MassWorks Infrastructure Program

FY2026 Program Guidelines

Open Date: **Friday January 24, 2025**

One Stop Information Session: **February 3, 2025**

Application Deadline: **<u>Wednesday June 4, 2025, 5:00 PM</u>**

Questions**: EOHEDgrants@mass.gov**

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A. INTRODUCTION

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 spurring and leveraging private mixed-use 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. The program solicits project proposals and makes grant awards during one annual competitive round. EOED 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.

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. 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 MassWorks 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 (EOI) 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 EOI prior to starting their Full Application(s). Visit the One Stop Expression of Interest webpage for more information and access to the EOI 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.
- 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. 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. FY2026 HIGHLIGHTS

In the FY2026 round, the MassWorks program has several changes affecting projects seeking support through the Community One Stop for Growth. Please review the following carefully:

- **Updated Scoring**
  - In order to improve the application process, the questions in the OneStop change from year to year. To accommodate the changes and make improvements to our review process, MassWorks updates our scoring accordingly. For details on how applications will be scored this year, please review Section D "Review Criteria" for the most up to date scoring information.
- **Sustainable Development Principles**
  - The MassWorks program has an updated set of Sustainable Development Principles. We use these principles to help inform project priorities, most notably through our Climate Resilience Design Standard Tool (Section K Appendix 3), and to make clear what the program considers to be responsive and responsible development.
- **HousingWorks**
  - HousingWorks is again part of the One Stop. 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. 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**
  - Successful applications to the program 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 the application asks for 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 MassWorks grants, the application requires applicants 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. Click HERE for details on the land use codes.
    - **Industry Classification**: the application asks applicants to provide industry codes related to the private development associated with the applications. Click HERE for details on the industry code classification.

- **Job Classifications**: the application asks applicants to provide labor classification codes related to the private development associated with the applications. Click HERE for details on the labor code classification.

D. RFP SCOPE AND DETAILS

Total Grant Funds Available	**Approximately $95,000,000 for FY2026**
Typical Grant range Infrastructure	**$1,000,000 - $5,000,000**
Typical Grant range Pre-Development	**$100,000 - $500,000**
Maximum Grant Size Small Town Road Improvement	**$1,000,000**
Acquisition Method and Contract Payment Terms	**Cost reimbursement contracts**. 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	• **Infrastructure Pre-Development**
	• **Infrastructure Construction**
	  o Roadway / Streetscape Improvements
	  o Bridge / Culvert Repair or Replacement
	  o Water / Sewer Infrastructure
	  o Public Utility Project (Gas, Electric, etc.)
	• **Small Town Road Improvement**

Eligible Applicants	**Municipal Governments and Public Entities** 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 a fiscal agent.

Review criteria Infrastructure*	CATEGORY	POINTS
	Project Core	43
	Site Information	9
*Applicants seeking grant support for infrastructure for housing development may also be evaluated using the scoring criteria of the HousingWorks program.	Infrastructure Additional Questions	33
	Overall Quality and Impacts	15
	TOTAL	**100**

Review criteria Pre-Development	CATEGORY	POINTS
	Project Core	43
	Site Information	9
	Infrastructure Additional Questions	33
	Overall Quality and Impacts	15
	TOTAL	**100**

Review criteria Small Town Road Improvement	CATEGORY	POINTS
	Project Core	40
	Site Information	N/A
	Infrastructure Additional Questions	45
	Overall Quality and Impacts	15
	TOTAL	**100**

E. ANTICIPATED PROCUREMENT CALENDAR

RFP Open	**January 24, 2025**
One Stop Information Session	February 3, 2025
Application deadline	**Wednesday June 4, 2025, 5:00pm**
Notification of Award Decisions	October 2025
Anticipated Contract Start	**January 31, 2026 – June 30, 2026**

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 the following:

- Readiness to proceed immediately following an award, including:
  - Advanced design
  - Clear permitting path
  - Detailed cost estimate

- A high level of local support, including:
  - Local funds committed to the project
  - Zoning in conformance with the proposed project
  - Letters of support from the community, including the municipal CEO

- Imminent private investment (not required for STRAP or Pre-Development), showing:
  - Private project advanced in design
  - A location serviced the proposed infrastructure
  - A project resulting in the development of housing or commercial development

- Measurable outcomes, including:
  - Number of housing units
  - Square footage of commercial space
  - Number of new jobs
  - Industry sector to locate in new commercial space

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 three sections of the One Stop application as follows:

- **Form 1. Applicant Information**

- **Form 2. Project Core**

- **Form 5: Infrastructure Additional Questions**
  - Subsection: TOD and Best Practices
  - Subsection: Readiness to Proceed
  - Subsection: Climate Adaptation (Climate Standards Tool)
  - Subsection: Leveraged Private Development

G. APPLICATION PROCESS AND GUIDANCE

A full application to the MassWorks program must include complete responses to all applicable questions in the following sections:

<u>**Form 1. Applicant Information**</u>: Identifying information of the applicant, and partners, if applicable.

<u>**Form 2: Project Core**</u>: 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. Applicants 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.
- A site plan, and/or the most up to date set of design documents showing the proposed public infrastructure work
- A copy of the project's output report from the Commonwealth's online RMAT Climate Resilience Design Standards Tool ("RMAT tool").

<u>**Form 3. Development Continuum Questions:**</u>

<u>**Form 5: Infrastructure (Horizontal Construction) Additional Questions:**</u>

- 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 seeing 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.

<u>**Attachments Required for MassWorks in this Section:**</u>

- 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 support letter from the municipal CEO
- 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, Site Images: Attach images of the road, particularly focused on the areas that create public safety hazards and areas in which the work with 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 traffics counts, accidents, fatalities, road closures, and emergency calls are important in determining the need for improvements.

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.

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.

Notes about Ineligible Activities

The following activities are generally not eligible for reimbursements through MassWorks:

- Project costs related to vertical construction of buildings. MassWorks is designed to fund horizontal infrastructure construction. As such the program does not pay for the construction of dwellings or commercial buildings.
- Expenses incurred prior to the date of contract execution with the MassWorks program. Eligible costs for reimbursement under the program are limited to costs incurred after the effective date of the contract with EOED.
- Rehabilitation of Municipal Buildings. While redevelopment of municipal structures for housing and/or commercial use is eligible, this does not extend to rehabilitation of municipal building used for the general operation of the local government.
- Private development project costs. Expenses incurred by the associated private development, on behalf of the owner, are not eligible for reimbursement.
- Interest payments or other financing costs. MassWorks is not able to pay for the cost of debt service, bond finance, or legal costs associated with any financial instrument related to the infrastructure project.

I. APPENDIX 1 – Accessing the Online Application

All applications to the MassWorks program must be submitted electronically through the Community One Stop for Growth application process. The application will be available and accepted through the IGX Platform, 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 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 – Once accounts are registered and/or approved, a Grant Administrator can create a Full Application(s), from the "Start New Document" 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 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.

J. APPENDIX 2 – MassWorks Sustainable Development Principles

The following principles represent community planning and development best practices that support cities and towns in becoming more equitable and sustainable places to live, work, and do business.

Mixed Land Uses
Allow developments to combine a mix of land uses, such as residential, office, and retail space, to expand housing choices, support local businesses, and promote walkability.

Compact Design
Promote development in areas of existing buildout or underutilized sites to consolidate growth, preserve land, and revitalize downtowns and town centers.

Housing Choices
Encourage all types of housing developments and living choices to cultivate affordably priced housing at all income levels.

Transportation Choices
Promote development in areas with multiple modes of travel, such as public transit, biking, and walking infrastructure, to enhance livability and reduce trips by car.

Livable Neighborhoods
Build healthy, livable neighborhoods that provide safe options for all modes of travel and create a sense of place and investment.

Equitable Growth
Enhance infrastructure and cultivate development opportunities in underserved neighborhoods to ensure that all people and businesses benefit from economic growth.

Open Space and Conservation
Preserve, protect, and restore public open space and natural environments alongside development to sustain critical ecosystems, support carbon storage, and expand recreational opportunities.

Energy and Environmental Design
Promote energy savings and low-impact development designs to lower carbon emissions, protect natural environments, and expand green buildings and infrastructure.

Climate Resilient Design
Promote resilient designs in new developments and public infrastructure to protect people, housing, and businesses from extreme weather and the impacts of climate change, including extreme heat, precipitation, and sea level rise.

Regional Planning
Engage in cross-community collaborations to address collective challenges and support developments that capitalize on regional strengths and opportunities.

Predictable Permitting
Provide efficient and predicable permitting to attract and ready the community for investments in housing production, commercial expansion, and emerging industries.

Community Engagement
Provide diverse, inclusive opportunities for public participation in the community's planning and development, such as neighborhood meetings, multi-language surveys, and online listening sessions.

K. APPENDIX 3 – Climate Resilience Design Standards Tool Instructions

Applicants requesting funds for the construction of public infrastructure must attach a project output report from the Commonwealth's online Climate Resilience Design Standards Tool ("Climate Standards Tool"). This Tool guides users to input basic project information and generates a downloadable report for attachment. These reports provide preliminary climate exposure ratings based on a project's location. These exposure ratings and associated design standards are used to better understand future climate risks to a project, as well as to consider the resilience benefits offered by a project.

This appendix provides step-by-step guidance to assist applicants with inputting their projects. The entire process should take no more than 15 minutes, exclusive of registration and the recommended allotment of time in the event of technical assistance.

Technical Assistance

For technical assistance with the Tool, please email rmat@mass.gov. Please note that technical problems may require investigation. Applicants should generate their project output report as soon as possible. **As a precaution, applicants are advised to budget at least three (3) business days prior to submission of their application to allow adequate time for resolution of any technical problem, should a problem arise.**

Log-In / Register

- Navigate to the Tool
- Click the *Log-in/Register* button
- **If first-time user:**
  - Click *Create* an account
  - Complete the sign-up form, then click *Sign Up*
  - Follow the on-screen and emailed instructions to activate your user account
- **If returning user:**
  - Enter your username and password, then click *Login*
- **If forgotten password:**
  - Click *Forgot password*
  - Enter your username, then click *Send Reset Code*
  - Follow the on-screen and emailed instructions to reset your password
- **If forgotten username:**
  - Please see the Troubleshooting Tip below first. If unsuccessful, email rmat@mass.gov as soon as possible. Usernames cannot be retrieved without technical assistance.
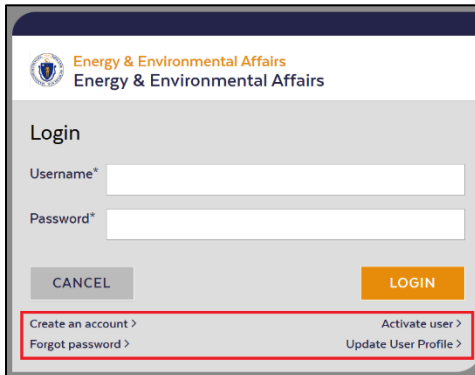

Figure 1: Log-in dashboard for the Tool

Troubleshooting Tip for Forgotten Username —An email address can never be a username. However, when creating a username, many new users choose an abbreviation of their email address. For example, a user with the email address john.doe@city.gov might choose john.doe as their username. Users may wish to test an abbreviation of their email address first.

Choosing which Public Infrastructure to Enter

Applicants should enter only one (1) type of public infrastructure asset into the Tool. Applicants should use the below list to choose the type of infrastructure. Review the list in descending order. Find the first infrastructure asset included in your project. Use this asset when entering your project in the Climate Standards Tool.

- "Bridge"
- "Culvert"
- "Intersection"
- "Streetscapes" (sidewalks, curb ramps, pedestrian or bike accommodations, etc.)
- "Sewer Line"
- "Water Line"
- "Gas Line"
- "Other Underground Utility Line"
- "Pump Station" (any kind)
- "Drainage" (any kind of stormwater management infrastructure)
- "Roadway" (i.e., surface road improvements that do *not* include changes to drainage, intersections, or streetscapes)
- "Pedestrian Path"

Entering Your Public Infrastructure and Project

1. Register and log-in to the Tool
2. Click *New Project* and enter a short name under *Project Name*.
   - **Short Name Example(s)** – if the full project name is "Main Street Intersection Traffic Safety Improvements Project," enter "Main Street Intersection Project."
3. Follow the on-screen instructions to draw the project area (i.e., limits of work). A video clip on how to draw your project area can be found here, if desired.
4. Follow the on-screen instructions to complete Steps 1-3 of the Tool. Here, users will input basic project information. Hyperlinks to video clips for each step are provided below for additional assistance, if desired.
   - Step 1 Core Project Information
   - Step 2 Project Ecosystem Service Benefits
   - Step 3 Project Climate Change Exposure
5. After completing Steps 1-3, click *Step 4 Project Asset,* then click *Infrastructure Assets (+).* Here, users will enter the type of infrastructure to be used in their project report. See "Choosing which Infrastructure to Enter" above for guidance on this step.
6. For the *Asset Name*, enter the type of infrastructure that you intend to input.
   - **Asset Name Example(s)** – "Bridge," "Culvert," "Intersection," "Streetscapes," "Sewer Line," Water Line," "Gas Line," etc.
7. For the *Asset Type*, use the table to select the best category.
8. For the *Asset Sub-Type*, select the best matching infrastructure.
9. Follow the on-screen instructions to complete and save the remaining questions in Step 4. Look for information icons (?) to assist with responses, as needed.
10. Click the *Project Output* header. If no errors are found, the Tool will advance to the *Project Output* tab.
11. Click the *Submit Project* header, then click *Submit Project*, followed by *Submit*
12. Click *Download Report*