



# HousingWorks Infrastructure Program

## Program Information and Guidelines FY2025

### Table of Contents

Introduction .....	2
Maximum Award.....	2
Project Examples.....	2
Eligible Applicants .....	3
Use of Funds.....	3
Timeline of Use of Funds .....	3
Special Considerations .....	3
Community One Stop for Growth Application.....	4
HousingWorks Infrastructure Program Evaluation Criteria .....	5
Grant Award Process.....	6
APPENDIX 1: HOUSINGWORKS EVALUATION CRITERIA AND SCORING.....	7

## **HousingWorks Infrastructure Program FY2025**

### **Introduction**

The HousingWorks Infrastructure Program is a new program of the Healey-Driscoll administration and supports its efforts to increase housing production in the Commonwealth. Grant funds may be used for a variety of activities related to infrastructure projects associated with housing development.

### **Maximum Award**

There is no set minimum or maximum amount that an eligible applicant may request. Historically, awards have ranged from \$300,000 to \$5 million with an average award of \$2.5 million. An applicant should request funding to support a complete project or complete phase(s) and must provide clear justification for the requested amount. Applicants are encouraged to conduct due diligence to determine accurate estimates of project costs to better understand actual costs of the proposed project.

Projects that have secured funding from other government and/or private sources will be more competitive. While a cash match is not required, a match may factor into EOHLC's applicant selection process. Projects that include at least a 10% local cash match will receive bonus points in application review. To be considered, any match funds must contribute to the direct costs of the infrastructure work. Please note that staff time is not considered a "cash match." EOHLC reserves the right to make partial awards for amounts less than the original request and to deny an award to applicants with existing or past violations of EOHLC contractual obligations. Funding availability is subject to the final state budget.

### **Project Examples**

Examples of eligible projects include, but are not limited to:

1. Physical infrastructure improvements near public transit stations and residential areas to increase safety, mobility, accessibility, increase alternative modes of transportation, and further support housing.
2. Engineering designs for water and sewer infrastructure improvements that will increase capacity for increased housing production.
3. Improvements to physical public infrastructure near a permitted housing project that will support and yield new and/or additional affordable housing units.
4. Improvements to sidewalks, roads, or other multi-modal infrastructure to increase safety, mobility, and accessibility in the area surrounding housing and adjacent neighborhood(s).
5. Critical upgrades to outdated water, sewer, and other infrastructure to support housing.

Program Information and these Guidelines have been developed for HousingWorks Infrastructure Program grant applicants. EOHLC may issue additional guidance, clarification, or

revisions which shall be incorporated by reference into these Guidelines. This document is intended to clarify, interpret, and explain existing program requirements, and to provide guidance on EOHLC's applicant selection process. It is not intended to be exhaustive.

### **Eligible Applicants**

All Massachusetts municipalities and related municipal entities (Public Housing Authority, Redevelopment Authority, and Water/Sewer or Service District) are eligible for consideration of an FY25 HousingWorks Infrastructure Program grant.

**Applicants with adopted housing moratoria are ineligible for this grant.** If a community has other restrictive bylaws (such as growth limitations or infrastructure moratoria), these must allow for at least a 5% increase in housing units over a single year, and applicants with such bylaws will be reviewed on a case-by-case basis to determine eligibility at EOHLC's discretion. Contact [filipe.zamborlini@mass.gov](mailto:filipe.zamborlini@mass.gov) with questions about this eligibility factor.

### **Use of Funds**

Funding is available through the "Infrastructure" category of the Community One Stop for Growth development continuum. Grants will fund a variety of activities related to infrastructure projects associated with housing including but not limited to design, construction, building, rehabilitation, repair, and other improvements to publicly-owned infrastructure, including, but not limited to, sewers, utility extensions, streets, roads, curb-cuts, water treatment systems, transit improvements, public parks and spaces adjacent to planned or proposed housing improvements, and pedestrian and bicycle ways, to advance projects that support housing development, preservation, or rehabilitation, and build or rehabilitate transit-oriented housing. At this time, HWIP funding cannot support infrastructure on private property.

Grant funds shall not be used to support:

1. Any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03(b)(Chapter 40B); or
2. Routine administrative tasks of municipal staff including, but not limited to, grant application preparation.

### **Timeline of Use of Funds**

FY25 grants are expected to be awarded in the fall of 2024 and funded projects **must be completed by June 30, 2028**.

### **Special Considerations**

- **Rural and Small Towns** (towns with populations less than 7,000 or density of less than 500 persons per square mile): At EOHLC's discretion, up to 15% of HousingWorks Infrastructure Program funds will be set aside for Rural and Small Towns, depending on the number of applications received and competitiveness of the grant cycle.
- **Gateway Cities:** At EOHLC's discretion, up to 15% of HousingWorks Infrastructure Program funds will be set aside for Gateway Cities, depending on the number of applications received and competitiveness of the grant cycle.

### Community One Stop for Growth Application

The HousingWorks 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](http://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 HousingWorks 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](http://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://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.

EOHLC reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOHLC also reserves the right to recommend partial grant awards, as deemed appropriate

### **HousingWorks Infrastructure Program Evaluation Criteria**

Applications will be scored for the responsiveness to the following criteria. At the discretion of EOED and EOHLC, scoring criteria for infrastructure projects may be shared between MassWorks Infrastructure Program and HWIP to review eligible projects accordingly. Full Evaluation Criteria and Scoring is available in Appendix 1:

- **Project Need:** What community needs are met by the project? Evaluation will consider factors such as impact on housing development, preservation, and/or rehabilitation and other municipally identified and documented needs.
- **Project Readiness:** Is the project achievable within the proposed timeline? Evaluation will consider planning to date with factors such as due diligence, stakeholder/public engagement, site readiness, pre-filing meetings with permitting agencies, and design completeness.
- **Project Financial Feasibility:** Is the project's budget reasonable? Evaluation will consider factors such as whether the project is fully or partially funded with grant request, match funding, and reasonableness of cost estimates.
- **Progress & Commitment to Date:** Does the applicant show commitment to the project through past activity and investment? Evaluation will consider factors such as progress to date; prior state/federal funding; zoning or local by-law changes related to the project; and leadership involvement to date.
- **Project Outcomes & Impact:** What are the projected outcomes of this project and the impact this project may have on the community? Evaluation will consider factors such as addressing identified needs, climate adaptation, impact on future housing development, and alignment with the goals of the HousingWorks Infrastructure Program.

## **Grant Award Process**

### **Contract with EOHLC and Award of Funds:**

Successful applicants must be ready to enter into a contract with EOHLC within 30 days after receiving contract documents. Funding is subject to the approval of the EOHLC operating and capital budgets. Grant projects may begin as of the execution of the contract. If selected, the grantee will be required to submit the following forms to complete a contract:

- Commonwealth Standard Contract Form, filled out and signed by the Respondent.
- Commonwealth Scope and Budget Form (available from EOHLC).
- Completed Contractor Authorized Signature Verification Form.

### **Grant Distribution and Invoicing:**

Granted funds will be disbursed on a reimbursement basis. Only work completed during the period of the executed contract will be eligible for reimbursement. Upon receipt of all required deliverables the community will be reimbursed for the balance of any outstanding grant funds

## **APPENDIX 1: HOUSINGWORKS EVALUATION CRITERIA AND SCORING**

Applications to the HousingWorks Infrastructure Program will be eligible to receive a maximum of **100 points** through a panel review process.

### **HousingWorks Infrastructure Program Scoring Criteria (maximum 100 points)**

#### **Overall Project Need (maximum 32 points)**

Overall Project Need will be scored based on demonstration of one or more of the following:

*Local Need (project will receive one of the following scores below)*

- Project is a clear result of documented needs specific to the community, and details how community engagement efforts have informed the project, as applicable. **(13 points)**
- Project reasonably describes how it responds to a need related to housing and/or community development, but lacks details regarding documented needs specific to the community. **(6 points)**
- Project responds to needs not clearly defined or lacks documented evidence of support. **(0 points)**

*Housing Nexus (project will receive one of the following scores below)*

- Project is a result of recently implemented housing/zoning/by-law reforms (including but not limited to MBTA Communities or simple majority zoning votes), advances affordable housing development, preservation, and/or rehabilitation, and meets documented local municipal housing plans. **(10 points)**
- Project creates opportunities to advance housing development, preservation, and/or rehabilitation (without or with unknown support of affordable housing), and supports a more livable community, economic development, or local transportation options. **(7 points)**
- Project responds to municipally identified need(s) that is not clearly associated to housing, and/or lacks documented evidence of support. **(3 points)**

*Priority Project Need (projects that meet the following criteria will receive bonus points)*

- **BONUS:** Project is the result of a partnership between two or more municipalities or eligible entities through a joint or regional application. **(4 points)**
- **BONUS:** Project is located within an Environmental Justice census block group. **(2 points)**
- **BONUS:** Project will advance opportunities for community members who have been socially and economically disadvantaged, and/or historically underrepresented. **(3 points)**

#### **Project Implementation (maximum 25 points)**

Project Implementation will be scored based on demonstration of one or more of the following:

*Project Scope (project will receive one of the following scores below)*

- Project scope is clearly defined and reasonably describes a phased or complete project that fits within the grant timeline. **(10 points)**

- Project scope may be feasible within grant timeline, but may face challenges in implementation and/or outlined activities mismatch with stated goals and budget. **(5 points)**
- Project scope is not clearly defined and/or is not reasonable within grant timeline. **(0 points)**

*Project Readiness (project will receive one of the following scores below)*

- Project is ready to bid and execute contract within 3 months of award for feasibility, design and/or engineering services by an identified contractor, or is ready to start within 3 months of contracting or in the most immediate construction season for construction. **(6 points)**
- Project may be able to start within 3 to 6 months of award or within two most immediate construction seasons and, if needing procurement, is ready to go out to bid within 3-6 months of award. **(3 points)**
- Project is not ready to commence as steps outside of the scope of this project are needed to be completed prior to start. **(0 points)**

*Priority Project Readiness (projects that meet the following criteria will receive points)*

- **Cost Estimate:** Project includes a detailed cost estimate that is reasonable and clearly justifies the grant request. **(3 points)**

*Best Practices (projects that meet the following criteria will receive points)*

- **Environmental sustainability:** Project reasonably and realistically takes climate change and environmental sustainability into consideration. **(3 points)**
- **40R/Y:** Project site includes 40R Smart Growth District or 40Y Starter Home District. **(1 point)**
- **43D:** Project site includes 43D Expedited Permitting District. **(1 point)**
- **DIF/TIF:** Project site includes DIF/TIF incentives. **(1 point)**

### **Project Financial Feasibility (maximum 14 points)**

*Project Financial Feasibility (project will receive one of the following scores below)*

- Project requests reasonable funding to complete proposed scope and clearly justifies amount of funding, is an otherwise fully funded project with grant request, fills a reasonable funding gap, and, as applicable, unlocks public/private/partner spending match. **(6 points)**
- The project request includes a draft warrant article or other recommended community funds request to pursue remaining funding with a funding award schedule that allows for project completion by the grant deadline. **(4 points)**
- The project requests a portion of the funds necessary to complete the project and evidence of other grant applications and potential award schedule is provided. **(2 points)**
- The project requests an unreasonable amount of funding, or more funding than is available to the entire grant. **(0 points)**

*Priority Financial Feasibility (projects that meet the following criteria will receive bonus points)*

- **BONUS:** The project includes at least a 10% public funding match **(3 points)** or at least a 25% public funding match **(5 points)**. Note that only cash (including DLTA, ARPA, and



other municipal/organizational appropriations) counts as a match; staff time does not count as a match.

- **BONUS:** The project includes additional funding being provided by outside parties to support the project (i.e. partner organizations, developer contributions, other state/federal grants, etc.). Note that only cash (including DLTA, ARPA, and other municipal/organizational appropriations) counts as a match; staff time does not count as a match. **(3 points)**

### **Project Progress & Commitment to Date (maximum 12 points)**

*Project Progress & Commitment to Date (projects that meet the following criteria will receive points)*

- Project is the result of another previously identified plan or community-based initiative/project that accomplished a previously set community goal. **(4 points)**
- Project has been previously supported by EOHLIC, and application follows up on an ongoing commitment from other state/federal agencies and/or grants. **(3 points)**
- Project leadership has been involved in previous related project(s) or in the lead up to this project and has requisite experience to execute the project. **(2 points)**
- Project addresses a long known need that has not been addressed for a long period of time due to lack of resources. **(3 points)**

### **Project Outcomes & Impact (maximum 17 points)**

Project Outcomes & Impact will be scored based on demonstration of one or more of the following:

*Outcomes for projects with imminent development (project will receive one of the following scores below)*

- Project will result in and/or support the development of new affordable only housing. **(5 points)**
- Project will result in and/or support the development of new affordable and market rate housing. **(3 points)**
- Project will result in and/or support the development of new market rate only housing. **(1 point)**

*Outcomes for projects with imminent development (project will receive one of the following scores below)*

- Project will include a mix of income levels and a mix of rental and home-ownership opportunities. **(5 points)**
- Project will include a mix of rental and either home-ownership opportunities only or rental units only. **(3 points)**

*Outcomes for projects with imminent development (project will receive one of the following scores below)*

- Project includes at least 25% affordable housing units. **(5 points)**
- Project includes between 10-24.9% affordable housing units. **(3 points)**
- Project includes between 0.1-9.9% affordable housing units. **(1 point)**
- Project does not include any affordable housing units. **(0 points)**

*Outcomes for projects without imminent development (project will receive one of the following scores below)*

- Project will result in or create opportunities for future or imminent infrastructure improvements that will create clear and tangible outcomes that advance housing development, preservation, and/or rehabilitation, and clearly solves the identified project need. **(15 points)**
- Project may result in or create opportunities for future infrastructure improvements that will advance housing development, preservation, and/or rehabilitation, but may face significant challenges due to implementation plans and feasibility. Project may improve the quality of life and wellbeing of current residents. **(8 points)**
- Project components may not be achievable and/or is unclear that it will result in tangible infrastructure improvements that advance housing development, preservation, and/or rehabilitation. **(3 points)**

*Priority Outcomes & Impact (projects that meet the following criteria will receive bonus points)*

- **BONUS:** Project site is located within an MBTA Communities district approved for compliance. **(1 point)**
- **BONUS:** Project site is located within 0.5 miles of a subway, light rail, ferry, bus, or commuter rail station. **(1 point)**