



Commonwealth of Massachusetts
Executive Office of Economic Development
1 Ashburton Place, Room 2101, Boston, MA 02108

Request for Proposals (RFP)

FY2025 MassWorks Infrastructure Program

Program Guidelines

Open Date: **Friday January 19, 2024**

One Stop Information Session: **February 5, 2024**

Application Deadline: **Wednesday June 5, 2024, 5:00 PM**

Questions: EOEDgrants@mass.gov

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A. INTRODUCTION

The MassWorks Infrastructure Program 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
- Form 3 – Certification of Application Submission Authority

In order to be considered for The MassWorks Infrastructure Program funding, applicants must include complete responses to all required questions.

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). Visit the [One Stop Expression of Interest webpage](#) for more information and access to the Expression of Interest form.
- All applications must be submitted electronically. The online application portal, IGX, can be accessed at <https://EOED.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 compete 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.
- The Executive Office of Economic Development (EOED) reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOED also reserves the right to recommend partial grant awards, as deemed appropriate.

B. PROGRAM PURPOSE

Per M.G.L.ch.23A§63, the primary purpose of the MassWorks Program is: (i) to issue public infrastructure 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; (ii) for commercial and residential transportation and infrastructure development, improvements and various capital investment projects under the growth districts initiative administered by the executive office of housing and economic development; (iii) to assist municipalities to advance projects that support job creation and expansion, housing development and rehabilitation, community development projects, and small town transportation projects authorized under subsection (e); provided, however, that projects supporting smart growth as defined by the commonwealth's sustainable development principles shall be preferred; or (iv) to match other public and private funding sources to build or rehabilitate transit-oriented housing located within .5 miles of a commuter rail station, subway station, ferry terminal or bus station, at least 25 per cent of which shall be affordable.

(b) Eligible public infrastructure projects authorized by clause (i) of subsection (a) shall be located on public land or on public leasehold, right-of-way or easement. A project that uses grants to municipalities for public infrastructure provided by this section shall be procured by a municipality in accordance with chapter 7, section 39M of chapter 30, chapter 30B and chapter 149.

C. NEW FOR FY2024 (HIGHLIGHTS)

This year the MassWorks program has a number of changes affecting applicants seeking infrastructure support through the Community One Stop for Growth. Please review the following carefully:

- **HousingWorks**
 - New to the OneStop this year is a program modeled after the MassWorks program, known as HousingWorks. Applicants seeking infrastructure support for projects that result in the development of housing will be considered for this new source. Details on the program can be found here; <https://www.mass.gov/how-to/housingworks-infrastructure-program>. The MassWorks program may share evaluation criteria with the HousingWorks program at the discretion of the program management team.
- **Maximum Grant Award**
 - In recent years, the demand for the MassWorks program has nearly doubled in terms of applications received, and grant support sought. This year it is the intention of the program to limit the maximum size of grant award. Please see Section D for more details. At the discretion of the program, MassWorks may make partial awards.
- **Increased Importance of Local Match**
 - As noted above, due to the increased demand on the MassWorks program, successful applications typically demonstrate significant local match. Applicants seeking infrastructure

support should be prepared to demonstrate local support through evidence of local matching funds. Applications with less than a 25% match should consider whether or not a pre-development application would be more appropriate to local needs.

- **Measurable Outcomes**

- To better understand the measurable impacts of MassWorks awards this years application asks for more specific information related to:
 - Housing Outcomes: Number and types of units
 - Employment Outcomes; Number of Jobs
 - Business Outcomes: Square Footage of current and created space

- **Infrastructure Output:**

- To better understand the impacts of the MassWorks grants award, we will be asking the application to detail the quantity of infrastructure proposed on a linear footage basis.
 - Linear Footage of road, sidewalks, culvert, water/sewer pipe, utility to be created

- **Private Development Impacts, documentation of:**

- To better understand the private development investments related to MassWorks grants, the application will ask for detailed information related to:
 - **Land use Classification:** the application asks applicants to provide land use classifications of the private development associated with the application. Details on the land use codes can be found here; <https://www.mass.gov/doc/property-type-classification-codes-non-arms-length-codes-and-sales-report-spreadsheet/download>
 - **Industry Classification:** the application asks applicants to provide industry codes related to the private development associated with the applications. Details on the industry code classification can be found here: <https://www.census.gov/naics/?58967?yearbck=2022>
 - **Job Classifications:** the application asks applicants to provide labor classification codes related to the private development associated with the applications. Details on the labor code classification can be found here: https://www.bls.gov/oes/current/oes_stru.htm

D. RFP SCOPE AND DETAILS

Typical Grant range Infrastructure	\$1,000,000 - \$5,000,000
Maximum Grant Size Small Town Road Improvement	\$1,000,000
Typical Grant range Pre-Development	\$100,000 - \$500,000
Acquisition Method and Contract Payment Terms	Cost reimbursement contracts. Awarded funds are disbursed on a cost reimbursement basis, on 45 day cycles, only for approved expenses based on a scope of work contained in a fully executed contract with EOED.
Grant use	Predevelopment: Design, engineering documents, pre-permitting, proforma development, due diligence, bidding, testing etc. Direct Construction: Earthwork and/or site work, for example, demolition, sidewalk and road construction, utility relocation, traffic signals, water/sewer extensions, bridge/culvert repairs, contingency (up to 10%), construction administration, traffic control, public safety details, and final design (up to 10%) etc.
Performance Period	Three full fiscal years MassWorks grants will run for a maximum of 3 full fiscal years following the successful execution of a contract
Project Categories	<ul style="list-style-type: none">• Infrastructure Pre-Development• Infrastructure Construction<ul style="list-style-type: none">○ Roadway / Streetscape Improvements○ Bridge / Culvert Repair or Replacement○ Water / Sewer Infrastructure○ Public Utility Project (Gas, Electric, etc.)• Small Town Road Improvement
Eligible Applicants	Municipal Governments 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 local public entity, may apply to the program for a grant in a specified amount to fund a public infrastructure project. Two or more municipalities may apply jointly, with one municipality or public entity acting as fiscal agent.

Review criteria	CATEGORY	POINTS
Infrastructure*	Section 1. Applicant Information	2
	Section 2. Project Information	45
	Section 5: Infrastructure (Horizontal Construction)	43
	Overall Quality and Impacts	10
	TOTAL	100

**Applicants seeking grant support for infrastructure for housing development may also be evaluated using the scoring criteria of the HousingWorks program.*

Review criteria	CATEGORY	POINTS
Small Town Road Improvement	Section 1. Applicant Information	2
	Section 2. Project Information	50
	Section 5: Infrastructure Design	38
	Extra: Overall Quality	10
	TOTAL	100

Review criteria	CATEGORY	POINTS
Pre-Development	Section 1. Applicant Information	2
	Section 2. Project Information	50
	Section 5: Infrastructure (Horizontal Construction)	38
	Extra: Overall Quality	10
	TOTAL	100

E. ANTICIPATED PROCUREMENT CALENDAR

RFP Open	January 19, 2024
One Stop Information Session	February 5, 2024
Application deadline	Wednesday June 5, 2024, 5:00pm
Notification of Award Decisions	September 2024
Anticipated Contract Start	January 31, 2025 – June 30, 2025

F. EVALUATION CRITERIA

EOED will carefully and thoroughly evaluate each complete proposal through the collaborative review process of the OneStop in partnership with the Executive Office of Housing and Livable Communities (EOHLC) and MassDevelopment, and in consultation with the corresponding Regional Planning Agency (RPA). EOED 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.

In addition the review process will also consider prior performance of the grantee managing MassWorks awards, geographic and regional equity of awards, local need, relative local impacts, and overall quality of the application.

Due to the high volume of competitive projects each year, applicants are encouraged to submit proposals only for projects that can demonstrate:

- Readiness to proceed immediately following an award
- A high level of local support
- Measurable outcomes in private investment

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

- **Section 1. Applicant Information**
- **Section 2. Project Information**
 - Subsection: Project Scope and Sustainable Development
 - Subsection: Planning
 - Subsection: Cost and Match
- **Section 5: Infrastructure (Horizontal Construction)**
 - Subsection: TOD and Best Practices
 - Subsection: Readiness to Proceed
 - Subsection: Climate Adaptation (Climate Standards Tool)
 - Subsection: Leveraged Private Development
- **Overall Quality and Impacts**

G. APPLICATION PROCESS AND GUIDANCE

A full application to the MassWorks program 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 type, 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. Additionally, Outcome specific questions related to housing production, employment creation, and square footage of commercial and industrial space are also required.

Attachments Required for MassWorks in this Section

- Engineer's cost estimate 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. The date and name of the person who provided the estimate should be provided.
- A map showing the project location.

Form 3. Development Continuum Questions:

SECTION 5: 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, questions about the specific private development being leveraged, including land-use classification, industry classification, and job type classification.
- Application seeking support for small-town road improvements must provide details on road conditions, including pictures, traffic counts, information related to accidents, and road closures, and demonstrate a public safety need.

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 RMAAT Climate Resilience Design Standards Tool ("RMAAT 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 public safety hazards and areas in which the work will be focused.

H. ADDITIONAL INFORMATION

Information regarding Small Town Road Improvement (formerly 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. EOED 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 for 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 the project such as traffic counts, accidents, fatalities, road closures, and emergency calls are important in determining the need to improve.

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 it feasible for municipalities and other units of local government to secure funding for 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.

Notes about Application Submission

- All applications must be submitted electronically. The online application portal, *IGX*, can be accessed at <https://EOED.intelligrants.com>. An online webinar outlining the use of the system will be available on the site. (*See the Appendix for additional guidance on accessing online application.*)
- The application form template and link to the portal will also be available on the EOED 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.
- EOED reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOED also reserves the right to recommend partial grant awards, as deemed appropriate.

I. APPENDIX

APPENDIX: ACCESSING THE ONLINE APPLICATION

All applications to the MassWorks Infrastructure 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, accessed at <https://EOED.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 EOED, 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 EOED. 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.