

AGENDA

Management Team Call

March 29, 2017 | 3:00–4:00 PM

Dial: 646-558-8656

Meeting ID: 580 571 1193

- | | | |
|----------------|--|---|
| 3:00 PM | <hr/> Welcome and Updates
Welcome Mike Overton and discuss addition of college or university representative(s)

Discuss Connected and Automated Vehicles report release activities and upcoming Future Cities events | Rachel Kuntzsch
Public Sector Consultants (PSC) |
| 3:20 PM | <hr/> 2017 RFP Process
Review previous application processes and discuss potential amendments | Kristin Hofman
PSC |
| 3:55 PM | <hr/> Next Steps and Adjournment
Discuss next steps for RFP process updates and upcoming RPI activities | Kristin Hofman
PSC |

Challenge and Technical Grant RFP Process Updates

2016 CHALLENGE GRANT PROCESS

The following provides highlights from the **2016 Challenge Grant Process**.

- Up to \$83,800 was available for five to fifteen total grants
- Minimum grant award was \$1,000 and maximum grant award was \$50,000
- Applications were accepted between May 1 and October 1, 2016, with projects completed by January 31, 2017
- Applications were submitted by email to Steve Duke in a Word or PDF format
- Applications were required to be 3,000 words or less
- All grant requests above \$10,000 were required to provide additional information, including an explanation of how funding and project coordination would be managed, a review of past experience, and an organizational chart
- Applicant was required to show direct technical experience in areas of work that relate to the Greater Prosperity Initiative's eleven strategic goals
 - Preference was given to projects that involved engagement with two or more of the following: adult education, workforce development, economic development, transportation, or higher education
 - All applications were required to include basic information about the applicant organization, problem approach, work plan, personnel descriptions, timeline, and budget
- Applications were reviewed on an ongoing basis by the management team
 - Some applicants were required to make oral presentation at management team meeting
 - Weighted judging criteria included examination of strategic fit (50 percent), collaborative focus (30 percent), project management (5 percent), budget (5 percent), and overall proposal (10 percent)
- Applicants were required to have one-to-one dollar match
- Once management team approved proposals, a memorandum of understanding was executed between Region 2 Planning Commission and the grant fiduciary
- Grantees were required to provide monthly project and financial status reports

2016 TECHNICAL GRANT PROCESS

The **2016 Technical Grant Process** was very similar to the Challenge Grant Process, but made specific requests for three priority projects in place of a general call for projects to help the region meet its five-year strategy goals. The following highlights key elements of the Technical Grant Process.

- Up to \$85,000 was available for one to three total projects
- The RFP was released on March 17, 2016, and proposals were due April 6, 2016
- Funds were awarded by May 2016, with a project completion deadline of January 31, 2017
- RFP specifically requested projects that focused on:
 - Accelerating and expanding MI Bright Future (\$38,000 allocation)
 - Creation of an autonomous vehicles working group (\$22,000 allocation)
 - Transportation gap analysis to introduce amendments to the region’s transportation improvement plans (\$25,000)
- Applications were required to include basic information about the applicant organization, problem approach, management plan, work plan, prior experience disclosure, personnel descriptions, timeline, and budget
- Applications were submitted by email to Steve Duke in a Word or PDF format
- Applications were reviewed by the management team after the submission period closed
 - Some applicants were required to make oral presentation at management team meeting
 - Applications were evaluated as highly recommended, recommended, or not recommended based on review of the management summary, budget, custom criteria for each project, and the overall proposal
- Once the management team approved proposals, a memorandum of understanding was executed between Region 2 Planning Commission and the grant fiduciary
- Grantees were required to provide monthly project and financial status reports

2017 RFP PROCESS DISCUSSION

The total funding available for all grants in 2017 is \$112,000, a \$56,800 reduction from last year. The following table provides the approved 2017 Regional Prosperity Initiative funding.

Budget Item	Total	Percentage of Total
Grants—Growing and Attracting Talent to Meet Industry Needs	\$82,000	45.43%
Grants—Advancing the Regional Transportation System	\$30,000	16.62%
Communications and Engagement	\$20,000	11.08%
Program Administration/Project Management	\$48,500	26.87%
Total	\$180,500	100%

KEY PROJECTS

Key projects included in the 2017 grant proposal include:

Growing the Regional Talent Pipeline in K–12 School Systems

- The region will support the deployment of accessible career pathway tools such as MI Bright Future. These tools must integrate career planning with the existing educational development processes in K–12 schools, increasing student exposure to high-demand occupations in the region.
- The region will support projects that advance collaboration among the six counties to increase learning opportunities for students interested in skilled-trade careers. This effort will give high school students the opportunity to gain hands-on experience through guided tours at various regional employer facilities and will engage employers to increase their commitments to apprenticeships and work-based learning opportunities.

Addressing Broadband Infrastructure Access Issues

The region will support efforts to address broadband access and adoption barriers in the region. This may include research and analysis of specific supply and demand issues, planning efforts, or public-private partnerships in the region.

Advancing a High-quality and Diverse Regional Transportation System

- The region will convene up to three meetings with transportation planners from across the region to discuss transportation gaps that need to be addressed to meet workforce needs. These discussions will result in actionable strategies for regional stakeholders to implement to ensure that viable transportation options are provided to underserved communities and residents.
- The region will support efforts to implement the recommendations from the Planning for Connected and Automated Vehicles report, which may include providing a technical grant to engage the necessary expertise.

QUESTIONS FOR THE MANAGEMENT TEAM

- What did you like about the 2016 process? What could have made it better?
- How do updates to this RFP process tie in with 2017 roadshow/updates to the five-year plan?
- Should we continue to provide two types of grant awards, or consider having one single process?
 - Open RFP or tight submission deadline?
 - Open call for proposals or specific projects (Broadband, MI Bright Future, Industry Day, CAV, transportation planning, etc.)?
- In what ways should we update proposal requirements?
- In what ways should we update judging criteria?
- In what ways should we update post-award requirements?



May 16, 2016

REGIONAL PROSPERITY CHALLENGE GRANTS

The Region 2 Planning Commission (Commission) invites proposals from organizations to support the implementation of the goals, objectives and strategies outlined in the Region 9 Regional Prosperity Initiative (Initiative) five-year prosperity strategy. Preference will be given to applicants that have demonstrated success in the specified areas of work and a familiarity with the Regional Prosperity Initiative and the communities of Region 9.

Read the Five Year Plan Here: <http://bit.ly/1QLHWXB>

The Initiative is interested in innovative approaches that promise measurable progress against the Initiative's goals. Five to 15 grants will be funded by the Commission with funds from the Initiative. The total amount available for management grants is \$83,800. Awards will range from \$1,000 to a maximum of \$50,000. It is anticipated that the funds will be awarded by the Commission on a rolling basis until October 1, 2016. All grants awarded with this funding must be completed by January 31, 2017.

INQUIRIES

All inquiries should reference the Region 9 Regional Prosperity Initiative Management Grants. Inquiries should be submitted via email to Mr. Steven Duke at sduke@co.jackson.mi.us.

PROPOSAL DEADLINE

Proposals will be accepted from interested applicants on an ongoing basis until October 1, 2016. Projects will be considered for funding as they are submitted, and awarded on a rolling basis. Proposals should be submitted by email as

attachments in either Microsoft Word or PDF format (preferred). Proposals should reference the “Region 9 Regional Prosperity Initiative Challenge Grants” . Deliver proposals to Mr. Steven Duke at sduke@co.jackson.mi.us.

Attached you will find the Request for Proposals (RFP). It provides sufficient information to enable your organization to prepare and submit a proposal. Additional detailed information on the Initiative can be found online at <http://www.region2planning.com/regional-prosperity-initiative-region-9>.

PART I	GENERAL INFORMATION
PART II	SUBMISSION FORMAT
PART III	SELECTION CRITERIA

Region 9 Regional Prosperity Initiative

REQUEST FOR PROPOSALS

REGIONAL PROSPERITY CHALLENGE GRANTS

PART I GRANT INFORMATION

I-A Statement of Purpose

The purpose of this Request for Proposals (RFP) is to obtain proposals from organizations for Regional Prosperity Management grants to support the implementation of the Region 9 Regional Prosperity Initiative (Initiative) five year prosperity strategy. This RFP is offered as part of the State of Michigan Regional Prosperity Initiative as administered by the Region 2 Planning Commission (Commission). The intent of the grant(s) awarded by the Commission is to improve the general prosperity of the six-county region.

Under the auspices of the Commission, a consortium of public, private, and nonprofit organizations in the six-county Prosperity Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties), were awarded grant funds from the State of Michigan's Regional Prosperity Initiative (RPI). These funds will help to build relationships among geographies that have not worked together extensively, and to establish a prosperity vision and five-year strategy for how regional partners will work together to enhance economic prosperity in the region.

Preference will be given to applicants that have demonstrated success in the specified areas of work and a familiarity with the Regional Prosperity Initiative and the communities of Region 9.

The Initiative has eleven goals across two major focus areas:

Growing and Attracting Talent to Meet Industry Needs

1. All levels of education, including K–12, career and technical education (CTE), and college and adult education, use a common career pathway model to align and integrate their

curricula and career-related experiences to enable all learners to efficiently achieve their educational and career goals.

2. All stakeholders, including students, parents, teachers, counselors, service providers, and employers, are aware of and exposed to high-demand and other occupations in the region, as well as the most important foundational and technical skills and credentials needed to find gainful employment.
3. Major industries in the region are planning for, and ensuring a smooth and effective transition of management and leadership over time.
4. Deepen relationships and increase collaboration among employers, educators, and economic developers to promote the region as a high-quality place to live and work.
5. All vulnerable and/or underserved populations, including low-income, low-skilled, long-term unemployed, older, physically or emotionally disabled, veteran, and more, are aware of and utilize available services, pursue training and education in high-demand occupations, and work with employers who provide necessary supports and pay living wages.
6. Transform adult education so that more learners gain the crucial basic skills they need to succeed in postsecondary education and obtain good jobs, greatly increasing the likelihood of sustained employment and higher income.

Advancing a High-quality and Diverse Regional Transportation System

7. Adequate funding is available to ensure that the region offers a high-quality and diverse transportation system.
8. The national and statewide corridors of highest significance in the region offer safe travel for all modes of transportation.
9. The national and statewide corridors of highest significance in the region allow for reliable, efficient, and comfortable travel for personal and commercial travelers within and through the region.

10. A highly accessible, excellent-quality network of non-automobile options is available to transport people and goods within and through the region.
11. Transportation and land use planning will be collaborative and highly integrated within the region.

Each of these eleven goals is accompanied by key objectives and priority strategies identified by the Initiative in the Five Year Prosperity Strategy.

The Initiative seeks proposals, large and small, that help advance these strategies. Projects may include but are not limited to

- Funding conferences or stakeholder meetings;
- Researching best practices;
- Designing regional policies;
- Developing economic development or transportation plans;
- Launching pilot programs;
- Conducting needs assessments; or
- Marketing existing prosperity tools (e.g. Career Pathways).

A key aspect of the Regional Prosperity Initiative is its engagement of multiple sectors in problem-solving, so preference will be given to projects whose leadership and participation evidence the involvement of two or more of the following:

- Adult education;
- Workforce development;
- Economic development;
- Transportation; or
- Higher education organizations.

The Initiative also gives preference to projects that directly involve the business community in their planning and implementation.

I-B Eligibility Requirements

To be eligible to receive a Regional Prosperity Management Grant, the applicant must meet the following eligibility requirements:

- (a) The applicant must be a non-profit, public, or private organization. A public organization is considered to be a governmental agency or an educational institution.
- (b) The proposal must be prepared using the format specified in Part II, Submission Format.

Preference in awarding the grant(s) will be given to organizations

- (a) that have direct technical experience in the area(s) of work as described in Part I, Section I-A.;
- (b) with an existing administrative structure to handle additional projects;
- (c) that implement a high ratio of direct deliverables compared to administrative costs; and
- (d) that are Michigan-based.

I-C Issuing Office and Funding Source

This RFP is issued by the Region 2 Planning Commission (Commission). The Commission is the point of contact for this RFP for purposes of grant administration.

Mr. Steven Duke, Executive Director
Region 2 Planning Commission
Jackson County Tower Building-9th Floor
120 West Michigan Avenue
Jackson, MI 49201
517-788-4426
517-788-4635 Fax
sduke@co.jackson.mi.us

The Regional Prosperity Initiative (RPI) is a voluntary competitive grant process launched by Governor Snyder to encourage local private, public and non-profit partners to create vibrant regional economies.

A consortium of public, private, and nonprofit organizations in the six-county Prosperity Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties), were awarded grant funds from the State of Michigan's RPI program in 2014. The purpose of the grant was to establish a prosperity vision and five-year strategy for how regional partners will work together to enhance economic prosperity in the region. The final strategy is a reflection of the enormous

talent and passion our public, private, educational, and non-profit partners bring to the work of bettering our region every day.

The region was awarded additional grant funds for 2015 and 2016, and the funding is being used to help implement actions included in the prosperity strategy and to evaluate options for a more formal regional organization.

More information about the Region 9 Regional Prosperity Initiative, including its five-year Prosperity Strategy is available online at

<http://www.region2planning.com/regional-prosperity-initiative-region-9>

I-D Review Process

Each proposal will be reviewed by the Initiative' s management team to determine the degree to which the proposed project fits with the grant objectives, whether they meet the eligibility requirements, and the benefits to be gained if the project is funded, see Part III, Selection Criteria. Each proposal will receive an evaluation as to whether or not, given the project description provided, it is will be recommended to the Commission based on the selection criteria.

The management team will forward recommended awards for approval by the Region 2 Planning Commission. The same applicant may be recommended for more than one award. A determination that the proposal is recommended does not guarantee that the applicant will be funded.

I-E Grant Award

Grant award negotiations will be undertaken with the applicant(s) whose proposal shows the organization to be the best qualified, responsible and capable of performing the project within the established timeline. It is expected that one or more grants will be awarded. The total amount available for the challenge grants will be \$83,800. The grant(s) that may be entered into will be that which is most advantageous to the Initiative, utilizing the selection criteria provided in Part III.

I-F Rejection of Proposals

The Commission reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Initiative. This RFP is made for information or planning purposes only. The Commission does not intend to award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-G Incurring Costs

Neither the Commission nor the Initiative is liable for any cost incurred by an applicant prior to issuance of a Grant Agreement.

I-H Inquiries

Questions that arise as a result of this RFP may be submitted in writing via email to the Commission by the date and time specified in the cover letter.

I-I Response Date

To be considered, proposals must be received by email by the Commission by the date and time specified in the cover letter. Faxed and mailed proposals will not be accepted.

I-J Proposals

To be considered, applicants must submit a complete response to this RFP, using the format specified in Part II. Submission of a proposal is presumed to bind the applicant to its provisions and to the provisions of this RFP. For this RFP, the proposal must remain valid for at least 90 days.

I-K Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant may become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations may result in cancellation of the award.

I-L Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP using the format provided in Part II. Emphasis should be on completeness and clarity of content.

I-M Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the Initiative's management team. These presentations provide opportunity for the applicant to clarify the proposal to ensure thorough mutual understanding. The Commission will schedule these presentations if deemed necessary.

I-N Prime Applicant Responsibilities

The selected applicant(s) will be required to assume responsibility for all services offered in their proposal whether or not they possess them within their organization. Further, the Commission will consider the selected applicant(s) to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the grant.

I-O Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following:

- (a) Grantees will submit an invoice for and be reimbursed for actual incurred expenses against the grant on a monthly basis.
- (b) Beginning 30 days after the awarding of any grant, grantees will be required to provide monthly reports and financial status reports with source documentation and to indicate the amount of funds expended in each line item category of the budget. At the close of the grant period a final report and financial status report with source documentation is expected by February 28, 2017.
- (c) The Commission shall take all steps necessary to assure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

I-P Disclosure of Proposal Contents

The information in all proposals and any grant resulting from the RFP are subject to disclosure under the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, et seq.

I-Q Copyrighted Materials

The selected applicant(s) shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all copyrightable material developed as a result of the project.

PART II
SUBMISSION FORMAT

Grant proposals should not exceed 3,000 words (this content includes any cover page and/or attachments). Brevity is appreciated. Applicants must present the following information as outlined in the format below.

II-A Identification of Organization

State the full name and address of the organization, the organization's federal identification number, the telephone and fax number, and if applicable provide the names, addresses, electronic mail addresses and telephone numbers of person(s) that will perform, or assist in performing, the work hereunder.

II-B Contact Person

State the name of one (1) contact person, his/her telephone and fax number, and electronic mail address. The contact person *must* be authorized to be the negotiator for the proposed Grant Agreement with the Commission.

II-C Problem Approach

Identify the goal, objective and strategy from the Five Year Prosperity Strategy that the project applies to. Briefly state why the project helps advance the particular strategy identified.

II-D Management Summary

For grants above \$10,000:

- (a) Describe the organization's proposed leadership and staffing related to this project. Include current active partners in the project and the role these partners are playing.
- (b) Describe how the funding will be managed by the organization to accomplish set goals. Include in-kind, matched funds, as well as any administrative and indirect costs, if applicable.
- (c) Describe how the organization will coordinate with other material providers to accomplish set goals.
- (d) Describe "lessons learned" from the administration and management of similar programs.
- (e) Include an organizational chart for additional understanding of the management structure.

For grants less than \$10,000:

- (a) Describe the organization's proposed leadership and staffing related to this project. Include current active partners in the project and the role these partners are playing.
- (b) Describe how the organization will coordinate with other material providers to accomplish set goals.

II-E Work Plan

- (a) Describe in narrative form the plan and required tasks for accomplishing the work proposed.
- (b) If appropriate, indicate and justify the estimated number of staff that will spend time working on the project.
- (c) Explain how this plan will be coordinated with other services offered by the applicant or other service agencies.
- (d) Identify the project deliverables and how success will be measured.

II-F Personnel

Applicants must be able to staff a project team that clearly possesses talent and experience in conducting the type of work proposed. In the narrative, identify the authorized contact person and other key personnel to be *involved with this project*, by name, title, their role or

responsibility, and their qualifications. If other organizations will be playing a role in the proposed project in coordination with this grant, provide sufficient background information on them in order to give the management team a reasonable understanding of their qualifications.

II-G Time Frame

Applicants are required to provide a timeline for completing the planned activities and tasks for their grant project.

II-H Budget Considerations

Applicants shall submit a proposed budget *and* a corresponding budget narrative in accordance with the format and timeline for this project, with sufficient detail to enable the Issuing Office to evaluate all project costs.

Any changes in the budget made by selected applicants of less than 10% of the total line item amount will not require prior written approval, but grantee *must* provide written notice to the Commission. Any changes in the budget made by selected applicants equal to or greater than 10% of the total line item amount will be allowed only upon *prior* review and written approval by the Commission. A formal grant amendment must be signed by both the Commission and the grantee.

Budget Format

The budget line items that need to be included, at a minimum, are listed below.

- (a) **Personnel** – if applicable, include the name and salary for each staff position to be paid for by this grant, job title, anticipated number of hours to be worked, hourly rate, *basic* fringe benefits, if any, and totals for each position and a total for all personnel costs. For reimbursement, time sheets must be submitted and hours worked must be grant related.
- (b) **Supplies, Materials, & Equipment** – if applicable, specify unit(s) and unit costs.
- (c) **Contractual Services** if applicable, please specify.
- (d) **In-State Travel** – if applicable, please specify; out-of-state travel is prohibited.
- (e) **Other Expenditures** – if applicable, please specify item(s) with costs.
- (f) **Indirect Costs** – if applicable, please specify; indirect costs shall be based on a percentage on budget line items listed under the state share column only; carry-out to three (3) decimal places.
- (g) **TOTAL project amounts for each column.**

PART III
SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the Initiative’s management team. This evaluation will be conducted in a manner appropriate to select an organization or organizations for the purpose of entering into a grant to perform this project within the established timeline. All proposals will receive an initial screening to ensure that the eligibility criteria are met. Any proposals not meeting the Eligibility Requirements will be rejected automatically. Proposals meeting the Eligibility Requirements will be evaluated according to the selection criteria below. Applicants for large grants may be asked to make oral presentations before a final decision is made.

	Points	
Criteria: Strategic Fit	50	50%
Does the project directly and clearly address a particular strategy and goal from the Five Year Prosperity Strategy?	20	
Does the project identify clear success measures?	10	
Is the project approach feasible and likely to succeed?	20	
Criteria: Collaborative Focus	30	30%
Does the project affect more than one jurisdiction in Region 9?	10	
Does the project involve two or more sectors (adult education, workforce development, economic development, transportation, or higher education)?	10	
Does the project engage the business community in its planning and implementation?	10	
Criteria: Project Management	5	5%
Does the project leadership have the experience and skills to complete the project?	5	
Criteria: Project Budget	5	5%
Are the budget lines reasonable and detailed as requested?	3	
Are administrative and overhead costs minimized?	2	
Criteria: Overall Proposal	10	10%
Does the proposal meet the core needs of the Initiative?	5	
Does the applicant appear to be a good partner for the management team?	5	
TOTAL	100	100%



March 17, 2016

REGIONAL PROSPERITY TECHNICAL ASSISTANCE GRANTS

The Region 2 Planning Commission (Commission) invites proposals from organizations to support the implementation of the Region 9 Regional Prosperity Initiative (Initiative) five-year prosperity strategy in the areas of business engagement and transportation planning. Preference will be given to applicants that have demonstrated success in the specified areas of work and a familiarity with the Regional Prosperity Initiative and the communities of Region 9. One or more grants will be funded by the Commission with funds from the Initiative. The total amount available for technical assistance grants is \$85,000. It is anticipated that the funds will be awarded by the Commission in April 2016, and the grant period is expected to begin May 1, 2016 and end January 31, 2017.

INQUIRIES

All inquiries should reference the Region 9 Regional Prosperity Initiative Technical Assistance Grants. Inquiries should be submitted via email to Mr. Steven Duke at sduke@co.jackson.mi.us.

PROPOSAL DEADLINE

The deadline for proposals is **11:59 p.m. on Wednesday, April 6, 2016**. The proposal(s) should be submitted by email as attachments in either Microsoft Word or PDF format (preferred). Proposals should reference the "Region 9 Regional Prosperity Initiative Technical Assistance Grants" . Deliver proposals to Mr. Steven Duke at sduke@co.jackson.mi.us.

Attached you will find the Request for Proposals (RFP). It provides sufficient information to enable your organization to prepare and submit a proposal. Additional detailed information on

the Initiative can be found online at <http://www.region2planning.com/regional-prosperity-initiative-region-9>.

<u>PART I</u>	GENERAL INFORMATION
<u>PART II</u>	SUBMISSION FORMAT
<u>PART III</u>	SELECTION CRITERIA

Region 9 Regional Prosperity Initiative

REQUEST FOR PROPOSALS

REGIONAL PROSPERITY TECHNICAL ASSISTANCE GRANTS

PART I GRANT INFORMATION

I-A Statement of Purpose

The purpose of this Request for Proposals (RFP) is to obtain proposals from organizations for Regional Prosperity Technical Assistance grants to support the implementation of the Region 9 Regional Prosperity Initiative (Initiative) five year prosperity strategy in the areas of business engagement and transportation planning. This RFP is offered as part of the State of Michigan Regional Prosperity Initiative as administered by the Region 2 Planning Commission (Commission). The intent of the grant(s) awarded by the Commission is to improve the coordination and engagement of local governments, businesses, economic development practitioners, transportation planners, and education officials in the general prosperity of the six-county region.

Under the auspices of the Commission, a consortium of public, private, and nonprofit organizations in the six-county Prosperity Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw Counties), were awarded grant funds from the State of Michigan's Regional Prosperity Initiative (RPI). These funds will help to build relationships among geographies that have not worked together extensively, and to establish a prosperity vision and five-year strategy for how regional partners will work together to enhance economic prosperity in the region.

Preference will be given to applicants that have demonstrated success in the specified areas of work and a familiarity with the Regional Prosperity Initiative and the communities of Region 9. Three distinct focus areas are covered by this RFP.

1. Accelerating and Expanding MI Bright Future

The Initiative seeks an experienced project manager to help accelerate the success of the MI Bright Future pilot effort underway in Livingston County and expand its use to Monroe and Hillsdale Counties. This will include hands-on assistance to schools and businesses to

get them engaged and interested in the program and drive participation among the partners. There are 22 school districts in the three target ISDs. The successful applicant will significantly increase the number of schools and businesses participating in the program and the quality of interactions with partner educational institutions. Preference will be given to applicants with prior experience with the MI Bright Future program. Approximately \$11,000 of the anticipated allocation will be utilized to purchase operating licenses for each of the two additional participating counties.

Anticipated Allocation: \$38,000

Minimum Required Tasks

- Determining success metrics for program expansion;
- Engaging Region 9' s two Michigan Works agencies in the program;
- Introducing Monroe and Hillsdale schools and individual educators to program; and
- Recruiting Region 9 businesses into the program.

2. Autonomous Vehicles Working Group

The Initiative seeks to evaluate the land use policy impacts associated with emerging autonomous/connected vehicle industry. This industry could bring many job, economic development, and quality of life benefits to the region. There are also potentially significant land use and other policy impacts that this region (and others) will need to consider in coming years. Issues around safety (e.g., pedestrian-auto interactions), parking, funding, maintenance, and connections to other forms of transportation such as public transit will need to be considered as regional partners update transportation and land use plans. The successful applicant will generate a broad, shared understanding of these issues, particularly among communities on the I-94 and US-23 corridors.

Anticipated Allocation: \$22,000

Minimum Required Tasks

- Forming a regional working group of government, academic and business leaders to identify key policy questions and research potential policy implications;

- Recommending how regional partners can integrate potential policy options into land use and transportation plans and how the region can serve as a voice for potential state policy changes that may be required; and
- Convening affiliates and stakeholders from Prosperity Region' s 6, 9 and 10 to discuss the supply chain, labor needs, and potential transportation-land use impacts of the emerging autonomous vehicle/connected vehicle industry and identify key actions steps the regions could take together to help address opportunities.

3. Transportation Gap Analysis

In 2015, regional partners completed an excellent study on how transportation issues are affecting access and retention of jobs in the region. The study found that transportation is a very significant part of the talent puzzle, and that there are many unmet needs. The Initiative seeks to understand how the region is currently addressing these needs and to introduce potential amendments to the region' s Transportation Improvement Plans. The successful applicant will apply technical transportation planning skills to show where needs exist and how they can be addressed.

Anticipated Allocation: \$25,000

Minimum Required Tasks

- Mapping regional transportation options (e.g., public transit, on-demand services, rail, nonmotorized) options throughout the region;
- Conducting a gap analysis of how well the region' s current transportation meets the workforce needs identified by businesses and workers in the 2015 study;
- Recommending what, if any, access issues the region should make a priority.

I-B Eligibility Requirements

To be eligible to receive a Regional Prosperity Technical Assistance Grant, the applicant must meet the following eligibility requirements:

- (a) The applicant must be a non-profit, public, or private organization. A public organization is considered to be a governmental agency or an educational institution.
- (b) The proposal must be prepared using the format specified in Part II, Submission Format.

Preference in awarding the grant(s) will be given to organizations:

- (a) that have direct technical experience in the area(s) of work as described in Part I, Section I-A;
- (b) with an existing administrative structure to handle additional projects;
- (c) that implement a high ratio of direct deliverables compared to administrative costs; and
- (d) that are Michigan-based.

I-C Issuing Office and Funding Source

This RFP is issued by the Region 2 Planning Commission (Commission). The Commission is the point of contact for this RFP for purposes of grant administration.

Mr. Steven Duke, Executive Director
Region 2 Planning Commission
Jackson County Tower Building-9th Floor
120 West Michigan Avenue
Jackson, MI 49201
517-788-4426
517-788-4635 Fax
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The Regional Prosperity Initiative (RPI) is a voluntary competitive grant process launched by Governor Snyder to encourage local private, public and non-profit partners to create vibrant regional economies.

A consortium of public, private, and nonprofit organizations in the six-county Prosperity Region 9 (Hillsdale, Jackson, Lenawee, Livingston, Monroe, and Washtenaw counties), were awarded grant funds from the State of Michigan's RPI program in 2014. The purpose of the grant was to establish a prosperity vision and five-year strategy for how regional partners will work together to enhance economic prosperity in the region. The final strategy is a reflection of the enormous talent and passion our public, private, educational, and non-profit partners bring to the work of bettering our region every day.

The region was awarded additional grant funds for 2015 and 2016, and the funding is being used to help implement actions included in the prosperity strategy and to evaluate options for a more formal regional organization.

More information about the Region 9 Regional Prosperity Initiative, including its five-year Prosperity Strategy is available online at

<http://www.region2planning.com/regional-prosperity-initiative-region-9>

I-D Review Process

Each proposal will be reviewed by the Initiative's management team to determine the degree to which the proposed project fits with the grant objectives, whether they meet the eligibility requirements, and the benefits to be gained if the project is funded, see Part III, Selection Criteria. Each proposal will receive an evaluation as to whether or not, given the project description provided, it is "highly recommended" , "recommended" or "not recommended" based on the selection criteria.

The management team will forward one "highly recommended" applicant for each focus area identified in this RFP for approval by the Region 2 Planning Commission. The same applicant may be recommended for more than one focus area. A determination that the proposal is highly recommended does not guarantee that the applicant will be funded.

I-E Grant Award

Grant award negotiations will be undertaken with the applicant(s) whose proposal shows the organization to be the best qualified, responsible and capable of performing the project within the established timeline. It is expected that one or more grants will be awarded. The total amount available for the three focus areas will be \$85,000. The grant(s) that may be entered into will be that which is most advantageous to the Initiative, utilizing the selection criteria provided in Part III.

I-F Rejection of Proposals

The Commission reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best

interest of the Initiative. This RFP is made for information or planning purposes only. The Commission does not intend to award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-G Incurring Costs

Neither the Commission nor the Initiative is liable for any cost incurred by an applicant prior to issuance of a Grant Agreement.

I-H Response Date

To be considered, proposals must be received by email by the Commission by the date and time specified in the cover letter. Faxed and mailed proposals will not be accepted.

I-I Proposals

To be considered, applicants must submit a complete response to this RFP, using the format specified in Part II. Submission of a proposal is presumed to bind the applicant to its provisions and to the provisions of this RFP. For this RFP, the proposal must remain valid for at least 90 days.

I-J Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant may become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations may result in cancellation of the award.

I-K Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP using the format provided in Part II. Emphasis should be on completeness and clarity of content.

I-L Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the Initiative's management team. These presentations provide opportunity for the applicant to clarify the

proposal to ensure thorough mutual understanding. The Commission will schedule these presentations if deemed necessary.

I-M Prime Applicant Responsibilities

The selected applicant(s) will be required to assume responsibility for all services offered in their proposal whether or not they possess them within their organization. Further, the Commission will consider the selected applicant(s) to be the sole point of contact with regard to grant matters, including payment of any and all charges resulting from the grant.

I-N Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following:

- (a) Grantees will submit an invoice for and be reimbursed for actual incurred expenses against the grant on a monthly basis.
- (b) Beginning 30 days after the awarding of any grant, grantees will be required to provide monthly reports and financial status reports with source documentation and to indicate the amount of funds expended in each line item category of the budget. At the close of the grant period a final report and financial status report with source documentation is expected by February 28, 2017.
- (c) The Commission shall take all steps necessary to assure that payment for goods or services is mailed within 45 days after receipt of the goods or services, a complete invoice for goods or services, or a complete contract for goods or services, whichever is later.

I-O Disclosure of Proposal Contents

The information in all proposals and any grant resulting from the RFP are subject to disclosure under the Michigan Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, et seq.

I-P Copyrighted Materials

The selected applicant(s) shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all copyrightable material developed as a result of the project.

PART II
SUBMISSION FORMAT

Grant proposals should not exceed 3,000 words (this content includes any cover page and/or attachments). Applicants must present the following information as outlined in the format below.

II-A Identification of Organization

State the full name and address of the organization, the organization's federal identification number, the telephone and fax number, and if applicable provide the names, addresses, electronic mail addresses and telephone numbers of person(s) that will perform, or assist in performing, the work hereunder.

II-B Contact Person

State the name of one (1) contact person, his/her telephone and fax number, and electronic mail address. The contact person *must* be authorized to be the negotiator for the proposed Grant Agreement with the Commission.

II-C Problem Approach

State in succinct terms the applicant's understanding of the work and its proposed method for addressing the problem(s) presented by this RFP.

II-D Management Summary

- (a) Describe the organization's proposed leadership and staffing related to this project. Include current active partners in the project and the role these partners are playing.
- (b) Describe how the funding will be managed by the organization to accomplish set goals. Include in-kind, matched funds, as well as any administrative and indirect costs, if applicable.
- (c) Describe how the organization will coordinate with other material providers to accomplish set goals.

- (d) Describe “lessons learned” from the administration and management of similar programs.
- (e) Include an organizational chart for additional understanding of the management structure.

II-E Work Plan

- (a) Describe in narrative form the plan and required tasks for accomplishing the work proposed.
- (b) Indicate and justify the estimated number of staff that will spend time working on the project.
- (c) Explain how staff will be trained and monitored.
- (d) Provide a discussion of the proposed timeline to complete the work, quality assurance measures, and the evaluation process.
- (e) Explain how this plan will be coordinated with other services offered by the applicant or other service agencies.

II-F Prior Experience Disclosure

Provide a description of the organization’s experience in conducting the type of work proposed for the five (5) years prior to submission of this proposal, if any.

II-G Personnel

Applicants must be able to staff a project team that clearly possesses talent and experience in conducting the type of work proposed. In the narrative, identify the authorized contact person and other key personnel to be *involved with this project*, by name, title, their role or responsibility, and their qualifications. If other organizations will be playing a role in the proposed project in coordination with this grant, provide sufficient background information on them in order to give the management team a reasonable understanding of their qualifications.

II-H Time Frame

Applicants are required to provide a timeline for completing the planned activities and tasks for their grant project.

II-I Budget Considerations

Applicants shall submit a proposed budget *and* a corresponding budget narrative in accordance with the format and timeline for this project, with sufficient detail to enable the Issuing Office to evaluate all project costs.

Any changes in the budget made by selected applicants of less than 10% of the total line item amount will not require prior written approval, but grantee *must* provide written notice to the Commission. Any changes in the budget made by selected applicants equal to or greater than 10% of the total line item amount will be allowed only upon *prior* review and written approval by the Commission. A formal grant amendment must be signed by both the Commission and the grantee.

Budget Format

The budget line items that need to be included, at a minimum, are listed below.

- (a) **Personnel** – if applicable, include the name and salary for each staff position to be paid for by this grant, job title, anticipated number of hours to be worked, hourly rate, *basic* fringe benefits, if any, and totals for each position and a total for all personnel costs. For reimbursement, time sheets must be submitted and hours worked must be grant related.
- (b) **Supplies, Materials, & Equipment** – if applicable, specify unit(s) and unit costs.
- (c) **Contractual Services** if applicable, please specify.
- (d) **In-State Travel** – if applicable, please specify; out-of-state travel is prohibited.
- (e) **Other Expenditures** – if applicable, please specify item(s) with costs.
- (f) **Indirect Costs** – if applicable, please specify; indirect costs shall be based on a percentage on budget line items listed
- (g) **TOTAL project amounts for each column.**

PART III SELECTION CRITERIA

All proposals received shall be subject to an evaluation by the Initiative's management team. This evaluation will be conducted in a manner appropriate to select an organization or organizations for the purpose of entering into a grant to perform this project within the established timeline. All proposals will receive an initial screening to ensure that the eligibility criteria are met. Any proposals not meeting the Eligibility Requirements will be rejected

automatically. Proposals meeting the Eligibility Requirements will be evaluated as “Highly Recommended” , “Recommended” or “Not Recommended” according to the selection criteria below. Applicants may be asked to make oral presentations before a final decision is made.

MANAGEMENT SUMMARY	
	Is the Applicant team qualified to do the project?
	Are there effective quality assurance measures?
	Does the applicant clearly identify a process for collaboration with others?
PROGRAM APPROACH	
<i>Each area of work in the proposal will be evaluated separately.</i>	
	Accelerating and Expanding MI Bright Future
	Understanding of the MI Bright Future program and Region 9’ s communities.
	Approach to engaging stakeholders and partners.
	Likelihood of success in expanding program participation.
	Autonomous Vehicles Working Group
	Understanding of the policy problem to be addressed.
	Technical skills in policy analysis.
	Approach to engaging stakeholders and partners.
	Transportation Gap Analysis
	Understanding of the policy problem to be addressed.
	Technical skills in transportation planning.
	Approach to conducting the gap analysis.
BUDGET	
	Are the budget lines reasonable and detailed as requested?
	Are administrative and overhead costs minimized?
OVERALL PROPOSAL	
	Does the proposal meet the core needs of the Initiative?
	Does the applicant appear to be a good partner for the management team?