



Commonwealth of Massachusetts
Executive Office of Housing and
Economic Development

Massachusetts Manufacturers' Accelerate Program (MMAP)

Program Guidelines and Grant Proposal Process

Applying for State Cost Share to support Manufacturing Projects

Program of Massachusetts Technology Collaborative (Mass Tech) and Executive Office of Housing and Economic Development (EOHED)

1. Introduction

The Massachusetts Manufacturer Accelerator Program (MMAP) provides capital cost share for projects located within the Commonwealth's borders, as part of the state's on-going commitment to the manufacturing industry.

MMAP builds upon the state's existing assets, including strong academic presence, a national leadership in R&D, the depth of the innovation ecosystem of the state, and a long history of manufacturing strength. MMAP acknowledges that innovation is key to the future of manufacturing within the state. MMAP 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.

2. State Commitment to Manufacturing

Over the next five years, the Commonwealth of Massachusetts has committed a total of \$10 million cost share to advanced manufacturing projects aligned with the Advanced Manufacturing Collaborative (AMC) vision of the Commonwealth of Massachusetts. The program will focus on manufacturing expansion grants to accelerate company growth.

3. Purpose

The purpose of this document is to advise entities within Massachusetts on the process by which they may request cost share from the state of Massachusetts for projects related to manufacturing.

The state welcomes the engagement in this process by any manufacturing project within the borders of the state. This process will help inform entities if the state will support their project with cost share, and help them obtain approval, contracts and grants.

4. Guidelines

Application Process	Applications must be completed and submitted to Mass Tech in response to project proposal solicitation which will occur on an annual basis.
Types of Grants	Grants are available for capital purchases only. Any capital expenditure to be funded by the Mass Tech Collaborative under this program must be one that will be accounted for by the recipient in its financial records as a capital expenditure under Generally Accepted Accounting Principles ("GAAP"). Examples of such capital expenditures could include expenditures for the purchase of equipment and the development of new technology platforms or systems, the acquisition of land and existing facilities, construction of new buildings and the renovation of existing buildings. Such capital expenditures may also include salaries of staff directly engaged in planning and managing capital projects to the extent such expenditures are capitalizable under GAAP. Salaries of individuals engaged in operations, as well as other operating costs, are not capital expenditures
Eligible Locations	All projects granted through this process must have direct impact within the borders of the Commonwealth. The capital acquired must be installed within the borders of the Commonwealth.
Eligible Applicants	Applicants must be a collaboration between a manufacturer and an institution of higher education, non-profit, or other public or quasi-public entity legally organized in Massachusetts.

	<p>The applicant also must have, or plan to have, operations in Massachusetts.</p> <p>Applications that include elements that contribute to geographic, social, racial and economically equitable outcomes will be viewed favorably.</p>
Duration of Contracts	<p>All cost share funds must be drawn within the fiscal year(s) specified in the contract. Contracts may span multiple fiscal years if the equipment purchased spans multiple fiscal years, but this should be specified up front.</p> <p>Fiscal year is from July 1-June 30.</p>
Reporting	<p>All projects that receive cost share from MMAP must report at least annually on progress and impacts of the project to the state.</p>

5. Evaluation Criteria

Projects requesting state cost share must demonstrate clear benefit for the economy of the Commonwealth of Massachusetts. Proposals to the MMAP must describe their economic impact, which will be evaluated based on combinations of the following criteria:

- New jobs created
- New markets enabled by new capability
- Projects focused in the area of semiconductor, battery, technologies, additive manufacturing and the defense and aerospace industries
- Impact on other parts of the supply chain
- Collaboration with ecosystem partners to help drive support, business connections and growth
- Contributions to geographic, social, racial and economically equitable outcomes
- Minimum of 1:1 cost share contribution
- Workforce training plan outlined

6. Application Process

In order to engage the state in determining if a project can be granted Massachusetts state cost share, the following process will be followed.

Application Steps (Please refer to flow chart in Appendix 1)

- Project Solicitation is released
- Informational sessions are held
 - The sessions are used to promote the program and describe the application process
- Solicitation for proposals which include:
 - 1000 words project summary
 - Responses to Evaluation Criteria Matrix (see Appendix 2)
- Applications are due by the closing deadline
- Applications reviewed by independent ecosystem experts
 - Selected set of applicants will be chosen to present to ecosystem experts
- Selected applicants present in “live” format to a panel of ecosystem experts
- Awarded projects recommended to EOHED for final approval
- Upon final approval by MassTech, we will contract with the grantee and announce the project

Final Award and Contracting

- a. Once the chosen projects are selected, the project is ready for contracting and funds disbursement. This contract must be between Mass Tech and an institution of higher education, non-profit or other public or quasi-public entity. This entity may either be the project lead, a partner on the project or simply a contracting agency. This contract will include a standard contract with Mass Tech and a detailed scope of work.
- b. Detailed final equipment lists and other project related expenses must be submitted at this time. Please note, Mass Tech will not reimburse for sales tax, interest, or other costs outside of the scope of this agreement.

Announcement of Support

- c. Grantee understands that at any time, the Commonwealth or Mass Tech may choose to make a public announcement of the grant and its impact. Any public announcements by grantee of the grant award must be coordinated with Mass Tech.

Payments from the State

- d. The grantee will submit requests for payment to Mass Tech by submitting proper documentation for payment, which includes the following:
 - i. Copies of invoices for the capital items that has been purchased with grant funds; or
 - ii. In certain cases, in lieu of individual invoices, MassTech may accept detailed accounting-system generated reports that tie back to invoice totals and budget categories. subject to MassTech approval of form and format; and
 - iii. Invoice Certification
- e. All expenses for a contract made for a given fiscal year must be incurred before June 30th of that year.

Documentation of incurred expenses may be submitted to Mass Tech up until July 31st of each year for the prior fiscal year's contract, but such documentation must not contain any purchase or order date after June 30th of prior fiscal year's contract.

- f. If grantee is unable to spend all the funds contracted in a given fiscal year, an amendment to the contract may be made. Mass Tech must be notified before May 1st of that fiscal year.

Reporting and Closeout

- g. All grantees are obligated to report annually on the project to the state on progress, including funds spent, project objectives, adherence to timelines, economic outcomes and impact on Massachusetts

When submitting their final request for payment, grantees should attach a brief memo that acknowledges that they will not be sending any additional expenses to Mass Tech for reimbursement and should state any remaining balance in their grant award they do not plan on utilizing. Along with the final payment request, the grantee will also submit a final report to the MassTech on their

accomplishments, lessons learned, economic outcomes and impact on Massachusetts.

7. Questions?

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

Christine Nolan

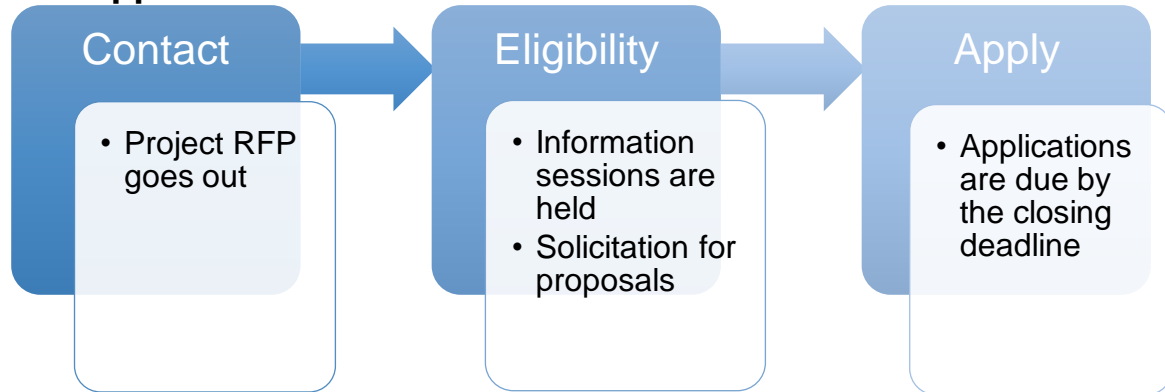
Director, Center for Advanced Manufacturing (CAM)

Cell: 978-764-0682

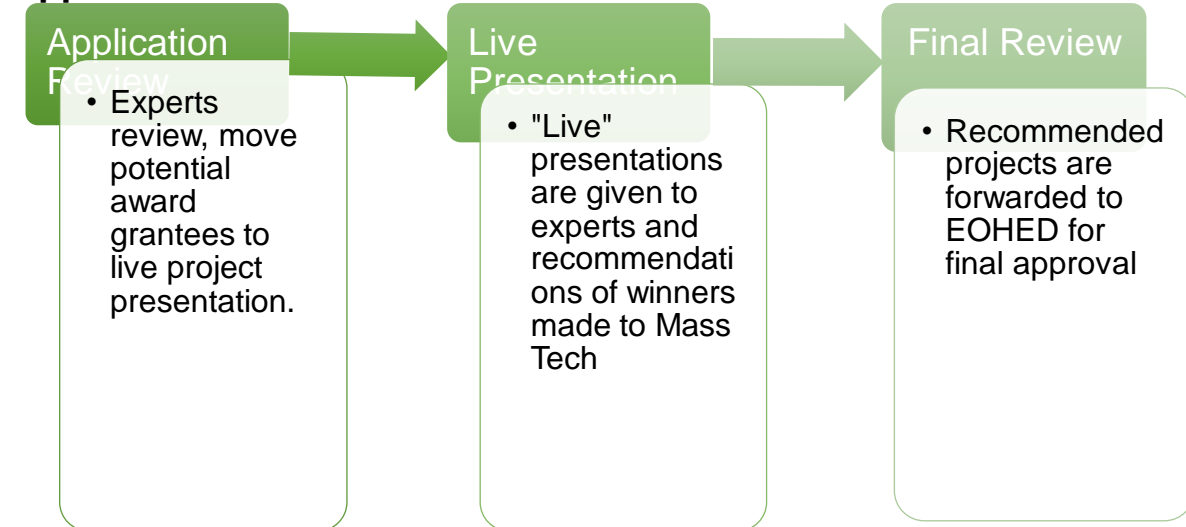
nolan@masstech.org

Appendix 1: MMAP Cost Share Request Process

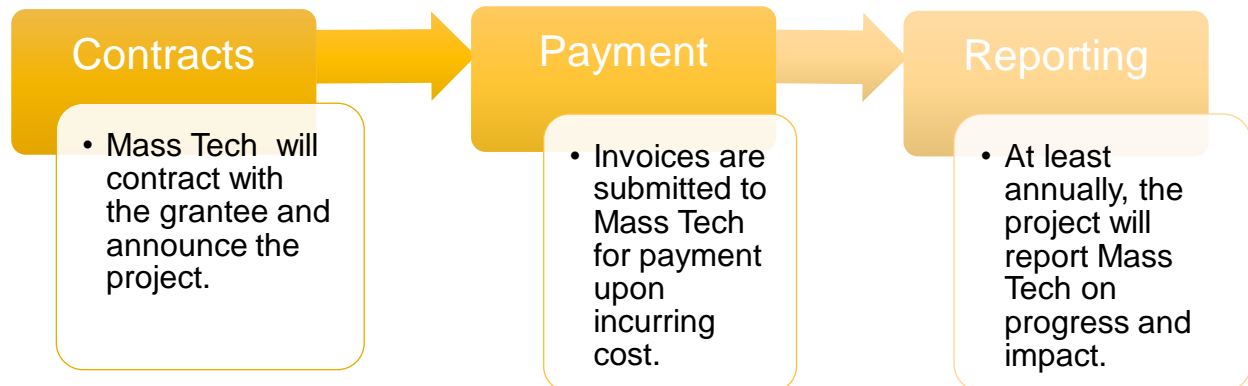
Pre-Approval



Approval



Award



Appendix 2: Evaluation Criteria Matrix

Evaluation Criteria	Response Score (Max)
New jobs created	25
New markets enabled by new capabilities	15
Project in the area of semiconductor, battery, autonomy or additive manufacturing	15
Impact on other parts of the supply chain	10
Collaboration with ecosystem partner to help drive support, business connections and growth	10
Project elements that contribute to geographic, social, racial and economically equitable outcomes	10
Minimum of 1:1 Cost share	10
Workforce training plan outlined	5
TOTAL	100