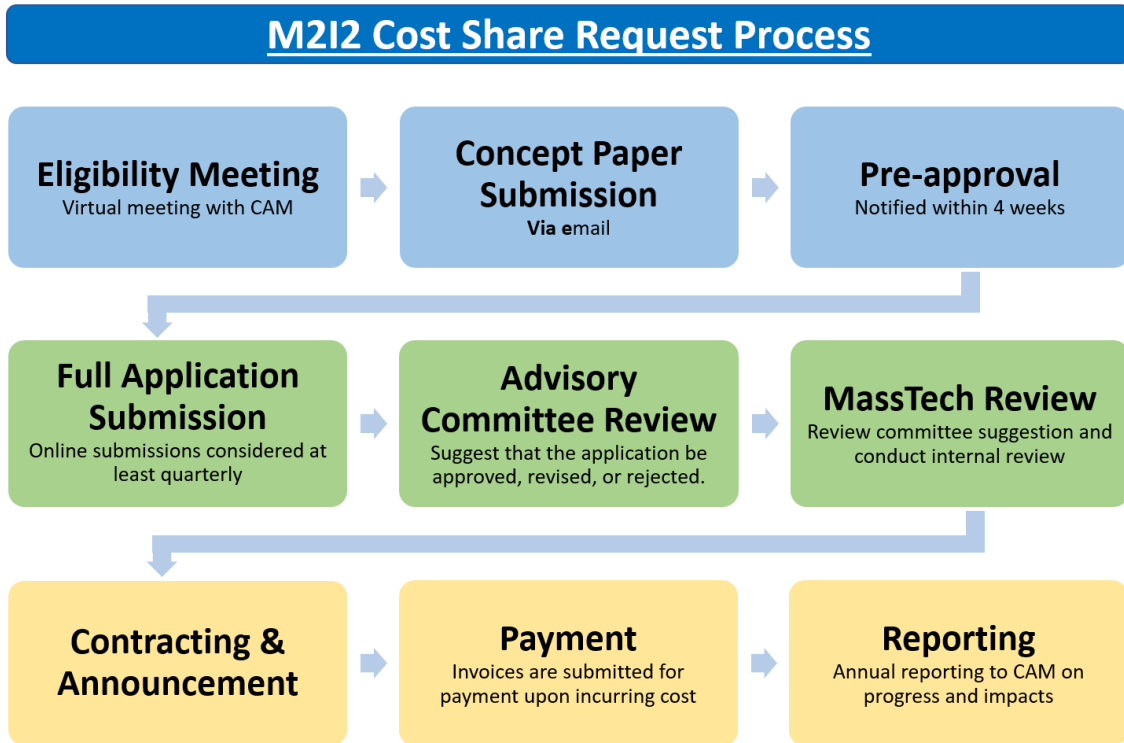
- b. If a Concept Paper or Application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. The Mass Tech Collaborative reserves the right to waive omissions or irregularities that it determines to be not material.
- c. These Program Guidelines, as may be amended from time to time by Mass Tech Collaborative, does not commit Mass Tech Collaborative to select any organization(s), award any grant funds under this Program, or pay any costs incurred in applying or responding to this Program. Mass Tech Collaborative reserves the right, in its sole discretion, to withdraw the Program, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all Applications received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, and to request modifications to Applications in accordance with negotiations, all to the same extent as if this were a Request for Information.
- d. On matters related solely to this Program that arise prior to an award decision by the Mass Tech Collaborative, Respondents shall limit communications with individual listed in Section 6 a). No other Mass Tech Collaborative employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this Program.
- e. The Mass Tech Collaborative may provide reasonable accommodations, including the provision of materials in an alternative format, for applicants with disabilities or other hardships. Applicants requiring accommodations shall submit requests in writing, with supporting documentation justifying the accommodations, to the individual listed in Section 6 a). The Mass Tech Collaborative reserves the right to grant or reject any request for accommodations.
- f. All applications shall be treated by the Mass Tech Collaborative as an accurate statement of an applicant’s capabilities and experience. Should any statement asserted by an applicant prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for Mass Tech Collaborative in its sole discretion to reject the application and/or terminate of any resulting agreement.
- g. Costs that are not specifically identified in an applicant’s response and/or not specifically accepted by Mass Tech Collaborative as part of an agreement will not be compensated under any contract awarded pursuant to this Program.

8. Questions?

Please contact CAM if you have any questions regarding the process for accessing the M2I2 program. Contact information:

m2i2@masstech.org

Appendix 1: M2I2 Cost Share Request Process



Appendix 2: M2I2 Concept Paper Guidelines and Outline

This guide is to be used as a starting point for the development of a concept paper. The purpose of a concept paper is to determine the intersection and alignment of the proposed project with the goals of the M2I2 Program and the relevant Manufacturing USA Institute. The concept paper will allow CAM to perform analysis and due diligence in determining the appropriateness of a full application submission. Concept papers should be clear and concise, not more than 5 pages (inclusive of appendices) and free of policy or business jargon.

Outline:

Introduction: Provide a brief description of the project for which you are seeking funding. Demonstrate that you understand the mission of the M2I2 Program and explain how the proposed project fits in with its objectives. Describe all collaborative partners, the benefit of such partnerships and their role in the project. Be sure to define the unmet need and answer the question: Why does this project matter?

Project Description: Concisely describe what the applicant proposes to do, the approach and potential impacts. Identify the “unmet need” and explain how the proposed project is the best possible solution to meeting this need. Be sure to address the timeliness of the work being proposed and explain how the experience of the applicant and its partners makes them the best suited for performing this work including information to address specific eligibility requirements as state in the guidelines above. Explain your solution and show why this approach is the best solution (make a compelling case for funding).

Goals and Objectives: Outline the goals and objectives of the project being described. Goals will represent a simple and clear statement of the vision, specifying the accomplishments to be achieved for the vision to be realized. Objectives will represent a statement of measurable outcomes that relate to the program goals and will include clear statements of the specific activities required to achieve the outcomes necessary for reaching the objective.

Anticipated Benefits: This section will speak to the expected outcomes of the project and how the outcomes benefit the targeted application/product and the timeline on which the expected outcomes and benefits will be achieved.

Methodology & Timelines: How will the project be carried out? Make sure you have connected goals and objectives to your methodology/timeline.

Support Needed & Costs: State the total dollar amount for the project, provide a high-level budget for the capital funds being requested and provide information about how funds will benefit the overall project. Be sure to provide an overview of the required matching funds, including how those funds will be used and the current state of securing the required matching funds. Also describe any significant programming, facilities and

equipment already in place to complement the project. Also include information on key personnel and their previous relevant experience.

Manufacturing USA Institute Alignment: Provide a description of which Manufacturing USA Institute(s) you believe your project aligns with and why.

Contact Information: Provide full contact information for the individual responsible for the proposed project and the applicant.