



Commonwealth of Massachusetts
Executive Office of Housing and
Livable Communities

FY24 Community Services Division Capital Grants Webinar





Agenda

- Welcome and Introductions
- Grant Programs Overview
- Contracting Information
- Fiscal Information
- Program Information
- Questions and Answers

Welcome



Chris Kluchman, FAICP
Acting Director
Chris.Kluchman@mass.gov



Filipe Zamborlini
CAU Manager
Filipe.Zamborlini@mass.gov



McKenzie Bell
Senior Community Grants Coordinator
McKenzie.Bell@mass.gov



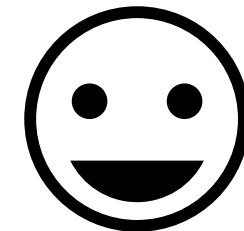
Kristen Crowley
Fiscal Director
Kristen.Crowley@mass.gov



Brett Morton
Fiscal Representative
Brett.Morton2@mass.gov



Julissa Tavaréz
Contracts Manager
Julissa.Tavaréz@mass.gov



Daishawn Riddick
Contracts Specialist
Daishawn.Riddick@mass.gov



Grant Programs Overview

- One Stop
- Community Planning (CP)
- Housing Choice (HC)
- HousingWorks Infrastructure Program (HWIP)



Community One Stop

The Community One Stop for Growth is a single application portal and collaborative review process of grant programs that make targeted investments based on a Development Continuum. This process streamlines the experience for applicants and better coordinates economic and housing development programs and staff on engagement and grant making.

Awards granted:

338

Amount awarded:

\$164,483,672

Highlights:

- Simultaneous grant consideration.
- Collaborative review process.
- Projects that would otherwise not be awarded due to funding limits have received awards from other grant programs.
- Inaugural awards through the HousingWorks Infrastructure Program

Community Planning

FY24 Community Planning grants may be used for a variety of activities related to land use, such as development of a Master Plan, Housing Production Plan, Zoning Review and Updates, Urban Renewal Plan, Land Use Plan, Downtown Plan, Parking Management Plan, Feasibility Study, or Other Strategic Plan.



Applications Received:	147 (double FY23)
Awards granted:	43 (+36 Early Action)
Amount awarded:	\$3,350,000 (+\$1.5M)
Grant completion date:	June 30, 2025

Recipients: Acton, Acushnet, Arlington, Attleboro, Attleboro Redevelopment Authority, Berkshire Regional Planning Commission, Brewster, Carlisle, Cohasset, Dedham, Duxbury, East Bridgewater, Easton, Fall River, Fall River Redevelopment Authority, Fitchburg, Foxborough, FRCOG, Gardner, Gloucester, Groveland, Hanson, Holden, Holyoke, Hopedale, Lexington, Mansfield, Medford, MVPC, Middleton, Millbury, New Bedford, Northfield, Norton, Orange, Peabody, Raynham, South Hadley, Southbridge, SRPEDD, Warren, Winthrop, Yarmouth.



Housing Choice

FY24 Housing Choice grants may be used for a variety of activities related to community planning, zoning revisions, feasibility, engineering, designs and construction of physical infrastructure and of existing and new buildings, rehabilitation, pre-development activities, and site-related upgrades of future development sites.



Applications Received:	53
Awards granted:	34
Amount awarded:	\$4,730,000.00
Grant completion date:	June 30, 2025

Recipients: Ayer, Beverly , Billerica, Brockton, Brookline, Burlington, Chelsea, Easton, Hingham, Lawrence, Lynn, Malden, Medford, Mendon, Methuen, Middleborough, Provincetown, Quincy, Reading, Reading, Revere, Sudbury Water District, Swampscott, Taunton, Taunton, Upton, Wakefield, Walpole, Westborough, Westford, Weymouth, Weymouth, Worcester, Wrentham.



HousingWorks Infrastructure Program

FY24 HousingWorks Infrastructure Program grants to municipalities and other public instrumentalities for a variety of infrastructure related activities to support and unlock housing opportunities housing development, preservation, or rehabilitation.

Applications Received:	40
Awards granted:	15
Amount awarded:	\$33,528,797.00
Grant completion date:	June 30, 2027

Recipients: Barnstable, Boston Planning & Development Agency, Brockton Housing Authority, Chelsea, Edgartown, Groton, Leominster, Marlborough, Medfield, Medford Housing Authority, New Bedford, Pepperell, Upton, Wakefield, North Adams (Wheel Estates Tenants Association).



MBTA Communities

This new law requires that an MBTA community shall have at least one zoning district of reasonable size in which multi-family housing is permitted as of right and meets other criteria set forth in the statute.

Learn More at:

www.mass.gov/mbtacommunities

TA applications Received:	47 (3x more)
TA applications awarded:	21 (+26 Early Action)
Amount awarded:	\$1,898,600 (+ \$1.5M)

Recipients: Brockton, Burlington, Carlisle, Cohasset, East Bridgewater, Foxborough, Gloucester, Groveland, Hingham, Holden, Ipswich, Lynn, Mansfield, MVPC, Methuen, Middleton, Millbury , New Bedford, Reading, SRPEDD, Winthrop.

Highlights:

- All applications for early adoption of MBTA compliance were funded by our grant programs (16 Early Action, 14 CP, 6 HC, 1 RST).



Contracting

- Contract Documents
- Contract Process
- Fully Executed Contract



Contract Documents

*Have all executed documents
returned by email to Contract
Manager:*

Julissa Tavaréz
Julissa.Tavaréz@mass.gov

Awardees will receive an **AdobeSign contract packet** by email from Julissa Tavaréz with instructions and the following documents to be executed by the municipal authorized signatory:

- ✓ Standard Contract Form
- ✓ Scope of Service (Attachment A)
- ✓ Budget (Attachment B)

- ✓ Sent to signatory with Cc to project manager.
- ✓ **MUST be e-signed.**

Standard Contract Form

This document must be completed to execute a contract. It establishes the contract between EOHLC and the awarded entity. Without a complete and accurate SCF, a contract may not be executed.

This document must be signed through AdobeSign (e-sign).


COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM			
<p>This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions, Contractor Certifications and Commonwealth Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.mass.gov/forms. Forms are also posted at OSD Forms: https://www.mass.gov/forms/osd-forms.</p>			
CONTRACTOR LEGAL NAME: [REDACTED] (and d/b/a): [REDACTED]		COMMONWEALTH DEPARTMENT NAME: Dept. of Housing and Community Development MMARS Department Code: OGD	
Legal Address: (W-9, W-4): [REDACTED]		Business Mailing Address: 100 Cambridge Street, Suite 300, Boston MA 02114	
Contract Manager: [REDACTED]	Phone: [REDACTED]	Billing Address (if different): [REDACTED]	
E-Mail: [REDACTED]	Fax: [REDACTED]	Contract Manager: [REDACTED]	Phone: [REDACTED]
Contractor Vendor Code: VC [REDACTED]		E-Mail: [REDACTED]	Fax: [REDACTED]
Vendor Code Address ID (e.g. "AD001"): AD [REDACTED] (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): [REDACTED]	
		RFR/Procurement or Other ID Number: [REDACTED]	
1. NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		2. CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: [REDACTED], 20[REDACTED] Enter Amendment Amount: \$ [REDACTED] (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions, Contractor Certifications and the following Commonwealth Terms and Conditions document is incorporated by reference into this Contract and are legally binding: (Check ONE option): <input type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option) The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended): \$ [REDACTED]			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days [REDACTED] % PPD; Payment issued within 15 days [REDACTED] % PPD; Payment issued within 20 days [REDACTED] % PPD; Payment issued within 30 days [REDACTED] % PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) [REDACTED]			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations <input type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of [REDACTED], 20[REDACTED], a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of [REDACTED], 20[REDACTED], a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of [REDACTED], 20[REDACTED], with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following Hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: [REDACTED] Date: [REDACTED] (Signature and Date Must Be Handwritten At Time of Signature) Print Name: [REDACTED] Print Title: [REDACTED]		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: [REDACTED] Date: [REDACTED] (Signature and Date Must Be Handwritten At Time of Signature) Print Name: [REDACTED] Print Title: [REDACTED]	



Authorized Signatory Listing Form

List all authorized signatories who will sign invoices, initiate any contract changes, or sign any document pertaining to the contract.

This document **must be wet signed** and will be emailed separately from the main contract packet.

 Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (If available, not the Taxpayer Identification Number or Social Security Number)
<p>INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)</p> <p>For privacy purposes DO NOT ATTACH any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.</p> <p>There are three types of electronic signatures that will be accepted on this form: 1) Traditional "wet signature" (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger working from a touch screen device; or b. An upload picture of the signatory's hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign. Typed text of a name not generated by a computer, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.</p>	

Authorized Signatory Name	Signature (Signature as it will appear on contract or other document)	Title	Phone Number	Email Address

Payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the Contract due to an alleged lack of actual authority to execute the document by the signatory.

I, the responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to the department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

Page 1 of 1

- ✓ Complete each table
- ✓ List anyone who can sign invoices, contract, or materials related to grant
- ✓ Single signers **CANNOT** self-certify own signature
- ✓ Any responsible authorized officer of the contractor may certify this document such as a Clerk, CFO, Town Admin, etc...

Scope of Services Attachment A

Please thoroughly review the Scope of Services document as it includes information regarding the following:

- Contract
- Compliance with laws
- Terms and conditions
- **Deadlines**
- Key program information
- Contact information

ATTACHMENT A: SCOPE OF SERVICES AND ADDITIONAL TERMS AND CONDITIONS

FY 2024 Community Planning Grant Program Contract

I. CONTRACT

The Contractor is responsible for accessing and reviewing the contents of the documents referenced below, as compliance with each is a binding component of this Contract:

- A. This Attachment A is attached to and made a part of the COMMONWEALTH OF MASSACHUSETTS STANDARD CONTRACT FORM. THE COMMONWEALTH TERMS AND CONDITIONS and the Contractor's Budget, as approved by the Executive Office of Housing and Livable Communities ("EOHLC" or the "Executive Office") are attached hereto as Exhibits.
- B. This Attachment A incorporates by reference the Community Planning Grant Program Application as applicable.
- C. This Attachment A, all attached Exhibits and other Attachments, and all documents incorporated by reference herein, are referred to, collectively, as the Contract.
- D. This Contract represents the entire agreement between the Contractor and EOHLC, and any prior or contemporaneous representations, promises, or statements by the parties, that are not incorporated herein, shall not serve to vary or contradict the terms set forth in this Contract.
- E. If any term or condition of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Contract did not contain the particular provision held to be invalid.

II. SCOPE OF SERVICES AND COMPLIANCE WITH LAWS

The Community Planning Grant Program provides funding to communities for technical assistance for community planning projects. As these are community planning and zoning revision grants projects must use the funds to produce planning or zoning document(s) and/or related materials in draft, phased, or final product.

The Contractor shall use this contract funding to provide services in accordance with the terms of the attached Budget, the terms of this Contract, and any subsequent Contract amendments. **ALL EXPENSES MUST BE INCURRED ON OR BEFORE JUNE 30TH OF THE FISCAL YEAR IN WHICH THEY OCCUR (FY 2024 – YEAR 1; FY 2025 – YEAR 2).** Any later change in services and activities to be provided by Contractor shall be made only with the prior approval of EOHLC, in accordance with Section III.C. below.





Scope of Services Attachment A

Please thoroughly review the Scope of Services document as it includes information regarding the following:

- Contract
- Compliance with laws
- Terms and conditions
- **Deadlines**
- Key program information
- Contact information

Key sections to be aware of:

Section II

- CP & HC are 2 FY grants, all expenses **must be incurred** by 6/30/2025.
- HWIP is a 4 FY grant, all expenses **must be incurred** by 6/30/2027.

Section III.A.4 (CP/HC) III.B.4 (HWIP)

- Quarterly progress reports are **required** by deadlines.
- **Failure to submit reports** may negatively impact invoice payment and future grant awards.

Section III.A.5 (CP/HC)

- Planning and Zoning projects **must** submit a copy of final planning project.



Scope of Services Attachment A

Please thoroughly review the Scope of Services document as it includes information regarding the following:

- Contract
- Compliance with laws
- Terms and conditions
- **Deadlines**
- Key program information
- Contact information

Key sections to be aware of:

Section III.A.3 (CP/HC) III.B.3 (HWIP)

- Upon contract execution, we need to immediately conduct a fiscal estimate exercise for the duration of the grant to more accurately allocate funding per FY.
- EOHLC will send a tool to grantees ASAP to respond with quarterly estimates per FY of how much \$ is anticipated/planned to be spent.
- ***This is a required exercise and important for EOHLC to manage your grant and anticipate when expenditures will take place.***



Scope of Services Attachment A

Please thoroughly review the Scope of Services document as it includes information regarding the following:

- Contract
- Compliance with laws
- Terms and conditions
- **Deadlines**
- Key program information
- Contact information

Key sections to be aware of:

Section III.A.6 (CP/HC) III.B.5 (HWIP)

- Communicate any **possible problems** faced by the project as the issue arises for troubleshooting.
- Failure to communicate problems timely may cause us to reject budget amendments or extension requests.
- Communicate when a project anticipates to be completed sooner or at lower cost.

Section III.B.5 (CP/HC) III.C.5 (HWIP)

- Final FY Invoices **must be submitted by the close of FY deadline** for the work in the closing FY (07/15).
- **LATE INVOICES WILL NOT BE REIMBURSED!**



Scope of Service Attachment A

Please thoroughly review the Scope of Services document as it includes information regarding the following:

- Contract
- Compliance with laws
- Terms and conditions
- **Deadlines**
- Key program information
- Contact information

Key sections to be aware of:

Section III.C.1 (CP/HC) III.D.1 (HWIP)

- Contract extensions will be **considered on a case-by-case basis** and are not guaranteed.
- Consideration will **only** be given to requests from grantees who have submitted project reports.
- Requests for extensions **must be received by request deadline on contract.**

Section III.C.2 (CP/HC) III.D.2 (HWIP)

- Budget changes can be made upon request and through conversations with program staff.
- Budget changes **do not require** a contract amendment.

Budget Attachment B

Each contract will include a budget populated with information from your One Stop application. Please review this as part of your contract.

If changes to line-item amounts or project contact info are needed, contact Julissa, Brett, and McKenzie immediately before signing your AdobeSign contract.

Julissa.Tavarez@mass.gov

McKenzie.Bell@mass.gov

Brett.Morton2@mass.gov

Attachment B Budget FY2024 HousingWorks Infrastructure Program Grant

Name of Contractor Include name of Subcontractor if applicable	Project Manager Name, phone and email <i>Include name and contact information of person preparing report if different from project manager</i>
Town of Anytown	Name: Jane Doe Phone: 987-654-3210 Email: jane.doe@anytown.gov

Project Name
Anytown's very important housing project
Project Description <i>Brief Summary of Project</i>
Anytown is embarking in the process to complete a very important housing project that will result in more housing that meets the needs of the community in accordance with local plans that have identified this project as a very important housing project.

Project Tasks	Cost by Task
Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	\$50,000.00
Construction (Including Demolition)	\$500,000.00
Construction Admin	\$50,000.00
Contingency	\$50,000.00
Other/Miscellaneous	\$50,000.00
TOTAL	\$700,000.00

(add additional rows as necessary)

rev. 10/2023





Contract Process

Have all executed documents returned by EMAIL ONLY to Contract Manager:

Julissa Tavaréz
Julissa.Tavaréz@mass.gov

What EOHLC will do:

1. Prepare contract materials and submit to CEO and project main contact.
2. Review, approve, and sign final contract.
3. Execute and store the final contract.
4. Provide grantees a template invoice, quarterly report, and invoice and reporting guide as well as tutorial videos and any other relevant materials for a successful grant/project implementation.

*****NOTE: DO NOT MAIL HARD COPY DOCUMENTS*****



Contract Process

*Have all executed documents returned by **EMAIL ONLY** to Contract Manager:*

Julissa Tavaréz
Julissa.Tavaréz@mass.gov

What grantees will do:

1. You will receive an AdobeSign contract package via **email only**.
2. You will receive a separate signatory document via **email only** to be **wet signed**.
3. Grantees should review and confirm **Budget (Attachment B)**, communicate with EOHLC if changes are needed before signing contract.
4. Once signatory forms are wet signed, please submit them to contract manager via **email only**.
5. Sign AdobeSign contract upon budget confirmation.

*****NOTE: DO NOT MAIL HARD COPY DOCUMENTS*****



Executed Contract

*Have all documents returned by
EMAIL ONLY to Contract Manager:*

Julissa Tavaréz

Julissa.Tavarez@mass.gov

What is needed for a document to be fully Executed?

1. Standard Contract Form signed by contracting municipality and EOHLC through AdobeSign.
2. Revised Attachment B (Budget) with the correct amounts per line item and correct contact information.
3. Authorized Signatory Listing with at least one (1) signatory wet signed.



Fiscal Information

- Fiscal Documents
- Invoicing Process
- Common Issues



Fiscal Documents

If you have fiscal questions, please submit them to:

Brett Morton
Fiscal Representative
Brett.Morton2@mass.gov

After contracts are executed, grantees will receive the following fiscal documents:

- ✓ Invoicing guide
 - Includes details about how to submit invoices.
 - Includes important key dates and deadlines.
 - Includes progress report information.
- ✓ Invoice Template
 - We will send a prepopulated invoice template.
 - Please review the invoice template and update any municipal information that requires change.

Invoice Guide

An invoice template and progress report guide will be available for each grant program and sent to grantees to ensure all have program specific information to submit the most accurate and effective invoices.



Commonwealth of Massachusetts EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES

Maura T. Healey, Governor ♦ Kimberley Driscoll, Lieutenant Governor ♦ Edward M. Augustus Jr., Secretary

FY23 INVOICE AND PROGRESS REPORT INFORMATION

Community Planning (CP)

Housing Choice (HC)

HousingWorks Infrastructure Programs (HWIP)

Contract and Invoice Dates:

Your contract starts the date it is executed by EOHLIC. Funds spent before the execution date cannot be reimbursed.

Please remember, the start and end dates of your contract are found on Page 1 of your contract.

The end date of the grant is June 30, 2025 for CP and HC and June 30 2027 for HWIP.

- You must submit an invoice for all work done prior to June 30, 2024 (end of FY24) by July 17, 2024 or subsequent Fiscal Year close.
- You must complete all services by June 30, 2025/2027.
- You must submit final invoices for payment by July 15, 2025/2027.

Invoice Fiscal Year Requirements:

Because these grants span more than one Fiscal Year, submit separate invoices for the services provided in each separate fiscal year. Do not combine more than one fiscal year in one invoice:

- FY24 lasts from start date contract to 6/30/24.
- FY25 lasts from 7/1/24 to end date of contract and on for subsequent fiscal years.
- The end date of service must be prior to the invoice date.
 - Invoice submitted on 5/15 cannot contain the dates of service 5/1 to 6/1.
 - Invoice submitted on 5/15 may contain the dates of service 5/1 to 5/14.
- Submit no more than one invoice per month.
 - For services completed between 11/1-15 and 11/18-27, submit one invoice for the month of November covering service dates between 11/1-27.
 - Invoices may be for dates of service of two or more months at a time such as between 5/1 to 6/30, except for services that span two fiscal year periods.

Invoice Dates of Service and Submission Frequency:

Invoices should be submitted covering dates of service no longer than 3 months:

- An invoice covering 1 month of service.
- An invoice covering 2 months of service.
- An invoice covering 3* months of service.
 - *Invoices that are submitted with dates of service greater than 3 months pose challenges for fiscal account management and may significantly delay invoice payment to grantees.

Invoices should be submitted at most once per month:

- One invoice submitted per month.
- One invoice submitted every other month.
- One invoice submitted every 3** months.
 - **Invoices may be submitted more than every 3 months; however, dates of service should adhere to the guidelines above.



Invoice Template

FY24 invoices are prepopulated with information pertinent to each grant.

Please make invoice submissions as efficient as possible with **no more than 1 invoice per month**. You may combine months if/when needed. Please review your template invoice information for any changes.

Please follow the instructions from the invoice guide when completing an invoice. You will receive this guide via email.


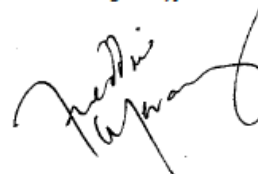


[Please use City/Town Letterhead]

INVOICE

FY2024 HousingWorks Infrastructure Program

Invoice Date	11/6/2023	Invoice No.	HWIP24 Queen 1
Municipality	Town of Queen	Vendor Code	VCXXXXXXXXXXXX
Municipal Contact Name	Farrokh Bulsara	Other Project Contact Name	Jane Doe [If applicable]
Address	123 Any Street Queen, MA 01234	Other Project Contact Email	Jane.Doe@queen.gov [If applicable]
Email	Freddie.Mercury@queen.gov	Other Project Contact Phone	987-654-3210
Phone	987-654-3210		

Project Name:	Very important Housing Project
Contract document #: <i>See page 1 of contract</i>	SCOCXXXXXXXXXXXX
Date(s) of Service:	10/1/2023 to 11/6/2023
Description of Service:	Started working on very important project. Met with stakeholders of very important project. Completed procurement for very important project. We will rock this very important housing project.
Total Amount Due this Invoice:	\$25,000.00
Approved by:	[Type name of authorized signatory]
 Signature of Authorized Signatory	



Invoicing Process

All three grants are disbursed on a cost-reimbursement basis. Eligible costs may include any expenses related to an element(s) of the awarded project as approved by a contract with EOHLC.

- 1) Submit invoices efficiently = no more than 1 invoice per month in the Fiscal Year the cost was incurred.
- 2) You MAY send 1 invoice with 2+ months of payments, EXCEPT when it crosses Fiscal Years.
- 3) Email invoice (separate backup file) to Brett.Morton2@mass.gov & McKenzie.Bell@mass.gov.

DO: send 1 invoice for "Jan 1-Jan 25, 2023" in FY24

DO: send 1 invoice for "Jan 1-Feb 25, 2023" in FY24

DON'T: send 2 invoices for "Jan 1-Jan 15" and "Jan 15-Jan 25"

DON'T: send 1 invoice for "Jun 15 (FY24)-Jul 15 (FY25)"

****PLEASE VERIFY INVOICES ARE COMPLETE & ACCURATE BEFORE SUBMITTING****

****PLEASE MAKE SURE INVOICES TOTAL AND BACKUP DOCUMENTS TOTAL MATCH****



Common Issues

If there are errors in invoicing, we may return an invoice to the sender asking to fix errors. However, we'd like to avoid any delays in reimbursement disbursement. Please be aware of these common issues to avoid.

- Submitting an incomplete invoice (E.G.: no signature, no service description, no invoice date, etc.).
- A field on the invoice is not filled in.
- Service dates spanning two state fiscal years.
- Service date start BEFORE contract date
- Service date start AFTER the date of invoice submission.
- Invoice number omits municipal name, grant FY, and grant initials (E.G.: only says "Invoice #1").
- Vendor code and contract ID do not match.
- Invoice references another document attached and/or submitted with the invoice.
- Backup document is missing entirely.
- Invoice is not signed by an authorized signatory.



Common Issues

If there are errors in invoicing, we may return an invoice to the sender asking to fix errors. However, we'd like to avoid any delays in reimbursement disbursement. Please be aware of these common issues to avoid.

- Invoice is submitted before contract is executed.
- A contractor invoice rather than an EOHLC invoice is submitted.
- State fiscal year “roll over” payment blackout dates (last 2 weeks of August to Labor Day)
- Check Vendor Web to verify payment deposit:
<https://massfinance.state.ma.us/VendorWeb/vendor.asp>
 - ✓ Follow instructions on the website
 - ✓ For questions about navigating this website contact:
comptroller.info@state.ma.us

Avoid these issues and we'll be able to process all invoices in a timely and effective manner!



Program Information

- Estimate Exercise
- Progress Reports
- Deadlines and Resources
- Final Planning Report
- Digital Media



Estimate Exercise

Per contract, within first 30 days of your contract, we must conduct a quarterly cost estimate exercise.

This is a contractual obligation and allows EOHLC to properly estimate costs at any given time for fiscal purposes.

We will use an online platform to collect this data (tool TBA).

- Within days of all (or most) contracts being signed we will send you a tool to complete this exercise.
- **We must receive the following information:**
 - ✓ How much \$\$\$ is expected to be spent each quarter per FY for the duration of the grant

E.G.: For a \$1M project to start immediately

FY24 Q3 = \$50,000 – Pre-construction

FY24 Q4 = \$100,000 – Construction + Admin

FY25 Q1 = \$100,000 – Construction + Admin

FY25 Q2 = \$250,000 – Construction + Admin

FY25 Q3 = \$500,000 – Construction + Admin

FY25 Q4 = \$0.00 – Project Complete

Progress Reports

This is a contractual requirement of all our grants. The reports must be submitted for invoices to be paid.


If a project has not started to spend, please provide “no spending” narrative.

You may opt to share project highlights each quarter.

One Excel workbook will last you the entire grant cycle!



FY2024 Housing Choice Grant Program
Quarterly Progress Report



Municipality	Subcontractor (if applicable)	Project Manager								
Expenditure description Line item from contract budget (Attachment B) and/or other items as necessary/approved.	Grant Budget Contract budget (Attachment B) \$ amount.	Enter quarterly expenses below FY23 Q3 January - March 2023 - Due Apr 17	FY23 Q4 April - June 2023 - Due Jul 17	FY24 Q1 July - Sept 2023 - Due Oct 16	FY24 Q2 October - December 2023 - Due Jan 15	FY24 Q3 January - March 2024 - Due Apr 15	FY24 Q4 April - June 2024 - Due Jul 15	Total Expenditures To Date	Remaining	
Consultants/Prof. Fees			Do not enter expenses here					\$0.00	\$0.00	
Meeting Express/Events								\$0.00	\$0.00	
Project Supplies/Materials								\$0.00	\$0.00	
Other/Miscellaneous								\$0.00	\$0.00	
Design/Engineering/Permitting								\$0.00	\$0.00	
Bidding								\$0.00	\$0.00	
Construction								\$0.00	\$0.00	
Construction Admin								\$0.00	\$0.00	
Contingency (add others if necessary)			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total Budget	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Project Highlights Narrative (optional)										
No Expense Narrative (required if no expense in Quarter)										

rev. 10/2022

◀ ▶
FY23 Q3
FY23 Q4
FY24 Q1
FY24 Q2
FY24 Q3
FY24 Q4
+
⋮ ◀ ▶



Deadlines & Resources

We need project reports to be received by the deadline so we can effectively conduct fiscal exercises, troubleshoot any issues, and consider potential grant modifications to the budget or a grant extension as needed.

FY24			FY26*		
Q1	N/A	N/A	Q1	7/1/2025 to 9/30/2025	Due: 10/15/2025
Q2	N/A	N/A	Q2	10/1/2025 to 12/31/2025	Due: 1/15/2026
Q3	1/1/2024 to 3/31/2024	Due: 4/15/2024	Q3	1/1/2026 to 3/31/2026	Due: 4/15/2026
Q4	4/1/2024 to 6/30/2024	Due: 7/15/2024	Q4	4/1/2026 to 6/30/2026	Due: 7/15/2026
FY25			FY27*		
Q1	7/1/2024 to 9/30/2024	Due: 10/15/2024	Q1	7/1/2026 to 9/30/2026	Due: 10/15/2026
Q2	10/1/2024 to 12/31/2024	Due: 1/15/2025	Q2	10/1/2026 to 12/31/2026	Due: 1/15/2027
Q3	1/1/2025 to 3/31/2025	Due: 4/15/2025	Q3	1/1/2027 to 3/31/2027	Due: 4/15/2027
Q4	4/1/2025 to 6/30/2025	Due: 7/15/2025	Q4	4/1/2027 to 6/30/2027	Due: 7/15/2027

**CP and HC end in FY25, HWIP ends in FY27*

[Resources for EOHLC Capital Grantees | Mass.gov](#)

Templates
Guides
Webinars



Final Planning Report

At the completion of all **PLANNING AND ZONING** projects **funded by Community Planning or Housing Choice grant programs**, we require a Final Report of the project in the form of the final document created as part of the planning process.

What is a Final Report for Planning and Zoning Projects?

- A completed Master Plan
- A portion of a Plan that is being completed in phases
- A report making recommendations for zoning changes
- A Housing Production Plan
- Updates to a previously completed plan
- Copy of proposed / adopted Zoning measures
- Any final documentation that is produced by the funding provided by the grant
- 3A compliance materials



Digital Media

We want to highlight the work you are doing to advance housing production and economic development in the Commonwealth.

Please provide us photos, videos, or other digital media of your project.

Photos?

- Before, during, and after project photos will be useful for creating profiles of your municipality.

Videos?

- Before, during, and after project videos will allow us to create small videos to highlight your work.

Other Digital Media?

- Any design materials, schematics, layouts, etc., that the grants assist you with creating would be useful.

Why?

- We would like to create a portfolio of impact
- Ensure other municipalities in the Commonwealth are aware of these grant programs and their impact.



Key Contacts

Contracts

Julissa Tavaréz

Contracts Manager

Julissa.Tavarez@mass.gov

Daishawn Riddick

Contracts Specialist

Daishawn.Riddick@mass.gov

Invoicing

Brett Morton

Fiscal Representative

Brett.Morton2@mass.gov

Progress reports & all correspondence

McKenzie Bell

Community Grants Coordinator

McKenzie.Bell@mass.gov

An aerial photograph of the Illinois State Capitol building in Springfield, Illinois, taken at dusk. The building's large, illuminated golden dome is a prominent feature on the right side of the frame. To the left of the Capitol, a wide, tree-lined street with light trails from traffic leads towards the background. In the far background, the Chicago skyline is visible against a dramatic sky with orange and blue hues from the setting or rising sun. The text "QUESTIONS & ANSWERS" is overlaid in the center of the image.

QUESTIONS & ANSWERS