



Commonwealth of Massachusetts
Executive Office of Housing and
Livable Communities



FY25 Capital Grants Webinar

Community Planning Grant Program
Housing Choice Grant Program
HousingWorks Infrastructure Program





Agenda

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

Welcome



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Grant Programs Overview

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



Community One Stop for Growth

A single application portal and collaborative review process of grant programs that make targeted investments based on a Development Continuum.

This process streamlines the experience for applicants and better coordinates economic and housing development programs and staff on engagement and grant making.

Awards granted: **315**

Amount awarded: **\$161,761,006.00**

Highlights:

- Simultaneous grant consideration
- Collaborative review process
- Projects that would otherwise not be awarded due to funding limits have received awards from other grant programs

Community Planning Grant Program

FY25 CP grants may be used for a variety of activities related to community planning, zoning revision, or planning for housing. Funds support direct community engagement efforts and/or producing planning or zoning document(s) in draft, phased, or final form.

Applications Received: **97**

Awards granted: **33**

Amount awarded: **\$2,741,336**

Grant completion date: **June 30, 2026**

Awardees: Abington, Acton, Agawam, Athol, Avon, Boxborough, Boylston, Brookline, Central Mass Regional Planning Commission (CMRPC), Clarksburg, Douglas, Egremont, Fairhaven, Falmouth EDIC, Fitchburg, Hardwick, Ludlow, Mansfield Housing Authority, Marblehead, Merrimack Valley Planning Commission (MVPC), Montague, Northern Middlesex Council of Governments (NMCOG), Norton, Orleans, Stoneham, Stoughton, Wareham, Warren, Wenham, West Bridgewater, Westport, Williamsburg, Williamstown





Housing Choice Grant Program

FY25 HC grants may be used for a variety of activities related to community planning, zoning revisions, planning for housing, feasibility, engineering, designs and construction of physical infrastructure and of existing and new buildings, rehabilitation, pre-development activities, and site-related upgrades of future development sites.



Applications Received: **73**

Awards granted: **22**

Amount awarded: **\$4,993,715**

Grant completion date: **June 30, 2026**

Recipients: Ayer, Barnstable, Beverly, Canton, Chelmsford, Chelsea, Easton, Gloucester, Lawrence, Littleton, Lowell, Malden, Medway, Needham Housing Authority, Newburyport, Provincetown, Revere, Salem, Shrewsbury, Springfield, Westford, Woburn



HousingWorks Infrastructure Program

FY25 HWIP grants awards to municipalities and other public instrumentalities for a variety of infrastructure related activities to support and unlock housing opportunities housing development, preservation, or rehabilitation.

Applications Received: **84**

Awards granted: **12**

Amount awarded: **\$19,252,000**

Grant completion date: **June 30, 2028**

Recipients: Abington, Brockton Redevelopment Authority, Chilmark, Easthampton, Fitchburg, Framingham, Gardener, Medfield, North Adams, Pittsfield, Rowley, Worcester Housing Authority



Contracting

- Contract Documents
- Contract Process
- Fully Executed Contract



Contracting Documents

Contract Manager:

Julissa Tavarez

Julissa.Tavarez@mass.gov

Pre-contracting documents:

- Fiscal exercise form
- CASL Form

Contracting documents:

- Contract package (Adobe Sign)

Awardees will receive an **Adobe Sign contract packet** by email from Julissa Tavarez to be executed by an authorized signatory.

Contract package includes:

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

Adobe Sign contract is sent to authorized signatory with Cc to project manager.

✓ **MUST be e-signed using Adobe Sign**

Standard Contract Form

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

This is included in the contract package sent via AdobeSign.

COMMONWEALTH OF MASSACHUSETTS | STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller, the Executive Office for Administration and Finance, and the Operational Services Division as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access forms at macomptroller.org/forms or mass.gov/lists/osd-forms.



CONTRACTOR INFORMATION			COMMONWEALTH INFORMATION		
Contractor Legal Name		d/b/a	Department		MMARS Code
Legal Address As entered on Form W-9 or Form W-4			Contract Manager Name		Business Mailing Address
Contract Manager Name			Billing Address If Different		
Phone	Email	Fax	Phone	Email	Fax
Vendor Code		VC	MMARS Doc ID(s)		
Vendor Code Address ID e.g. "AD001". Note: The Address ID must be set up for Electronic Funds Transfer (EFT) payments.		AD	RFR/Procurement or Other ID Number		
<input type="radio"/> NEW CONTRACT Procurement or Exception Type (Check one option only) <input type="radio"/> Statewide Contract (OSD or an OSD-designated department.) <input type="radio"/> Collective Purchase (Attach OSD approval, scope, and budget.) <input type="radio"/> Department Procurement - Includes all Grants 815 CMR 2.00 . (Attach Solicitation Notice or RFR, and Response or other procurement supporting documentation.) <input type="radio"/> Emergency Contract (Attach justification for emergency, scope, and budget.) <input type="radio"/> Contract Employee (Attach Employee Status Form, scope, and budget.) <input type="radio"/> Interim Contract with new Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="radio"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope, and budget.)			<input type="radio"/> CONTRACT AMENDMENT Current Contract End Date PRIOR to Amendment Amendment Amount Or Enter "No Change"		
<input type="radio"/> Amendment to Date, Scope, or Budget (Attach updated scope and budget.) <input type="radio"/> Interim Contract with Current Contractor (Attach justification for Interim Contract and updated scope/budget.) <input type="radio"/> Contract Employee (Attach any updates to scope or budget.) <input type="radio"/> Other Procurement Exception (Attach authorizing language/justification and updated scope/budget.)					
TERMS AND CONDITIONS					
The Standard Contract Form Instructions and Contractor Certifications and the following document are incorporated by reference into this Contract and are legally binding (Check ONE option): <input type="radio"/> Commonwealth Terms and Conditions <input type="radio"/> Commonwealth Terms and Conditions for Human and Social Services <input type="radio"/> Commonwealth IT Terms and Conditions					
COMPENSATION (Check ONE option.)					
The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . <input type="radio"/> Rate Contract (No Maximum Obligation). (Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="radio"/> Maximum Obligation Contract. Total maximum obligation for total duration of this contract (or new total if contract is being amended):					
PROMPT PAYMENT DISCOUNTS (PPD)					
Commonwealth payments are issued through Electronic Funds Transfer (EFT) 45 days from invoice receipt. See Prompt Pay Discounts Policy . Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within: 10 days % PPD. 15 days % PPD. 20 days % PPD. 30 days % PPD. If PPD percentages are left blank, identify reason: <input type="checkbox"/> Statutory/legal <input type="checkbox"/> Ready Payments (M.G.L. c. 29, § 23A) <input type="checkbox"/> Agree to standard 45-day cycle <input type="checkbox"/> Only initial payment					
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT					
Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.					
SUPPLIER DIVERSITY PROGRAM (SDP) PLAN					
Does the Supplier Diversity Program apply? <input type="radio"/> YES If YES, the Contractor's annual SDP commitment for this Contract is <input type="radio"/> NO If NO, and the department is an Executive Department, enter the appropriate exemption:					
ANTICIPATED START DATE (Complete ONE option only.)					
The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. 2. may be incurred as of _____, 20____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. 3. were incurred as of _____, 20____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.					
CONTRACT END DATE					
Contract performance shall terminate as of _____, 20____, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.					
CERTIFICATIONS					
Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.					
AUTHORIZING SIGNATURE FOR THE CONTRACTOR			AUTHORIZING SIGNATURE FOR THE COMMONWEALTH		
Signature and date must be captured at time of signature.			Signature and date must be captured at time of signature.		
Signature		Date	Signature		Date
Print Name		Print Title	Print Name		Print Title



Scope of Services Attachment A

Thoroughly review the Scope of Services, which includes:

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

Key sections to be aware of:

Section II (CP/HC/HWIP)

- CP & HC grants are 2 fiscal years
 - All expenses **must be incurred** by 6/30/2026
- HWIP grants are 4 fiscal years
 - All expenses **must be incurred** by 6/30/2028

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

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

Section III.A.5 (CP/HC)

- Planning and Zoning projects **must** submit a copy of the planning project outcome



Scope of Services Attachment A

Thoroughly review the Scope of Services, which includes:

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

Key sections to be aware of:

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

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

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

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



Scope of Services Attachment A

Thoroughly review the Scope of Services, which includes:

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

Key sections to be aware of:

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

- Contract extensions are **considered on a case-by-case basis** and are not guaranteed
- Requests for extensions must be received by request deadline in contract

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

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



Scope of Services Attachment A

Thoroughly review the Scope of Services, which includes:

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

Key sections to be aware of:

Section III.J (CP/HC), III.K (HWIP)

- Take measures to protect security of personal data, ensure that software and security meets, at a minimum, the “Enterprise Information Security Policies and Standards”
- Notify EOHLC of any security breach

Section III.K (CP/HC), III.L (HWIP)

- Maintain & use systems and procedures to prevent, detect, and correct fraud, waste, and abuse



Budget Attachment B

Each contract package includes a budget populated with information from your One Stop application. Review this as part of your contract.

If changes to line-item amounts or project contact info are needed, contact us immediately before e-signing the contract.

Contacts:

Julissa.Tavarez@mass.gov
McKenzie.Bell@mass.gov
Brett.Morton2@mass.gov

Attachment B Budget FY2025 HousingWorks Infrastructure Program Grant

Name of Contractor <i>Include name of Subcontractor if applicable</i>	Project Manager Name, phone and email <i>Include name and contact information of person preparing report if different from project manager</i>
Town of Anytown	Name: Jane Doe Phone: 617-555-5555 Email: jdoe@townofanytown.gov

Project Name
Anytown's Sewer Infrastructure Project
Project Description <i>Brief Summary of Project</i>
Anytown will replace and extend sewer to help develop "missing middle" housing units in its downtown.

Project Tasks	Cost by Task
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	\$50,000
Construction (Including Demolition)	\$1,500,000
Construction Admin	\$50,000
Contingency	\$75,000
Other/Miscellaneous	\$
TOTAL	\$1,675,000



Contracting Process

Contract Manager:

Julissa Tavarez

Julissa.Tavarez@mass.gov

Contracting documents:

- Contract package (Adobe Sign)

**NOTE: HARD COPY DOCUMENTS
WILL NOT BE ACCEPTED.**

Awardees will:

1. Review contract package in Adobe Sign, alerting staff if any Attachment B (Budget) changes are needed prior to e-signing
2. E-sign the contract package in Adobe Sign

EOHLC will:

1. Prepare and email the contract package via Adobe Sign to awardee CEO (Cc project contact)
2. Review, approve, execute, and store final contract

After contracting, staff will email a custom template invoice form, quarterly progress report, and an invoice and reporting guide, as well as tutorial videos and any other relevant materials for a successful grant/project implementation.



Fiscal Information

- Fiscal Documents
- Invoicing Process
- Common Issues





Fiscal Documents

Direct fiscal questions to:
Brett Morton
Fiscal Representative
Brett.Morton2@mass.gov

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

- ✓ Invoicing and reporting guide, including:
 - How to submit reimbursement requests for grant funds (invoices)
 - Key dates and deadlines

- ✓ Reimbursement request (invoice) template
 - Pre-populated invoice template to fill out to request reimbursement of grant funds

Review the invoice template and communicate any needed updates or corrections.

Invoice & Reporting Guide

Invoice Template

Invoice & reporting guide can be found on our resources for [EOHLC capital grantees webpage](#).

Invoice templates are emailed individually to you because they include pre-populated information of your project and contract.



Commonwealth of Massachusetts EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES

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



FY25 GRANT REIMBURSEMENT REQUEST AND REPORTING INFORMATION Community Planning Grant Program (CP) | Housing Choice Grant Program (HC)

Contract Dates:

The contract begins on the date it is executed by EOHLC (page 1). Funds spent before the execution date will not be reimbursed. Community Planning (CP) and Housing Choice (HC) contracts end **June 30, 2026**. You must complete all services by this contract end date.

Grant Reimbursement Request Deadlines & Standards:

You must submit grant reimbursement requests by certain deadlines. **Failure to submit timely reimbursement requests shall result in non-payment.**

- Expenses incurred in FY25 (contract execution – 6/30/2025) must be submitted **no later than 7/15/2025**.
- Expenses incurred in FY26 (7/1/2025 – 6/30/2026) must be submitted **no later than 7/15/2026**.

Submit **up to one** reimbursement request per month to EOHLC. These requests **should not cover more than 3 months of services**.

- Requests that include more than 3 months of services pose challenges for fiscal account management and may significantly delay payment.

Reimbursement Request Form and Submission:

You must complete a **standard reimbursement request form (invoice)**, which will be emailed to you after your contract is executed. See instructions below on completing the invoice and page 3 for a sample invoice.

- Verify the information on the invoice is correct, including Grantee contact information and Project Name.
- Insert your **municipality/entity letterhead** at the top.
- **Submission Date** field: Select the date you are submitting the invoice to EOHLC.
 - This date must come after the end date listed in Date(s) of Service. For example, you cannot submit a request form with a Submission Date of 5/20/2025 if the Date(s) of Service are listed as 5/1/2025 to 5/31/2025.
- **Invoice Number** field: Select the number of reimbursement request you are submitting for the grant.
- **Date(s) of Service** field: Select one start date and one end date to indicate the service dates of grant activities to be covered by this request. Make sure these dates do not fall into two different fiscal years per the deadlines indicated above.
- **Description of Service** field: Input a detailed description of grant activities to be reimbursed with this request.
- **Total Amount Due this Invoice** field: Input the total amount to be reimbursed from grant funds.
- **Name of Authorized Signatory** field: Type the name of the authorized signatory wet signing the form. Authorized signatories must be listed on the Contractor Authorized Signatory Listing (CASL) form submitted to EOHLC.
- **Wet Signature of Authorized Signatory** field: An authorized signatory wet signs the request.

All reimbursement requests must be typed except for the wet signature.

- Submit the reimbursement request as its own document in PDF format.
- Include backup evidence of all expenses as a separate PDF.
- Email the completed reimbursement request and backup evidence to Brett Morton at Brett.Morton2@mass.gov (Fiscal Rep) and EOHLC's assigned Program Rep, with a copy to McKenzie Bell at McKenzie.Bell@mass.gov (Program Rep).



Invoicing Process

Grant funds are disbursed on a cost-reimbursement basis.

Eligible costs may include any expenses related to an element(s) of the awarded project as approved by a contract with EOHLC.

Email to:

Brett Morton, Fiscal Rep.

Assigned Program Rep.

Cc McKenzie Bell, Program Rep.

Email a completed invoice template as a PDF with backup evidence (proof of incurred costs) as a separate document

- Submit requests efficiently: up to 1 per month covering no more than 3 months of service
 - Exception: you **cannot** submit invoices with dates of services that span multiple fiscal years

Examples

- **DO** email a request on March 3 for services between 1/1/25 – 2/28/25
- **DO NOT** email two requests on March 3 for services between 1/1/25 – 1/31/25 and 2/1/25 – 2/28/25
- **DO NOT** email a request on August 1 for services between 4/1/25 – 7/31/25

VERIFY INVOICES ARE COMPLETE & ACCURATE BEFORE SUBMITTING. MAKE SURE INVOICES TOTAL AND BACKUP DOCUMENTS TOTAL MATCH*



Common Issues & Errors

We will return an invoice and ask for corrections if there are errors. Completing an invoice template correctly avoids delays in reimbursement disbursement.

- Incomplete invoice (e.g., no signature, missing field)
- Service dates errors, such as...
 - Spanning two fiscal years
 - Starting BEFORE contract start date
- Invoice number field omits award FY, grant initials, or awardee name
- Pre-populated fields (e.g., vendor code and contract ID) are changed
- Backup evidence is included in the same PDF as the invoice template or is missing entirely
- Invoice is not wet signed or signed by someone not listed as an authorized signatory

Check Vendor Web to verify payment deposit:

<https://massfinance.state.ma.us/VendorWeb/vendor.asp>

- ✓ Follow instructions on the website
- ✓ For questions about navigating this website, contact:
comptroller.info@state.ma.us



Program Information

- Quarterly Progress Reports
- Deadlines and Resources
- Project Outcomes
- Digital Media



Quarterly Progress Reports

Reports are a contractual requirement and must be submitted to receive grant reimbursement.

Report on: incurred grant expenses, estimated future spending, project progress (including explanation if no expenses are reported), and community engagement activities, as applicable.

One Excel workbook will last you the entire grant cycle!

FY2025 Community Planning Grant Program Quarterly Progress Report											
Grantee Name		Project Manager Name		Consultant/Contractor Name (if applicable)							
Expenditure description Line items from contract budget (Attachment B)	Grant Budget Contract budget (Attachment B) line item \$ amounts	Enter quarterly expenses below						Total Grant Expenditures To Date	Remaining Grant Funds		
		Note: Fill in grant fund expenditures (not other sources of funding) and only for the quarterly reporting period.									
		FY25 Q3 Jan - March 2025 Due 4/15/25	FY25 Q4 April - June 2025 Due 7/15/25	FY26 Q1 July - Sept 2025 Due 10/15/25	FY26 Q2 Oct - Dec 2025 Due 1/15/26	FY26 Q3 Jan - March 2026 Due 4/15/26	FY26 Q4 April - June 2026 Due 7/15/26				
Consultants/Professional Fees								\$0.00	\$0.00		
Meeting Expenses/Events								\$0.00	\$0.00		
Project Supplies/Materials								\$0.00	\$0.00		
Other/Miscellaneous								\$0.00	\$0.00		
Total Budget	\$ 0.00	\$ 0.00						\$ 0.00	\$ 0.00		
Estimated Spending of Grant Funds Provide your best estimate of future draw down of grant funds by quarter.		FY25 Q3 Expenses (ACTUAL)	FY25 Q4 April - June 2025 Estimated Expenses	FY26 Q1 July - Sept 2025 Estimated Expenses	FY26 Q2 Oct - Dec 2025 Estimated Expenses	FY26 Q3 Jan - March 2026 Estimated Expenses	FY26 Q4 April - June 2026 Estimated Expenses	Total Actual + Estimated Expenditures	Estimated Unspent Grant Funds		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Progress to Date this Quarter Provide a detailed write up about the status of the project. If no expenses were incurred this quarter, you must explain why.											
Community Engagement If applicable, describe all community engagement activities for the project during this quarter, including any public meetings that happened or are planned.											



Deadlines & Resources

Reports are required and must be received by the deadlines so we can effectively conduct fiscal exercises, troubleshoot issues, and consider potential grant/contract modifications.

Quarterly progress reports are due the 15th of the month following the end of a FY quarter.

- First report due April 15

General reminders:

- Concerns about project/spending timeline as it relates to grant deadlines? Contact us!
- Changing staff/project point of contact for the grant? Contact us!

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

- See the resources page for the invoice and reporting guide, video guides, and guidance webinar slide deck.

Project Outcomes & Digital Media

Staff will request copies of project outcomes as part of grant closeout.

Note that **planning and zoning projects** funded by CP or HC **must** provide the document/outcome created as part of the planning process.

HWIP projects will have a separate closeout form to complete.

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



Examples of project outcomes

- Final or draft copy of a Master Plan
- Report making recommendations for zoning changes
- 3A compliance materials
- Final or draft engineering or design documents
- Photos of a completed construction project

Digital media from projects will help us create a portfolio of impact, encourage peer learning, and highlight the work you're doing

- Before, during, and after project photos and/or videos
- Design materials, schematics, layouts, etc.



Key Contacts

Contracts

Julissa Tavares, Contracts Manager

Julissa.Tavares@mass.gov

Invoicing/Fiscal

Brett Morton, Fiscal Representative

Brett.Morton2@mass.gov

Progress reports & all correspondence

McKenzie Bell, Senior Community Grants Coordinator

McKenzie.Bell@mass.gov

Victoria Healey, Community Grants Coordinator

Victoria.J.Healey@mass.gov

An aerial photograph of the New York State Capitol building in Albany, New York, taken at dusk. The building's large, illuminated golden dome is the central focus on the right side. The sky is filled with dramatic, dark clouds, with a warm orange and yellow glow from the setting sun visible on the horizon. In the background, the city skyline of Albany is visible, including several tall skyscrapers with lit windows. A wide, tree-lined street with light trails from traffic runs diagonally across the middle ground. The overall scene is a blend of urban architecture and natural light.