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MassWorks Infrastructure Program

Program Information and Guidelines FY2022

Table of Contents

I. INTRODUCTION	3
A. About the Program.....	3
B. What’s New in FY2022	3
II. PROGRAM FEATURES AND REQUIREMENTS	4
A. Program Goals and Purpose specific	4
B. Eligible Applicants.....	4
C. Eligible Projects	4
D. Allowable Use of Funds	5
E. Maximum Award Amount	5
F. Match Funding.....	5
III. APPLICATION AND EVALUATION INFORMATION.....	6
A. Application Components	6
B. Evaluation Criteria	7
C. Investment Goals.....	8
D. Award Decisions.....	8
IV. ADDITIONAL INFORMATION.....	9
A. Information regarding small town road projects (aka STRAP).....	9
B. Notes about Application Submission.....	9
APPENDIX 1: MASSACHUSETTS SUSTAINABLE DEVELOPMENT PRINCIPLES	10
APPENDIX 2: APPLICABILITY OF MEPA REGULATIONS.....	11
APPENDIX 3: ACCESSING THE ONLINE FULL APPLICATION.....	13

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I. INTRODUCTION

A. About the Program

The MassWorks Infrastructure Program is a competitive grant program that offers the largest and most flexible source of capital funds for municipalities, and other public entities, to make improvement to public infrastructure. The overall goal is to support projects that can achieve economic development and growth by accelerating housing production, spurring private development, and creating jobs throughout the Commonwealth.

MassWorks is committed to helping communities prepare for success and contribute to the long-term strength and sustainability of the state. EOHEd is particularly interested in projects in appropriately located, walkable, mixed-use districts and/or that support new economic development activity in underdeveloped or distressed areas.

The program solicits project proposals and makes grant awards during one annual competitive round. Evaluation of applications takes place over six to eight weeks, and projects that receive an award are expected to begin construction the following spring. Generally, the most competitive applications are:

- a) Advanced in their design and permitting,
- b) Ready to begin in the upcoming construction season,
- c) Leveraging related private development that is also ready to start construction in the near term, and
- d) Aligned with the program's spending targets, and the state's sustainable development goals.

Since 2015, the Baker-Polito Administration has made 259 awards to 157 communities, investing over \$533M in funding to public infrastructure projects in all regions of the state. Cumulatively, these grants have supported the creation of over 17,500 new housing units, tens of thousands of construction and permanent jobs, while also leveraging almost \$11B in private investments.

B. What's New in FY2022

As in previous rounds, EOHEd will continue to seek opportunities for investments in projects that help to advance the Commonwealth's housing production goals, particularly in communities with Housing Choice designation and/or that are leveraging other community planning and development tools to build new housing. While the program goals, statutory requirements, and evaluation criteria remain the same, the application template and timeline for submitting project proposals will substantially change in this next round.

Starting with the Fiscal Year 2022 grant round, which opens in spring 2021, the program will be accepting proposals through a new application process – The **Community One Stop for Growth** – which is a single application portal and collaborative review process for several state grant programs that make targeted investments based on a housing and economic development continuum.

EOHEd is launching this Community One Stop for Growth application in partnership with the Department of Housing & Community Development and MassDevelopment. The round will open in January 2021 with a series of informational webinars. Prospective applicants will be able to submit an **Expression of Interest**, through April 2021, outlining priority projects to receive feedback and suggestions on the best path for submitting proposals through a **Full Application** for funding consideration. Full Applications will be due in June 2021.

In addition, this new application will include a series of questions related to climate resiliency and mitigation, in alignment with the Administration's hazard mitigation and climate adaptation goals. Proposals that are seeking funding for a site-specific project will be required to submit a copy of the project's Climate Risk Screening and Resilience Design Standards Report, using the state's new online tool to be unveiled in 2021.

II. PROGRAM FEATURES AND REQUIREMENTS

A. Program Goals and Purpose specific

Per M.G.L.ch.23A§63, the primary purpose of the MassWorks Program is: *to issue grants to municipalities and other public instrumentalities for design, construction, building, land acquisition, rehabilitation, repair and other improvements to publicly-owned infrastructure including, but not limited to, sewers, utility extensions, streets, roads, curb-cuts, parking, water treatment systems, telecommunications systems, transit improvements, public parks and spaces within urban renewal districts, and pedestrian and bicycle ways.*

The state's Economic Development Plan *Partnerships for Growth* outlines how essential it is for the state to work with its communities to advance economic development. When we focus on supporting strong community leadership and development preparedness, we find that cities and towns, as well as regions, can be better positioned to attract human and investment capital in an intensely competitive environment. To carry out this mission, Massachusetts has adopted a set of principles to guide its investment decisions.

Commonwealth's Sustainable Development Principles

The Commonwealth shall care for the built and natural environment by promoting sustainable development through integrated housing and economic development, energy and environment, transportation and other policies, programs, investments, and regulations.

The Commonwealth will encourage the coordination and cooperation of all agencies, invest public funds wisely in smart growth and equitable development, give priority to investments that will deliver good jobs and good wages, transit access, housing, and open space.

Furthermore, the Commonwealth shall seek to advance these principles in partnership with regional and municipal governments, non-profit organizations, business, and other stakeholders.

(See Appendix 1 for full description of the principles.)

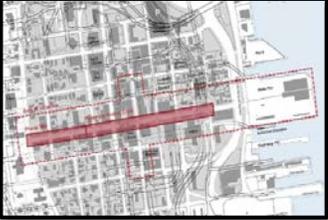
B. Eligible Applicants

Any Massachusetts city or town, acting by and through its municipal officers or by and through an agency designated by such municipal officers to act on their behalf, or any public entity, may apply to the program for a grant in a specified amount to fund a specified public infrastructure project. Two or more municipalities may apply jointly, with one municipality or another public entity acting as fiscal agent. An applicant may seek a MassWorks grants in addition to any other forms of local, state, and federal assistance received.

C. Eligible Projects

A proposed project must be for improvements to land and/or infrastructure that is currently publicly owned or can be acquired through public leasehold, right-of-way or easement in timely manner. Applicants may request funding for predevelopment activities (such as due diligence and preparation of engineering documents) and/or for direct construction work. Program investments will be targeted to projects that require the infrastructure improvements or expansion to support and/or facilitate new growth or address road safety issues. An applicant may submit more than one application in the same round for different projects.

Examples of past projects that submitted successful construction proposals include:

<p>Framingham, Marble Street Improvement Project</p>  <p>\$1.1M grant to support the city's first TOD project under its new Central Business District zoning: a 270-unit development on former MBTA land.</p>	<p>Holyoke, Lyman Terrace Phase II</p>  <p>\$1.4M grant to support rebuilding of the public housing development, preserving 167 units, and creating walkable, transit supported neighborhood in a TDI District.</p>
<p>New Bedford, Union Street Improvement Project</p>  <p>\$2.5M grant to upgrade infrastructure along Union Street. Supports economic activity in TDI District, including \$10M investment in 68-room hotel.</p>	<p>Charlemont, Town Bridge Repair Project</p>  <p>\$949K grant to repair three Town bridges. One at-risk and two already weight-restricted, affecting an evacuation route and commercially accessible roads. Regionally significant to Towns of Heath and Rowe.</p>

D. Allowable Use of Funds

Applicants may request capital grant funds for predevelopment activities and/or to cover any and all reasonable direct costs associated with the proposed improvements to the public infrastructure, including pre-construction expenses, direct construction costs, and the expenses for project administration. The applicant will be required to substantiate the total amount requested by providing evidence, such as an engineer's cost estimate or similar documentation. NOTE: Any contract, for public infrastructure work funded by this program, shall be procured by the municipality in accordance with chapter 7, section 39M of chapter 30, chapter 30B and chapter 149.

Awarded funds are disbursed on a cost reimbursement basis, only for approved expenses based on a fully executed contract with EOHEd. Funds may generally be used for the following types of expenses:

- Predevelopment: Engineering documents, pre-permitting, proforma development, due diligence, etc.
- Pre-Construction: Design, final engineering/surveying, permitting, bidding, etc.
- Direct Construction: All earthwork and/or site work (for example, demolition, sidewalk and road construction, utility relocation, traffic signals, water/sewer extensions, bridge/culvert repairs, etc.)
- Construction Administration: Project management, traffic control, public safety details, etc.

E. Maximum Award Amount

There is no set maximum or minimum amount that an applicant may request for a MassWorks grant, except in the case of STRAP awards, or as might otherwise be dictated by statute. Each application should request funding to support a complete project (or project phase) and must provide clear justification for the amount requested. At its discretion, EOHEd may make partial awards, for an amount less than requested by an applicant.

F. Match Funding

Match funds are not required. However, applications that have secured funding support from other government and/or private sources (particularly local funds) will be more competitive. In order to be counted, match funds must be contributing to the direct costs of the public infrastructure work.

III. APPLICATION AND EVALUATION INFORMATION

A. Application Components

The new Community One Stop for Growth application is a single online application portal designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. The application is organized into the following sections:

- Core Questions (Sections 1, 2, 3, and 4), plus site information, if applicable,
- Additional Questions (Sections 5 through 10), based on the development continuum and the project components selected by the applicant,
- Additional Questions for Special Projects (Sections 11 and 12). only for communities designated as Housing Choice, Rural, and/or Small Town,
- Certification of Application Submission Authority (Section 13),
- Required Attachments (Section 14), primary repository for required attachments, and
- Other Attachments (Section 15), for attachments related to special projects.

A full proposal packet for consideration of MassWorks funding must include complete responses to all applicable questions in the following sections:

Section 1 - Applicant Information: Identifying information of the applicant, and partners, if applicable.

Section 2 - Applicant / Community Background: Information about the applicant main goals, challenges, and past projects. Section seeks information about the community's engagement in state initiatives and includes a checklist of various economic and housing development tools and strategies.

Section 3 - Project Summary: Identification of all the categories for which the applicant seeks funding support, including Infrastructure. Includes the project name, abstract, and project type.

Section 4 - Project Details / Core Information: Main project narrative and questions about leadership and ability to execute the project as well as progress to date. Includes questions related to the project timeline and anticipated outcomes. Applicants to the Infrastructure category must complete the Site Information questions, which include identification of the specific site, ownership, zoning, as well as responses to the climate resiliency questions.

Section 8 – Predevelopment and Permitting Additional Questions: Applicants seeking support for predevelopment activities must complete this section to outline the scope of work, budget, and planned uses for the project site.

or

Section 10 - Infrastructure (Horizontal Construction) Additional Questions: All of the questions about the specific public infrastructure project for which funding is requested. Includes detailed scope of work, budget, design and permitting status, and for non-STRAP requests, questions about the specific private development being leveraged.

Section 13 - Certification of Application Submission Authority: Signature page certifying the authority to submit the application on behalf of the entity, and attesting that all responses are true and accurate.

Section 14 - Attachments: This section is for uploading attachments. The following items are required for applications requesting support in the Infrastructure category:

Section - Attachment Name	Referenced Question #	Description
Summary – Municipal CEO Letter	3.16	Letter from the municipal CEO outlining support for the applicant and/or proposed project.
Core/Details – Resilience Report	4.19	Copy of the project’s Climate Risk Screening and Resilience Design Standards Report.
Predevelopment – Cost Estimate	8.6	Cost estimate or proposal from consultant(s) and/or professional services provider(s).
Infrastructure – Site Plan / Construction Design	10.4	Site plan, locus map, conceptual drawing, and/or construction design that delineates project location and proposed work.
Infrastructure – Cost Estimate	10.8	Engineer’s cost estimate or other itemization of the construction expenses for the project.
Infrastructure – Letter from Developer(s)	10.35	Letter from private development proponent explaining response to dependence of private project on the public work.
Certification – Public Entity	13.2	If applicable, certified copy of the vote taken by the relevant entity.

Applicants may also submit optional attachments such as, other site photos or illustrations and general support letters. However, these will not be scored or assessed as part of the formal evaluation of the proposal.

B. Evaluation Criteria

EOHED will carefully and thoroughly evaluate each complete proposal through this new collaborative review process in partnership with DHCD and MassDevelopment, and in consultation with the corresponding regional planning agency. EOHED will also continue to seek input from other key state agencies, such as the Executive Office for Administration and Finance, Executive Office of Energy and Environmental Affairs, and the Department of Transportation.

As outlined throughout these guidelines, the MassWorks Infrastructure Program seeks to provide capital funding to eligible communities for improvements to and/or construction of public infrastructure that helps spur economic and housing development and/or address roadway safety concerns. The program is highly competitive. Each year the programs receives more applications for viable projects than EOHED is unable to fund.

Due to the high volume of competitive projects each year, applicants are advised to submit proposals only for projects that are shovel ready, meaning it is prepared to start in the upcoming construction season. In measuring shovel-readiness, EOHED assesses the extent to which the proposed public infrastructure project meets all of the following conditions:

- Public ownership or all rights of way have been secured or there is evidence that public ownership or rights of way can be secured within 120 days of receipt of an award notice;
- The project has been vetted locally and has the support of key stakeholders in the community;
- All required permits have been obtained or there is a reasonable expectation that all required permits can be obtained within 120 days of receipt of award notice;
- Project design is at least at 25 percent, or the timeline and funding source(s) for completing design will allow bid documents to be issued in time for the upcoming construction season.
- Demonstration that other sources needed to fully fund the project have been committed or evidence that they will be committed in time for project to commence in the upcoming construction season.
- The project as conceived can be completed within a 3 year performance period.

Each application will be evaluated on its own merits to identify the strongest proposals to recommend for funding. In addition to shovel readiness, the criteria used by EOHEd staff to assess each proposal are focused in four primary areas, as follows:

- a) **Project Description:** Completeness of the application and strength of the narrative, particularly in terms of project need. Narrative should make strong case and justification for why the project is needed, and include any mitigating factors, such as: circumstances that demonstrate urgency, efforts to date for preparing for the project, specific public benefits to be achieved, expected economic impact, etc.
- b) **Timeline and Budget:** Rationality and feasibility of the proposed infrastructure work and the funding amount requested. Reasonableness of the timeline for both the design/permitting phase and the construction phase. Projects must demonstrate ability to be completely finished within three years. The estimated budget, and the amount requested, should be realistic and adequate for the project.
- c) **Preparing for Success:** Applicant has been proactive in terms of community planning and promoting economic development. Has utilized various economic development tools and strategies, and actively pursued resources and opportunities for increasing the community's development.
- d) **Leveraged Private Development (not applicable to small town road improvement proposals):** The extent to which the project directly and immediately unlocks private development at or near the project site. As applicable, the review includes the extent to which the project results in new jobs and/or housing units.

C. Investment Goals

The strongest project proposals will be further assessed in terms of regional significance, alignment with the Commonwealth's Sustainable Development Principles, and a set of spending targets that EOHEd has developed to guide its grant making decisions. The annual portfolio of grants will seek to allocate funds as follows:

- 50% or more of the total funding in support of developments that contain a mix of residential and commercial uses, with a residential unit density of at least four units to the acre;
- 50% or more of the total funding to support projects that are regionally significant and consistent with regional land use and/or development plans;
- 50% or more of the total funding to support development in Gateway Cities;
- 67% or more of the total funding to support transit-oriented developments (that is, developments located within a half mile of a transit station; defined as a subway or rail station, or a bus stop serving as the convergence of two or more fixed bus routes that serve commuters);
- 80% or more of the funding to support developments that are re-using previously developed sites; and
- 100% of the funding that is committed to support housing (including mixed-use) development be to projects with a residential unit density of at least four units to the acre.

D. Award Decisions

Once all applications have been fully vetted and assessed, the MassWorks Team prepares a list of the strongest project proposals for the EOHEd Secretary's further review, adjustment, and/or final approval. Applicants that are approved for funding will receive a commitment letter outlining the grant amount and any conditions of the award. Grantees will need to verify the project's readiness and address any related conditions at the time of award. Grantees will also be expected to demonstrate that they possess the administrative management capacity to oversee the proposed infrastructure construction project and to comply with applicable regulations and reporting requirements. All awards are subject to annual budget appropriation and are contingent upon full execution of a contract between the Commonwealth and the public entity.

Occasionally, there are strong applications that do not receive an award because the program does not have sufficient funds available at the time. In those cases, the applicant may receive a letter informing them that the proposal may be reconsidered later in the fiscal year if/when funds become available, before the next round.

Applicants that are not selected to receive funding during the round will also be notified in writing. Those wishing to get feedback on their proposal are invited to request a debriefing call with MassWorks staff. These will be scheduled after the round is closed, in the order that they are received.

IV. ADDITIONAL INFORMATION

A. Information regarding small town road projects (aka STRAP)

- Any small town, defined as having a population of 7,000 or less (*Based on most recent decennial US Census*), may seek funding for road improvement projects that are not tied to any type of private development. EOHED will prioritize projects that address public safety concerns, including dangerous road conditions and specific threats such as the imminent collapse of a bridge or culvert.
- NOTE: The MassWorks statute no longer restricts small towns to applying and/or receiving a STRAP grant only once every three years. Eligible small towns may apply for STRAP in any round regardless of when they last applied and/or received a STRAP grant.
- The maximum amount a single town may request for a road improvement grant is \$1 million. Two or more qualified communities may submit a joint application, and request over \$1M for a single project serving multiple towns, however, if awarded, each town cannot receive more than \$1M.
- STRAP applicants are reminded that small towns are always eligible to submit proposal(s) that qualify under the economic development and/or housing criteria, in addition to the STRAP request. This also applies in the Community One Stop for Growth process, where small towns may apply not only for a STRAP grant, but also to any other funding opportunities for which it may be eligible.

B. Notes about Application Submission

- All applications must be submitted electronically. The online application portal, *IGX*, can be accessed at <https://eohed.intelligrants.com>. An online webinar outlining the use of the system will be available on the site. (*See Appendix 3 for additional guidance on accessing online application.*)
- The application form template and link to the portal will also be available on the EOHED webpage. Applicants will have at least 12 weeks to review the application questions and prepare their project proposal.
- An eligible applicant may request funding for multiple projects in the same round. However, a separate application is required for each discrete project and each proposal will be evaluated independently.
- It is the responsibility of the applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.
- EOHED reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOHED also reserves the right to recommend partial grant awards, as deemed appropriate.

APPENDIX 1: MASSACHUSETTS SUSTAINABLE DEVELOPMENT PRINCIPLES

Concentrate Development and Mix Uses – Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, protects historic resources, and integrates uses. Encourage remediation and reuse of existing sites, structures, and infrastructure rather than new construction in undeveloped areas. Create pedestrian friendly districts and neighborhoods that mix commercial, civic, cultural, educational, and recreational activities with open spaces and homes.



Advance Equity – Promote equitable sharing of the benefits and burdens of development. Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice. Ensure that the interests of future generations are not compromised by today's decisions.

Make Efficient Decisions – Make regulatory and permitting processes for development clear, predictable, coordinated, and timely in accordance with smart growth and environmental stewardship.



Protect Land and Ecosystems – Protect and restore environmentally sensitive lands, natural resources, agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, quality, and accessibility of open spaces and recreational opportunities.

Use Natural Resources Wisely – Construct and promote developments, buildings, and infrastructure that conserve natural resources by reducing waste and pollution through efficient use of land, energy, water, and materials.



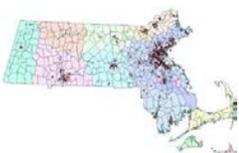
Expand Housing Opportunities – Support the construction and rehabilitation of homes to meet the needs of people of all abilities, income levels, and household types. Build homes near jobs, transit, and where services are available. Foster the development of housing, particularly multifamily and smaller single-family homes, in a way that is compatible with a community's character and vision and with providing new housing choices for people of all means.

Provide Transportation Choice – Maintain and expand transportation options that maximize mobility, reduce congestion, conserve fuel, and improve air quality. Prioritize rail, bus, boat, rapid and surface transit, shared-vehicle and shared-ride services, bicycling, and walking. Invest strategically in existing and new passenger and freight transportation infrastructure that supports sound economic development consistent with smart growth objectives.



Increase Job and Business Opportunities – Attract businesses and jobs to locations near housing, infrastructure, and transportation options. Promote economic development in industry clusters. Expand access to education, training, and entrepreneurial opportunities. Support the growth of local businesses, including sustainable natural resource-based businesses, such as agriculture, forestry, clean energy technology, and fisheries.

Promote Clean Energy – Maximize energy efficiency and renewable energy opportunities. Support energy conservation strategies, local clean power generation, distributed generation technologies, and innovative industries. Reduce greenhouse gas emissions and consumption of fossil fuels.



Plan Regionally – Support the development and implementation of local, regional, and statewide plans that have broad public support and are consistent with these principles. Foster development projects, land and water conservation, transportation, and housing that have a regional or multi-community benefit. Consider the long-term costs and benefits to the Commonwealth.

APPENDIX 2: APPLICABILITY OF MEPA REGULATIONS

These guidelines are intended to ensure that the Executive Office of Housing and Economic Development (EOHED) administers the MassWorks Infrastructure Program in compliance with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62I (MEPA), and its implementing regulations at 301 CMR 11.00 (the MEPA regulations).

Overview of Agency Obligations Under MEPA

The purpose of MEPA is to provide for review of the potential environmental impacts of projects for which state agency action is required. MEPA review is potentially required for any project directly undertaken by a state agency; those aspects of a project within the subject matter of any required state permit; a project involving financial assistance; and those aspects of a project within the area of any land transferred by a state agency. For purposes of MEPA, financial assistance means “[a]ny direct or indirect financial aid to any person provided by any agency including, but not limited to, mortgage assistance, special taxing arrangements, grants, issuance of bonds, loans, loan guarantees, debt or equity assistance, and the allocation of Commonwealth or federal funds.” 301 CMR 11.02. A MassWorks grant is financial assistance that confers MEPA jurisdiction over any project funded by MassWorks.

The MEPA regulations set out review thresholds intended to identify categories of projects that are likely to cause damage to the environment. MEPA review is required when one or more review thresholds are met or exceeded *and* the subject matter of at least one review threshold is within MEPA jurisdiction. The provision of financial assistance confers full scope jurisdiction such that MEPA review is required if any threshold is met or exceeded.¹ The MEPA regulations state that “[i]n determining whether a project is subject to MEPA jurisdiction or meets or exceeds any review thresholds ... the proponent, any participating agency, and the secretary shall consider the entirety of the project, including any likely future expansion, and not separate phases or segments thereof. The proponent may not phase or segment a project to evade, defer or curtail MEPA review.” 301 CMR 11.01(2)(c).

State agencies, including EOHED, are required to periodically review and evaluate its own programs, regulations, and policies and determine the potential environmental impacts of implementation of its programs, regulations, and policies, and ensure that it and each applicant for a permit, financial assistance, or a land transfer complies with MEPA.

MEPA Compliance in the MassWorks Program

The typical MassWorks grant is from EOHED to a municipality or other public entity for purposes of constructing infrastructure or other public improvements. To comply with MEPA, EOHED may require the project proponent to demonstrate that a project does not meet or exceed any review thresholds or that there has been due compliance with MEPA prior to awarding a MassWorks grant. Accordingly, EOHED will require every applicant for MassWorks funding to represent whether the public infrastructure project meets or exceeds any review threshold set forth at 301 CMR 11.03. Where a review threshold is exceeded, the grant recipient will be required to demonstrate that MEPA review has been completed prior to the disbursement of MassWorks funds. Such a condition may be stated in a grant award letter and shall be a material term of the grant agreement between EOHED and the grant recipient.

¹ “Full scope” jurisdiction extends MEPA review to all aspects of a project that are likely to cause damage to the environment. In contrast, “limited” or “subject matter” MEPA jurisdiction means that review is limited to those aspects of the project within the subject matter of a required permit or within the area of a land transfer.

In many cases, the public infrastructure or improvement will benefit or be located in close proximity to a private development proposed by a separate, private entity. In these cases, EOHEd is required to consider whether the public infrastructure and the private development should be reviewed as a single “project” consistent with the segmentation provisions set forth at 301 CMR 11.01(2)(c). In making this determination, the MEPA regulations require EOHEd to “consider all circumstances as to whether various work or activities constitute one Project”. According to the MEPA regulations, relevant factors include:

- Whether the work or activities, taken together, comprise a common plan or independent undertakings, regardless of whether there is more than one proponent;
- Any time interval between the work or activities; and
- Whether the environmental impacts caused by the work or activities are separable or cumulative.

In addition to these factors, EOHEd will consider:

- Whether the public improvements directly serve or physically connect to a private project.
- Whether the public improvements will be located on parcels of land that are part of or immediately adjacent to a private project site.
- The distance separating the public improvements and the private project.
- Whether the public improvements are required to be constructed as a condition in a permit or approval for a private project.
- Whether the public improvements will be constructed by, or in coordination with, the developer of the private project.
- Whether the public improvements are critical to the feasibility or viability of the private project.
- The timing of the private project in relation to the public improvements.

If EOHEd determines, based on these factors, that a public infrastructure project and private development are separate projects, EOHEd will require MEPA compliance for the public infrastructure project that is receiving financial assistance, if applicable. However, if EOHEd determines that a public infrastructure project is so integral to a private project such that the two projects must be considered a “common plan or undertaking” under 301 CMR 11.01(2)(c), then EOHEd will require compliance with MEPA for the public infrastructure and private project. Such a requirement may be stated in a grant award letter and shall be a material term of the grant agreement between EOHEd and the grant recipient. If applicable, the contract awarding the MassWorks grant also will incorporate the required section 61 findings under 301 CMR 11.12(5).

In any case where EOHEd is uncertain of its MEPA obligations, it may consult with the MEPA Office and/or may recommend that the project proponent seek a formal Advisory Opinion under 301 CMR 11.01(6). The MEPA Office is available to offer assistance regarding the applicability of MEPA review and questions about the content, form, and/or timing of MEPA review documents.

Applicants for MassWorks funding may consult with the MEPA Office early in the process to ensure any filing requirements and associated timing are understood. In some cases, timing of MEPA review may be an important consideration in whether a project is “shovel ready.” MEPA staff are available to address questions and provide information over the phone, via email and through pre-filing meetings.

Basic questions regarding jurisdiction and whether a project would exceed an environmental review threshold are typically addressed through email or phone calls. Discussions regarding the substance and timing of MEPA review or specific and unique aspects of a project may be more effectively addressed through pre-filing meetings with the Director or Assistant Director. The MEPA Office encourages applicants to participate in pre-filing meetings and schedules these meetings regularly. Additional information regarding MEPA review is provided on the [MEPA website](#).

APPENDIX 3: ACCESSING THE ONLINE FULL APPLICATION

All applications to the MassWorks Program must be submitted electronically through the Community One Stop for Growth application process. The application will be available and accepted through the IGX Platform, which is the upgraded version of IntelliGrants. The new system can be accessed at <https://eohed.intelligrants.com>. A user account is required. Below are the steps for getting into the system.

The community, or public entity, should activate a primary account with the municipal CEO and/or designee(s) as a “Grant Administrator”. This person(s) can then add other users, as necessary. Please refer to the IGX Grantee User Manual for technical instructions.

Current Admin Users – Municipal CEOs and/or designees who have used the IntelliGrants system in any of the past three rounds (2018-2020) may be able to use their existing usernames to access the new application as a Grant Administrator in the IGX system. However, you must use the "Forgot Username/Password" function to reset your password when you first login and/or if you do not remember your username.

New Admin Users – If your community, or public entity, has not accessed the IntelliGrants system in the past three years, or is new to MassWorks, then a new registration is required. Similarly, this should be done by the municipal CEO and/or a designee. Click the “New User? Register Here” link to complete and submit a registration request. When that account is approved by EOHEd, an email notification will be sent from the system confirming designation as a Grant Administrator.

NOTE: All new requests for Grant Administrator must be approved by EOHEd. These will be reviewed as they are received. Applicants will get an email notification from the system confirming the approval. If confirmation not received after 48 hours, please contact onestop@mass.gov to request assistance.

Other Users – Once a Grant Administrator is established for your organization, that user(s) may then create and/or approve additional accounts for municipal staff and/or consultants, such as grant writers, engineers, etc. Requests for access to IGX should be made directly to your community’s Grant Administrator.

Starting an application – Once accounts are registered and/or approved, a Grant Administrator will be able to start an application(s), from the “My Opportunities” panel, and following the prompts in the portal. Any designated user may access, edit, and/or save an application on behalf of their organization, and are encouraged to save their work often, particularly after completing each section. However, only a Grant Administrator will be able to formally submit the application(s).

NOTE: A community may submit more than one application. However, each separate project funding request must be submitted as a separate application, and will be evaluated independently.

Submitting an application – Applications may be edited in IGX at any time up until the deadline. Official submissions to the Community One Stop for Growth will only be accepted during the posted dates. During that timeframe, the “Application Submitted” option will become available (**to Grant Administrators only**), to officially submit an application. Applicants will receive an email confirming receipt within 24 hours. If an email is not received after 24 hours, please contact onestop@mass.gov for assistance.

NOTE: If an application is erroneously submitted prior to being finished, the applicant may contact EOHEd to reopen the application for further editing and completion, as long as it is before the deadline. Staff will try to accommodate these requests as they are received, but may not be able to respond to all requests immediately. EOHEd is not responsible for delays or missed deadlines due to applicant errors.