



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108

MassWorks Infrastructure Program

Program Information and Guidelines FY2024

Email Questions to: massworks@mass.gov

Table of Contents

I. INTRODUCTION	4
A. About the Program	4
B. What’s New in FY2023	4
II. PROGRAM FEATURES AND REQUIREMENTS.....	6
A. Program Goals and Purpose specific	6
B. Eligible Applicants	6
C. Eligible Projects	7
D. Allowable Use of Funds	7
E. Maximum Award Amount.....	8
F. Match Funding.....	8
III. APPLICATION AND EVALUATION INFORMATION	8
A. Application Components	8
B. Evaluation Criteria	9
C. Investment Goals.....	10
D. Award Decisions	10
IV. ADDITIONAL INFORMATION.....	11
A. Information regarding Small Town Road Improvement (formerly STRAP).....	11
B. Notes about Application Submission	12
APPENDIX 1: MASSACHUSETTS SUSTAINABLE DEVELOPMENT PRINCIPLES	13
APPENDIX 2: APPLICABILITY OF MEPA REGULATIONS	14
APPENDIX 3: ACCESSING THE ONLINE FULL APPLICATION.....	16
APPENDIX 4: COPY OF MASSWORK INFRASTRUCTURE APPLICATION	17

Specific questions about MassWorks and/or these guidelines, should be sent to massworks@mass.gov. The EOHEE staff members that make up the MassWorks Team are as follows:

Community Programs & Resources Office

Juan R. Vega, Assistant Secretary for Communities & Programs
Marc Horne, Deputy Director of Community Economic Development
Jacqueline Furtado, Senior Program Manager
Nicholas Bulens, Program Administrator
Jong Wai Tommee, Program Manager
Michael Vivaldi, Program Assistant

I. INTRODUCTION

A. About the Program

The MassWorks Infrastructure Program (MassWorks) 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 demonstrate “shovel ready” characteristics, these applications are:

- a) Advanced in their design and permitting; 25% design set or more,
- 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.

Projects not yet considered shovel ready may be most competitive to be submitted as a Pre-Development project.

Since 2015, MassWorks has made 387 awards to 197 communities, investing over \$700M in funding to public infrastructure projects in all regions of the state. Cumulatively, these grants have supported the creation of over 25,600 new housing units, tens of thousands of construction and permanent jobs, while also leveraging almost \$16.8B in private investments.

B. What’s New in FY2024

MassWorks is part of the [Community One Stop for Growth](#), a single application portal and collaborative review process of community and economic development grant programs that make targeted investments based on a Development Continuum. It is designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. For more information, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit www.mass.gov/onestop.

The One Stop Full Application is organized into the following sections:

- Form 1 – Applicant Information
- Form 2 – Project Information, and Site Information (if applicable)
- Form 3 – Development Continuum Category Questions (Sections 3 through 7)*

*Based on the development continuum, project type and project focus selected by the applicant

- Form 3a – Special Designation General Questions*

*Only for municipalities designated as a Housing Choice Community and/or Rural/Small Town

- Form 4 – Certification of Application Submission Authority
- Form 5 – Other Attachments

Another change in the format of the application this year is in the structure of the Development Continuum categories. The Sections of the application dealing with questions specific to the Development Continuum categories are now in Form 3. Depending on the answers to questions in Form 2, Form 3 will populate with information specific to your project. The Continuum categories are:

- **Preparing for Growth**
 - Community Activation and Placemaking
 - Planning and Zoning
 - Site Preparation
- **Catalyzing Specific Projects**
 - Building (Vertical Construction)
 - Infrastructure (Horizontal Construction)

MassWorks application are reviewed through the Infrastructure (Horizontal Construction) Section only. If you are seeking MassWorks funding, you must fill out this Section contained in Form 3.

In order to be considered for MassWorks funding, applicants must include complete responses to all required questions. Please see the attached MassWorks specific Full Application template for required sections and questions.

The application now requires a map showing the precise location of the proposed public infrastructure improvement to be funded by MassWorks, and its relation to the private project associated with the infrastructure work. We are asking for an aerial view map showing the limits of work of the public project site in relation to the limits of work of the private project site (if applicable). It is important to clearly delineate the two projects, so our team can best understand how the projects relate to each other geographically.

Additionally, to make better informed decisions about Small Town Road Improvement applications, we will be asking for detailed statistics related to number of vehicles traveling daily along the roadway in question, delays, shutdowns, hazards, accidents, and impacts to emergency response vehicles.

Additional Information

- For information on the One Stop, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit www.mass.gov/onestop.
- The Expression of Interest is an optional, but highly recommended form that allows an applicant to seek guidance from the One Stop partner agencies. Applicants are encouraged to submit an Expression of Interest prior to starting their Full Application(s).
- 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. The application form template and link to the portal will also be available on the [One Stop webpage](#).

- Eligible applicants may submit funding requests for more than one Infrastructure project in the same round. However, a separate application is required for each project. Each proposal will be evaluated independently against the criteria and will be competing directly with all other proposals.
- 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.

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.*

It is essential for the Commonwealth 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. 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>Weymouth, Smelt Brook Daylighting Phase 1 & 2</p>  <p>\$2.25M grant to support the daylighting of an underground brook at Weymouth Landing, resulting in the development of 10,500 sq ft of commercial space and 87 units of housing.</p>	<p>Windsor, River Road Culvert Replacement</p>  <p>\$1M grant to replace a culvert with a natural bottom culvers, which meets MA Stream Crossing Standards and will restore habitat.</p>
<p>Brewster, Brewster Woods</p>  <p>\$1.6M grant to upgrade road, sidewalk and sewer infrastructure, and extending Brewster Road, to accommodate the development of 30 unit affordable housing development with POAH and the Brewster Housing Authority .</p>	<p>Easthampton, Ferry Street Mill Improvement</p>  <p>\$3.9M grant to improve infrastructure at the Ferry Street Mill, at the location of 1 Ferry St. Mill, a multi-phase housing development resulting in 142 units of mixed income housing,</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.)
- Contingency: up to 10% of Direct Construction Costs
- 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 Small Town Road improvement 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, EOHEED 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 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:

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

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

Form 2: Project 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.

Attachments Required for MassWorks in this Section

- Engineer's cost estimate or similar document that details and substantiates the requested grant amount for construction. Applicant may submit a pre-filled worksheet, such as from the MassDOT Construction Project Estimator. Contingencies should be clearly identified using a separate line item(s).
- A map showing the project location.

Form 3. Development Continuum Questions:

SECTION 7: Infrastructure (Horizontal Construction) 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. Applicants seeking support for infrastructure development must answer 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- Small Town Road improvements requests, questions about the specific private development being leveraged.

Attachments Required for MassWorks in this Section:

- An aerial view map showing the limits of work of the public project site in relation to the limits of work of the private project site (if applicable). Clearly delineate the two.
- A site plan, and/or the most up to date set of design documents showing the proposed public infrastructure work
- A support letter from the municipal CEO
- A copy of the project's output report from the Commonwealth's online RMAT Climate Resilience Design Standards Tool ("RMAT tool").
- A letter from the private development proponent confirming and explaining this answer. Include letter(s) from additional private developer(s) noted above.
- Small Town Road Improvements Only: Attach images of the road, particularly focused on the areas that create the public safety hazards and areas in which the work will be focused.

Form 4. Certification of Application Submission Authorization: Signature page certifying the authority to submit the application on behalf of the entity and attesting that all responses are true and accurate.

Form 5. OTHER/OPTIONAL ATTACHMENTS: Optional attachment include other site images, partner letters, misc. support letters, and any other relevant information the applicant feels provides context to the application.

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 program 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 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 improvements 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 improvements

- 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 Small Town Road improvements grant only once every three years. Eligible small towns may apply for Small Town Road improvements in any round regardless of when they last applied and/or received a Small Town Road improvements 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 more than \$1M total for a single project serving multiple towns, with each town requesting no more than \$1M.
- Small Town Road improvements 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 Small Town Road improvements request. This also applies in the Community One Stop for Growth process, where small towns may apply not only for a Small Town Road improvements grant, but also to any other funding opportunities for which it may be eligible.
- Applications for Small Town Road improvements funding will be asked to provide relevant information regarding road use and safety issues related to the application. Statistics related to project such as traffic counts, accidents, fatalities, road closures, and emergency calls are important in determining the need to improvements.

B. Information regarding Pre-Development applications

- NOTE: Pre-Development applications are intended to benefit the pre-development costs (design and engineering costs) of public infrastructure costs and make its feasible for municipalities and other units of local government to secure funding the execution of design documents related to publicly owned and operated infrastructure. Pre-development grants are **not available to subsidize the pre-development soft costs of private developments** associated with the applications.

- Projects that are not yet shovel ready but are otherwise well suited for MassWorks funding may consider applying to the One Stop for Pre-Development support. The intent of the Pre-Development category is to provide grant funds in support of design and engineering documents, which would allow for projects to become shovel ready by securing permitting, developing sound cost estimates, and securing private development.
- It is expected that projects awarded Pre-Development funds would begin design work immediately after signing a contract for MassWorks funds and would complete design work in 1-2 fiscal years.
- NOTE: It is important to keep in mind that a Pre-Development award is not a guarantee of MassWorks funds in future rounds to support to implement infrastructure. Once pre-development is complete a new application will be considered on its own merits in the regular One Stop round. However, the most competitive pre-development awards will be those most likely to result in a MassWorks infrastructure award in subsequent rounds.

C. 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

Sustainable Development Principles

The Commonwealth of Massachusetts shall care for the built and natural environment by promoting sustainable development through integrated energy and environment, housing and economic development, 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, in accordance with the following sustainable development principles. Furthermore, the Commonwealth shall seek to advance these principles in partnership with regional and municipal governments, non-profit organizations, business, and other stakeholders.



1. 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.

2. 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.



3. Make Efficient Decisions

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



4. 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.



5. 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.



6. 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.



7. 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.



8. 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.

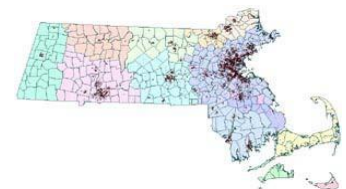


9. Promote Clean Energy

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.

10. Plan Regionally

Support the development and implementation of local and regional, state and interstate 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](#).

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the program's online application portal.

APPENDIX 3: ACCESSING THE ONLINE FULL APPLICATION

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

The municipality 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.

Current Admin Users – Municipal CEOs and/or designees who have used the IGX system in past rounds may use their existing usernames to access the system. Applicants that have forgotten their username and/or password must use the "Forgot Username/Password" function on the IGX login page.

New Organizations – If your organization has not accessed the system in the past, a new registration is required. This should be done by the municipal CEO and/or a designee. Click the “New Organization? 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.

New User in Existing Organizations – 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.

Creating a new Full Application or Expression of Interest – Once accounts are registered and/or approved, a Grant Administrator can create an Expression of Interest or Full 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. Only a Grant Administrator will be able to create and submit the Expression of Interest and Full Application(s).

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, Grant Administrators may submit the Full Application by selection the “Submit Full Application” option at the bottom of the left side menu, 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, the applicant may contact onestop@mass.gov 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. Once reopened, it is the responsibility of the applicant to resubmit prior to the deadline.

APPENDIX 4: MassWorks Infrastructure Application

FULL APPLICATION

SECTION 1. Applicant Information *(may be auto-filled from Expression of Interest)*

1.1 Primary Location: *(Select from drop-down)*

EOHED Region	<i>(auto-filled)</i>	MassDOT Highway District	<i>(auto-filled)</i>	Rural or Small Town	<i>(auto-filled)</i>
MDFA Regional Office	<i>(auto-filled)</i>	Gateway City	<i>(auto-filled)</i>	Housing Choice	<i>(auto-filled)</i>
Regional Planning Agency	<i>(auto-filled)</i>	MVP Community	<i>(auto-filled)</i>	MBTA Community	<i>(auto-filled)</i>

1.2 Organization Type: *(Select from following drop-down options)*

Public Entity:

- Municipality
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- Water or Sewer District

Non-Public Entity:

- Community Development Corporation
- Non-Profit Organization
- For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.
(2,000 characters)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

- Yes No

1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

MBTA COMMUNITY QUESTIONS

(Show only for MBTA Community Public Entity Applicants)

1.19 Has the community received a determination of Interim Compliance with an approved Section 3A Action Plan, or determination of District Compliance, from DHCD in accordance with the *Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act*?

- Interim Compliance District Compliance Neither

If Neither, show:

An MBTA Community must be in compliance with the referenced guidelines in order to be eligible for funding from the MassWorks and/or Housing Choice programs.

If Interim Compliance, show:

1.19a Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

- Yes No

If yes:

1.19b Briefly describe the nature of the changes/delays.

(500 Characters)

SECTION 2: Project Information

- 2.1 Project Name: _____ *(50 Characters)*
- 2.2 Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.
_____ *(500 characters)*
- 2.3 Project Category for Grant Consideration. Please select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.
- Community Activation and Placemaking
 - Planning and Zoning
 - Site Preparation
 - Building
 - Infrastructure**
 - Project Type (check one):*
 - Infrastructure Predevelopment
 - Infrastructure Construction***
 - Project Focus (check one):*
 - Public Infrastructure to Support Growth**
 - Roadway / Streetscape Improvements
 - Bridge / Culvert Repair or Replacement
 - Water / Sewer Infrastructure
 - Public Utility Project (Gas, Electric, etc.)
 - Small Town Road Improvements to Enhance Public Safety (aka STRAP)
- *Note: Infrastructure Construction may include predevelopment components.
- 2.4 Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.
_____ *(4,000 characters)*
- 2.5 Project Need – Describe why this project is necessary in enhancing community economic development.
_____ *(1,000 characters)*
- 2.6 Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor’s Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.
_____ *(2,000 characters)*
- 2.7 Is the project area located within an Environmental Justice census block group? Click [HERE](#) to access the Commonwealth’s Environmental Justice Map Viewer.
- Yes
 - No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

2.8 Anticipated Outcomes and Impacts – Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.

Note: For Small Town Road Improvements to Enhance Public Safety projects, the applicant should describe the anticipated outcomes related to roadway safety.

(2,000 characters)

2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

Yes No

2.9a If Yes, provide an explanation:

(1,000 characters)

2.10 Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Please identify the full name of the person(s) that will serve as the applicant’s project contact. If the applicant is partnering with other organizations, please list the partner organization(s), and briefly describe their role in accomplishing the project.

(2,000 characters)

2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).

(2,000 characters)

2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.

(1,000 characters)

2.13 Budget – In the table below, provide a breakdown, by spending category, of the total budget for the proposed project.

Category	Spending Description	Funding Request
Capital	Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	
Capital	Environmental Remediation	
Capital	Construction (Including Demolition)	
Capital	Construction Admin	
Capital	Contingency	

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

Other	Other / Miscellaneous	
		Total

2.14 Will the applicant provide a match to supplement any grant funds awarded?
 Yes No

2.14a If yes, what is the match amount? _____

2.14b Please describe the source(s) and status of all matching funds.
(1,000 characters)

2.14c Does the match include local ARPA funds?
 Yes No

2.14d If yes, what amount of the match is from local ARPA funds? _____

2.15 Provide line item explanations, justifications, and/or notes. Please include an explanation of the methods for estimating project costs.
(1,000 characters)

2.16 Do you have an engineer’s cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?
 Yes No

If yes:

ATTACHMENT HERE: *Attach an engineer’s cost estimate or similar document that details and substantiates the requested grant amount for construction. Applicant may submit a pre-filled worksheet, such as from the MassDOT [Construction Project Estimator](#). Contingencies should be clearly identified using a separate line item(s).*

SITE INFORMATION:

2.17 Project Address(es): *(If multiple, enter the ID for each parcel individually. Add lines as necessary)*

2.18 Parcel ID(s): *(If multiple, enter the ID for each parcel individually. Add lines as necessary.)*

ATTACHMENT HERE: *Attach a map showing the project location.*

2.19 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, please indicate whether the applicant has site control.
(1,000 characters)

2.20 What type of use is currently allowed by zoning on the project site(s)? *(Check all that apply)*

<input type="checkbox"/> Industrial/Commercial	<input type="checkbox"/> Residential – Multi-family
<input type="checkbox"/> Residential – Single Family / Townhome	<input type="checkbox"/> Mixed - Use

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

- Other: _____
- None of the above

- 2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? *(If site is already designated, check No)*
- Yes No

SPECIAL DESIGNATION: HOUSING CHOICE COMMUNITY

(Show only for public Housing Choice Community applicants)

By virtue of the applicant's Housing Choice Designation, this project may be eligible for the [Housing Choice Grant Program](#). Please note that the maximum Housing Choice award is \$300,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3.a. of the application.

- 2.22 Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Housing Choice Grant Program?
- Yes No

SPECIAL DESIGNATION: RURAL AND/OR SMALL TOWN

(Show only for public Rural and Small Town applicants)

By virtue of the applicant's status as a Rural and/or Small Town, this project may be eligible for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3.a. of the application.

- 2.23 Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?
- Yes No

DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 7: Infrastructure (Horizontal Construction) Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Infrastructure
Project Type: Infrastructure Construction
Project Focus: Public Infrastructure to Support Growth

Before you proceed, we recommend that you read the program guidelines for the [MassWorks Infrastructure Program](#).

7.1 Is the project site located at or within a half mile of a transit station (defined as a subway, light rail, ferry, or commuter rail station), and/or is located in a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?

Yes No

7.1a If yes, identify the name of the transit station(s):

(500 characters)

ATTACHMENT HERE: *Attach an aerial view map showing the limits of work of the public project site in relation to the limits of work of the private project site (if applicable). Clearly delineate the two.*

7.2 Is the project site publicly owned?

Yes No

7.2a If Yes, describe the type of public ownership (*Check all that apply*).

Public Land Right of Way Other. Specify: _____
 Leasehold Easement

7.2b If No, explain how the site will be publicly acquired/owned by the project start date or if public ownership is not applicable.

(1,000 characters)

7.3 If the applicant is not the municipality, does the applicant have a letter from the municipal CEO outlining knowledge of and support for the proposed project?

Yes No N/A

If Yes:

ATTACHMENT HERE: *Attach the support letter from the municipal CEO.*

Do not show for STRAP:

7.4 Indicate which, if any, of the following housing and/or economic development tools have been adopted within the project site.

- 40R/40Y Smart Growth or Starter Home District
- 43D Expedited Permitting District
- Approved Urban Renewal Plan
- District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- Economic Opportunity Area (EOA)
- Current or ‘Graduated’ Transformative Development Initiative (TDI) District
- DHCD Approved Housing Production Plan

Infrastructure Construction Questions

7.9 Provide the planned schedule/timeline for the public infrastructure project.

Milestone	Start Date	End Date
Design / Engineering / Permitting		
Bidding Open / Close		
Construction Start		
50% Construction		
Construction Complete		

7.10 What percentage of the public infrastructure project design is completed? _____ %

7.11 Which of the following permits, licenses, and/or approvals are required for the public infrastructure project? For each selected item, indicate if secured and the actual or anticipated dates of filing and issuance. *Note: Please do not include any requirements related to associated private development.*

Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/>		
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Building Permit	<input type="checkbox"/>		
<input type="checkbox"/> Other. Specify:	<input type="checkbox"/>		

7.12 Is the construction work planned as a non-participating scope item on a MassDOT TIP project?
 Yes No

7.12a If yes, identify the TIP Project Number, if available, and indicate whether this project will be entirely or partially included in the non-participating scope of work. _____

7.13 Will the project include work on a state roadway and/or at an intersection with a state roadway?
 Yes No

7.13a If Yes, identify the state roadway(s) involved:

 (500 characters)

7.14 Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03?
 Yes No

7.14a If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope.

 (1,000 characters)

ATTACHMENT HERE: *Attach a copy of the project's output report from the Commonwealth's online RMAT Climate Resilience Design Standards Tool ("RMAT tool").*

The RMAT tool guides users to input basic project information and will generate a downloadable report for attachment. Please note that only information related to the public infrastructure portion of the project should be entered into the tool. After clicking "Submit Project" inside the tool, the project information will be saved, and a "Download Report" icon will appear for the user. The entire process, exclusive of registration, should take no more than 15 minutes per project. Click [HERE](#) to register and access the RMAT tool.

7.15 Does the project's Climate Resilience Design Tool report provide a "High" preliminary exposure score for either Sea Level Rise/Storm Surge, Extreme Precipitation - Urban Flooding, or Extreme Precipitation - Riverine Flooding (see above ATTACHMENT)?
 Yes No

7.15a If yes, please specify the design storm (return period) that the applicant intends to use in the engineering of the public infrastructure project (e.g., the 25-year storm or 4% storm). Additionally, please describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project's design, to mitigate the potential impacts of future flooding.

 (1,000 characters)

7.16 Will the public infrastructure project result in a net increase in impervious area?
 Yes No

7.16a If yes, please describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project's design, to mitigate a heat island effect.

 (1,000 characters)

STRAP ONLY

- 7.17 If available, please provide the pavement condition rating for the road. _____
- 7.18 Describe existing infrastructure conditions and public safety concerns related to this road improvement project. If relevant, please specify accident hazards, traffic details, instances of road closure and impact on emergency vehicles, etc.
(2,000 characters)
-

ATTACHMENT HERE : Attach images of the road, particularly focused on the areas that create the public safety hazards and areas in which the work will be focused.

- 7.19 Please complete the below table with information from the last calendar year:

Vehicles Per Day	
Number of Accidents	
Number of Fatalities	
Number of Emergency Calls	
Number of Days Road was Fully Closed	
Number of Days Road was Partially Closed	

Public Infrastructure to Support Growth Questions

- 7.20 Does the public infrastructure project support an imminent private development?
 Yes No

If yes, show all remaining questions.

If no, show the following note:

Please be aware that to be competitive for a [MassWorks](#) Implementation grant, the project will need to be advanced in design and permitting, while also leveraging a private development that is imminent and closely linked to the public improvements. For projects that do not yet have private development identified, applicants should consider applying for an Infrastructure Predevelopment grant to support the creation of design and/or engineering documents.

- 7.21 Select the one category below that best describes the type of development that is being supported by the public infrastructure project proposed in this section:
- Mixed-Use Development (Residential with office, retail, and/or commercial development)
 - Housing Development (Residential only)
 - Economic Development with job creation and/or retention (No Residential/Housing)
- 7.22 Does the private development project, identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03?
 Yes No
- 7.22a If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope.

(1,000 characters)

7.23 Will the public infrastructure improvements directly serve or connect to the private development?
 Yes No

7.24 Will the public infrastructure project be on parcels of land that are either, a) part of the private development project site, or b) adjacent to the private development project site?
 Yes No

7.25 Will the public infrastructure project involve the construction of improvements that are required as a condition in a permit or approval for a private development project, including Section 61 findings?
 Yes No

7.25a If Yes, please explain.
 (500 characters)

7.26 Describe the private development project(s), including the scope of the development, expected public benefits, and project phasing, if any.
 (4,000 characters)

7.27 Is this private development project allowed by-right in the municipality’s current zoning? **Note:** Uses requiring a special permit do not qualify as allowed by-right.
 Yes No

7.27a If no, is a zoning amendment required for this private development project to move forward?
 Yes No

7.28 What percentage of the project design is completed for the private development? %

7.29 Does the private development have all required permits and approvals to commence construction?
 Yes No

7.29a If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they will be secured.
 (2,000 characters)

7.30 Provide the anticipated schedule/timeline for the private development project.

Milestone	Start Date	End Date
Design/Engineering/Permitting		
Construction Start		
50% Construction		
Construction Complete		

7.31 Is the private development project’s financing fully secured?
 Yes No

7.31a If No, indicate the status of the financing, if there are any significant contingencies, and by when the private developer expects to secure the resources needed to proceed.

(1,000 characters)

- 7.32 Complete the table below with the specific housing production and/or economic growth impact that is expected to result from the **primary private development project – the single private project that will be most directly leveraged by the public infrastructure work.**

General Information	
Development Address (or Parcel ID)	
Total estimated construction value (\$) of the private development project:	
Information on Commercial Development	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	
Information on Residential Development	
Lot area (acres) of the housing and/or mixed-used private development project:	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	
Total density (units/acre) of all NEW housing units:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Information on Job Creation	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	
Total construction jobs to be supported by the private development project(s):	
Total existing full-time jobs to be retained as direct result of this project:	

- 7.33 Provide the following information for the primary private development project most directly leveraged by this infrastructure project, including the entity name and contact information.

Proponent Entity/Company:		Contact Name/Title:	
Project Name:		Phone:	
Project Address:		Email:	

- 7.34 Can the private development proceed independently without the public infrastructure project?
 Yes No

ATTACHMENT HERE : *Attach a letter from the private development proponent confirming and explaining this answer. Include letter(s) from additional private developer(s) noted above.*

- 7.35 Is the infrastructure project associated with any additional private development projects?
 Yes No

If yes:

7.35a Complete the table below with the specific housing production and/or economic growth impact that is expected to result from the additional private development project(s).

General Information	
Development Address (or Parcel ID)	
Total estimated construction value (\$) of the private development project:	
Information on Commercial Development	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	
Information on Residential Development	
Lot area (acres) of the housing and/or mixed-used private development project:	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	
Total density (units/acre) of all NEW housing units:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Information on Job Creation	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	
Total construction jobs to be supported by the private development project(s):	
Total existing full-time jobs to be retained as direct result of this project:	

7.35b Provide the following information for the primary private development project most directly leveraged by this infrastructure project, including the entity name and contact information.

Proponent Entity/Company:		Contact Name/Title:	
Project Name:		Phone:	
Project Address:		Email:	

7.35c Can the private development proceed independently without the public infrastructure project?

- Yes No

ATTACHMENT HERE: *Attach a letter from the private development proponent confirming and explaining this answer. Include letter(s) from additional private developer(s) noted above.*

SECTION 9: Certification of Application Submission Authorization

9.1 If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.
 Yes No Not Applicable

ATTACHMENT HERE : *If yes, attach a certified copy of the vote taken by the relevant entity.*

9.2 If the applicant is a non-public entity, does the submission of this application require the authorization of the entity’s board of directors, or other governing body or bylaw? If Yes, attachment required.
 Yes No Not Applicable

ATTACHMENT HERE : *If yes, attach a document demonstrating such authorization.*

9.3 If No to the items above, are you authorized to submit this application on behalf of the applicant entity, by virtue of your administrative role (chief elected official, chief executive officer, city/town manager, authorized signatory, etc.), or as a designee of an administrator and/or authorized signatory?
 Yes No

I, _____ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of _____ (Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) and the Massachusetts Development Finance Agency (MDFA), will rely on the information provided in this application to make decisions about whether to award a grant from their respective funding sources. Also, that the Commonwealth reserves the right to take action against me, the applicant organization, and/or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I also affirm that, if awarded, the applicant organization has the capacity to carry out the project in accordance with all applicable laws and regulations.

Name

Title

Date

SECTION 10: OTHER/OPTIONAL ATTACHMENTS

Applicants may submit other attachments to support the application, which may be reviewed and/or filed. However, please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

Attachment Type	Description
Other Site Images	Other site photographs, illustrations, and/or maps.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
Other	Any other attachment.