

Massachusetts Manufacturing Investment Initiative (M2I2) Program Guidelines and Grant Proposal Process

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. For clarification purposes, the terms CAM and MassTech are used interchangeably in this document.

The Massachusetts Manufacturing Innovation Initiative ("M2I2") provides grant funding to help Massachusetts organizations transition their technologies to manufacturing. M2I2 is helping bridge the gap between innovation and commercialization across hard-tech sectors, from electronics to bioindustrial manufacturing to robotics to additive manufacturing. 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 supports projects that create a substantial benefit for Massachusetts communities. 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. MassTech will enter into an *M2I2 Capital Matching Grant Agreement* or an *M2I2 (Partnership) Capital Matching Grant Agreement* with the selected organization (see Section 4, Guidelines, for contracting entity distinctions), containing certain standard provisions (the "Agreement"), located [HERE](#).

2. State Commitment to Manufacturing USA program

The M2I2 program provides cost share to support projects that are aligned with federal priorities that are set forward through the following Manufacturing USA Institutes:

- AFFOA (Advanced Functional Fabrics of America)
- AIM Photonics (American Institute for Manufacturing Integrated Photonics)
- America Makes (National Additive Manufacturing Innovation Institute)
- 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)

More information on the Manufacturing USA Institutes can be found [here](#).

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

<p>Eligible Applicants</p>	<p>Applicants must:</p> <p>(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</p> <p>OR</p> <p>(2) be 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>AND</p> <p>(3) have, or plan to have, significant manufacturing or research and development operations in Massachusetts.</p> <p>Any organization advancing innovations to manufacturing in Massachusetts, including companies, universities, colleges, incubators, and accelerators, is eligible to apply.</p>
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	<p>Innovations must be incorporated into physical products; organizations advancing software-only products are not eligible.</p> <p>If the applicant is a for-profit entity proposing partnership with institutions of higher education, nonprofit organizations, or other public or quasi-public entity, the for-profit applicant must illustrate that the proposed partnership is collaborative and that the project has a significant community benefit. Community benefits can include a wide range of activities that create value for Massachusetts communities not directly involved in the project. Examples of such a community benefit could include, but are not limited to, a collaboration between a community college and a company to create a more accessible training program for a sector, a pilot program between a company and an environmental nonprofit to use a new technology to address an environmental issue, or a research collaboration between a university and a startup to run and publish a study.</p>
Application Process	<p>There is a three-step application process (see Section 6, Process, for guidelines):</p> <p>(1) Potential applicants must meet with MassTech to determine eligibility</p> <p>(2) If eligible, applicants must then submit a concept paper (see Section 6, Process, and Appendix 2. M2I2 Concept Paper Guidelines and Outline, for guidance). Concept papers may be submitted to MassTech on a rolling basis and will be reviewed within approximately four weeks of receipt. Concept papers must be received at least one month prior to the targeted full application deadline.</p> <p>(3) After review of their submitted concept paper, if invited by CAM, applicants must submit a full online application to be considered for award. Full applications may</p>

	<p>be submitted to MassTech on a rolling basis and will be reviewed at least quarterly. Quarterly application deadlines are maintained on the M2I2 website.</p>
Types of Grants and Eligible Expenses	<p>Grants are available for capital purchases including equipment, development of new technology platforms or systems, and related capital costs. The acquisition of 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 the 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> <p>Work that has been completed or equipment purchased prior to the full application submission date is not eligible for reimbursement with M2I2 grant funds. Applicants may, at their own risk, choose to order capital equipment as of the date of full application submission; applicant, however, assumes risk of all costs if they are not selected for an award. If a deposit on the equipment is a commitment to purchase, it cannot be done prior to date of full application submission in order to be eligible for reimbursement.</p>
Eligible Locations and Restrictions	<p>All projects granted through this process must have a direct impact within the borders of Massachusetts. All equipment or other capital assets procured under this program must remain in the Commonwealth and be used for their funded purpose for a minimum of five (5) years after installation.</p>
Contracting Entities and Duration of Grant Agreements	<p>Contracting Entities</p> <p>(1) If the selected applicant is an institution of higher education in Massachusetts, including</p>

	<p>state, municipal and community colleges and universities, a nonprofit organization, or another public or quasi-public entity, MassTech will contract directly with the applicant. Form of contract shall be the <u>M2I2 Capital Matching Grant Agreement</u></p> <p>(2) If the selected applicant is a for-profit entity proposing partnership with an institution of higher education, a nonprofit organization, or another public or quasi-public entity, MassTech will contract directly with the non-profit/educational/public entity partner (NOT the for-profit applicant). Form of contract shall be the <u>M2I2 (Partnership) Capital Matching Grant Agreement</u></p> <p>Duration of Grant Agreements</p> <p>Grant agreements may span multiple fiscal years if the purchasing of equipment spans multiple fiscal years, but this should be specified up front.</p>
Match Requirement	<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 by, or considered discretionary funds under the control of, a state agency, as defined in Mass. Gen. Laws ch.6, § 39; (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 contributions must be accrued after the date of full application in order to be eligible to meet the 1:1 match requirement.</p>
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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
- Community benefit
- 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

The following process must be followed in order for CAM to determine project eligibility for cost share (see *Appendix 1: M2I2 Cost Share Request Process* for further information about the process)

- a. **Step 1- Eligibility Meeting:** Potential applicants are required to meet with MassTech to determine eligibility.

Potential applicants should contact:

m2i2@masstech.org

- b. **Step 2- Concept Paper:** Potential applicants who are deemed eligible during Step 1 are required to submit a concept paper prior to submitting a full application. Potential 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, for projects involving a collaborating partner, 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 remember- MassTech will contract directly with the higher education, nonprofit organization or other public entity partner, not the for-profit applicant.**

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

m2i2@masstech.org

- c. **Step 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**. Applications must include a detailed project plan, budget, equipment list and all other project-related expenses. The timeline for all expenditures 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.

- d. **Step 4- Award and Contracting:** CAM will 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 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 Board of Directors.

Successful applicants will be notified and MassTech will enter into either an **M2I2 Capital Matching Grant Agreement** (with applicants who are MA institutions of higher education, nonprofit organizations, or other public or quasi-public entities), or an **M2I2**

(Partnership) Capital Matching Grant Agreement (with the non-profit partner of a for profit-applicant), located [HERE](#).

MassTech may, at any time, choose to make a public announcement of the grant award and its impact. Any public announcements by a recipient of the grant award must be approved in writing in advance by, and in coordinated with, MassTech.

Signatories to the grant agreement shall be responsible for the coordination of all grant requirements set forth in the grant agreement, including the submission of deliverables and invoicing.

- e. **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 but is not limited to the following:
 - i. Copies of invoices and accounts payable slips showing the item has been fully purchased, or
 - ii. Copies of invoices and accounts payable slips showing the partial payment made by grantee

- f. **Reporting and Closeout:** During the project period each grantee will be obligated to report annually to CAM on progress, including funds spent, jobs created or saved, adherence to timelines, revenue generated, product status, and status of collaboration with non-profit or academic partner (if applicable). 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 grantees are also required to present their project at one public event as identified by CAM during the term of the grant agreement.

7. General Conditions

- a. All responses, applications, data, materials, information and documentation submitted to MassTech in response to this grant program shall become MassTech's property and shall be subject to public disclosure. As a public entity, MassTech 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 MassTech treat certain information or documentation as confidential, the Respondent must submit a written request to MassTech'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 are inconsistent with these requirements and procedures will be disregarded.

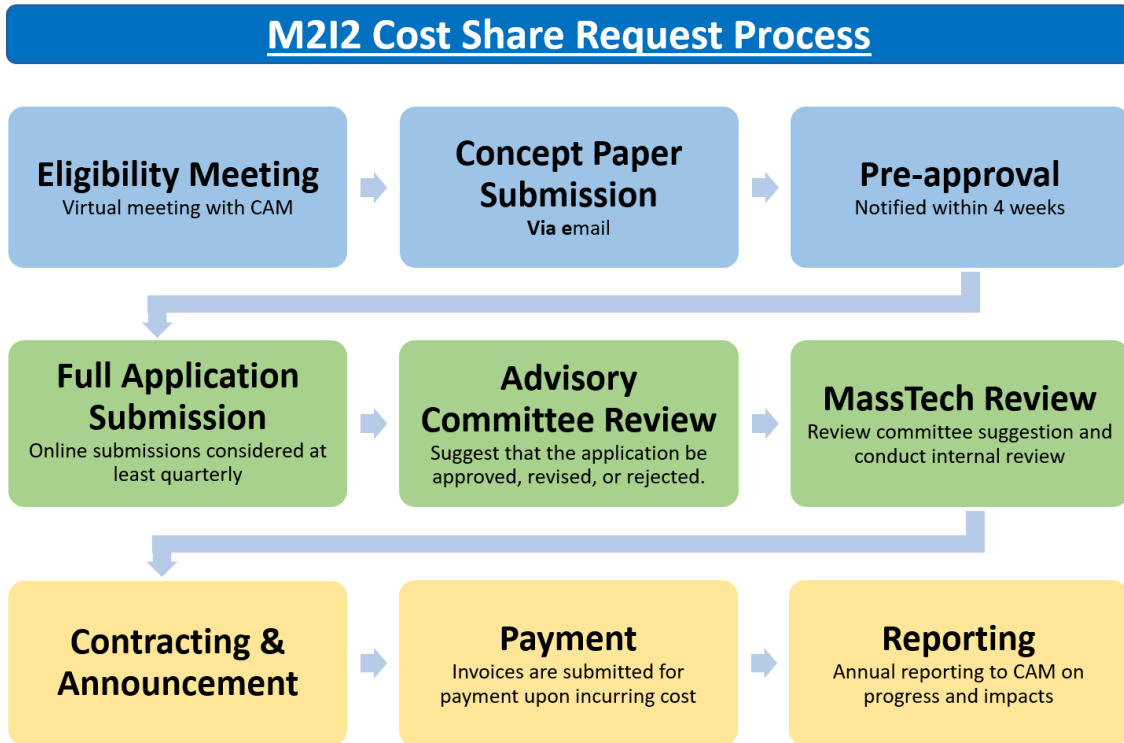
- b. If a concept paper or application fails to meet any material terms, conditions, requirements or procedures, it may be deemed unresponsive and disqualified. MassTech reserves the right to waive omissions or irregularities that it determines to be immaterial.
- c. These program Guidelines, as may be amended from time to time by MassTech, do not commit MassTech to select any organization(s), award any grant funds under this program, or pay any costs incurred in applying or responding to this program. MassTech reserves the right, in its sole discretion, to withdraw the program, to engage in preliminary discussions with prospective applicants, to accept or reject any or all applications received, to request supplemental or clarifying information, to negotiate with any or all qualified applicants, and to request modifications to applications in accordance with negotiations.
- d. On matters related solely to this program that arise prior to an award decision by MassTech, applicants shall limit communications with individuals listed in Section 8 below. **No other MassTech employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this program.**
- e. MassTech may provide reasonable accommodation, including the provision of materials in an alternative format, for applicants with disabilities or other hardships. Applicants requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the individual listed in Section 8 below. MassTech reserves the right to grant or reject any request for accommodation.
- f. All applications shall be treated by MassTech 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 MassTech 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 MassTech as part of a grant 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 provides instructions for submitting a concept paper for the M2I2 grant program, which will be reviewed by CAM staff. Applicants must have a concept paper approved before submitting a full application proposal. Concept papers should be clear and concise and not more than 5 pages (inclusive of appendices).

Please note concept papers are public records and may be disclosed if requested. Please do not include any proprietary or confidential information.

Submit all concept papers via email to m2i2@masstech.org

Concept Paper Outline

Introduction: Provide a brief description of your organization and technology. What problem does your technology solve, and what advantages does it provide over existing options and other novel approaches? What have you demonstrated so far?

Project Description: Concisely describe the project for which you are applying for funding. How would receiving this funding and completing this project help your organization and technology progress? What goals are you setting out to achieve?

Benefits Anticipated: Please speak to the expected outcomes of the project. How many jobs do you anticipate this project creating or saving? Will any workforce development programs be developed or expanded? What will the market impact of this project be?

Support Needed & Costs: State the total dollar amount for the project and provide a draft budget for the capital funds being requested. Please also include a description of the 1:1 match – which expenses will count towards your match requirement, and what is the source of matching dollars?

Non-profit partner: All private-sector applicants are required to collaborate with a Massachusetts-based non-profit partner. If you are a company, please identify which organization will serve as your partner and how you will collaborate with them as part of this project. Work done with the partner should illustrate a significant community benefit. Grant agreements will be entered into between MassTech and the non-profit partner, who will have responsibility to meet all contractual requirements.

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.