



**Commonwealth of Massachusetts**  
Executive Office of Economic Development

# MassWorks Guidance Webinar

Community One Stop for Growth



# Road Map



1. Program Overview
2. What's New This Year
3. Where does the Program Fit in the One Stop?
4. Application Instructions
5. Important Program Parameters
6. How to Be Competitive
7. Examples of Successful Applications
8. Key Dates and Opportunities to Get Guidance



# MassWorks Overview

## What is the purpose of the program?

- Purpose: To advance projects that support job creation, housing development, and small-town road improvement
- Type of Work: Design, construction, rehabilitation, repair and other improvements to publicly-owned infrastructure.
- Infrastructure: 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.

**Eligibility:** Any Massachusetts City or Town, or any other local unit of government

The MassWorks Program is administered through the **Community One Stop for Growth** - a single application portal and collaborative review process designed to streamline the experience for the applicant and better coordinate economic development programs and staff on engagement and grant making.





# Where Does MassWorks Fit in the One Stop?

Preparing for Growth			Catalyzing Specific Projects	
<p><b>Community Activation &amp; Placemaking</b></p> <p><b>Technical Assistance for Downtowns</b></p> <ul style="list-style-type: none"> <li>• Downtown Design Consultant Services</li> <li>• Downtown Mobility/Parking Consultant Services</li> <li>• Downtown Wayfinding/Branding Consultant Services</li> <li>• Economics of Downtown Consultant Services</li> <li>• Pedestrian Orientation/Placemaking Consultant Services</li> <li>• Small Business Support/E-commerce Consultant Services</li> <li>• Forming a Downtown Management District: Feasibility</li> <li>• Forming a Downtown Management District: Implementation</li> </ul> <p><b>Incentivize Business in Vacant Downtown Storefronts</b></p> <ul style="list-style-type: none"> <li>• Access Tax Credits for Business to Occupy Vacant Storefronts</li> </ul>	<p><b>Planning &amp; Zoning</b></p> <p><b>Community Plan</b></p> <ul style="list-style-type: none"> <li>• Master Plan</li> <li>• Neighborhood/Downtown/Corridor Plan</li> <li>• Urban Renewal Plan</li> <li>• Housing Production Plan</li> <li>• Housing Plan Alignment with State Housing Plan/Regional Goals</li> <li>• Regional Plan</li> <li>• Other Community Plan</li> </ul> <p><b>Zoning Revision</b></p> <ul style="list-style-type: none"> <li>• Zoning Revision to Comply with Section 3A of MGL c.40A</li> <li>• Zoning Revision related to Accessory Dwelling Unit to comply with revisions to MGL c40A section 3</li> <li>• Zoning Revision to adopt pro-housing revisions that qualify for simple majority voting threshold</li> <li>• Comprehensive Zoning Review &amp; Revision</li> <li>• Other Zoning Revision</li> </ul> <p><b>Planning for Housing</b></p> <ul style="list-style-type: none"> <li>• Housing Feasibility Plan</li> <li>• Housing Site Master Plan</li> <li>• Housing Infrastructure Plan</li> <li>• Housing Site Design Plan</li> </ul> <p><b>District Redevelopment Technical Assistance</b></p> <ul style="list-style-type: none"> <li>• Planning for Growth in a Commercial/Industrial District</li> </ul>	<p><b>Site Preparation</b></p> <p><b>Site Improvements to Unlock Development</b></p> <ul style="list-style-type: none"> <li>• Site Readiness Pre-Construction</li> <li>• Site Readiness Construction</li> </ul> <p><b>Municipal Surplus Property Disposition</b></p> <ul style="list-style-type: none"> <li>• Municipal Surplus Property</li> </ul> <p><b>Brownfield Site Clean Up</b></p> <ul style="list-style-type: none"> <li>• Brownfields Site Assessment</li> <li>• Brownfields Remediation</li> <li>• Disposition Study</li> </ul>	<p><b>Building</b></p> <p><b>Underutilized Property Rehabilitation</b></p> <ul style="list-style-type: none"> <li>• Underutilized Property Pre-Construction</li> <li>• Underutilized Property Construction</li> </ul> <p><b>Housing Production</b></p> <ul style="list-style-type: none"> <li>• Support Housing Production</li> <li>• Support Housing Rehabilitation</li> <li>• Support Housing Preservation</li> </ul> <p><b>Revitalize Commercial Space in a TDI District</b></p> <ul style="list-style-type: none"> <li>• Activation of Underperforming Commercial Space</li> </ul>	<p><b>Infrastructure</b></p> <p><b>Infrastructure to Support Residential Growth</b></p> <ul style="list-style-type: none"> <li>• Pre-construction - Design / Engineering Documents Only</li> <li>• Construction</li> </ul> <p><b>Public Infrastructure to Support Mixed-Use Development</b></p> <ul style="list-style-type: none"> <li>• Pre-construction - Design / Engineering Documents Only</li> <li>• Construction</li> </ul> <p><b>Public Infrastructure to Support Commercial/Industrial Development</b></p> <ul style="list-style-type: none"> <li>• Pre-construction - Design / Engineering Documents Only</li> <li>• Construction</li> </ul> <p><b>Small Town Road Improvements to Enhance Public Safety (STRAP)</b></p> <ul style="list-style-type: none"> <li>• Construction of Road Improvements to Enhance Public Safety</li> </ul>



# Application Instructions

In Section 2 of the Full Application, applicants are asked to indicate the Project Category. To be reviewed by MassWorks applicants should make the following selections in question 2.4:

Development Continuum Category:

Infrastructure

Project Type:

Public Infrastructure to Support Commercial/Industrial Development

Infrastructure to Support Housing Growth (Residential Only)

Public Infrastructure to Support Mixed-Use Development

Public Infrastructure to Support Commercial/Industrial Development

Project Focus:

Pre-construction: Design / Engineering Documents Only

Construction

For more information on completing the Full Application, visit [www.mass.gov/onestop](http://www.mass.gov/onestop) to view *One Stop Webinar 2: Application Guidance*





# Important Project Parameters

<b>Project Budget</b>	<ul style="list-style-type: none"><li>• <b>Typical Grant range Infrastructure:</b> \$1,000,000 - \$5,000,000</li><li>• <b>Maximum Grant Size</b> Small Town Road Improvement: \$1,000,000</li><li>• <b>Typical Grant range Pre-Development:</b> \$100,000 - \$500,000</li></ul>
<b>Project Timeline Requirements</b>	<ul style="list-style-type: none"><li>• <b>Three full fiscal years:</b><ul style="list-style-type: none"><li>• MassWorks grants will run for a maximum of 3 full fiscal years following the successful execution of a contract. Contract executed by June 2024 will expire in June 2027.</li></ul></li></ul>
<b>Eligible Use of Funds</b>	<ul style="list-style-type: none"><li>• <b>Infrastructure Pre-Development:</b> Design Documents Only</li><li>• <b>Infrastructure Construction:</b> Roadway Streetscape Improvements, Bridge/Culvert Repair or Replacement, Water/Sewer Infrastructure, Public Utility Project (Gas, Electric, etc)</li><li>• <b>Small Town Road Improvement:</b> Roadways and Streetscape Only</li></ul>
<b>Ineligible Use of Funds</b>	<ul style="list-style-type: none"><li>• <b>Vertical Construction:</b> Parking Garages, Building, Cell Towers, etc...</li><li>• <b>Private Development Costs:</b> Project items not attributable to the private developer outside the public right of way</li><li>• <b>Admin and Overhead:</b> No grant management fee can be charged to the grant from the grantee</li></ul>



# How To Be Competitive

- **Key application information:**
  - Readiness to proceed immediately following an award: **Design and Permitting are advanced**
  - A high level of local support: **Local matching funds and municipal CEO letter**
  - Measurable outcomes in private investment: **Demonstrable growth local job growth and/or housing development**
- **Particularly important application questions:**
  - Budget and Local Match
  - Private Development Outputs
  - Design Status
  - Permitting Status
  - Measurable Outcomes of the Public Infrastructure
  - Private Development Impacts:
- **Required application attachments:**
  - Engineer's cost estimate for construction. For Pre-Dev, a quote from a qualified designer
  - 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. For STRAP and Pre-Dev, only the project location is needed.
  - A support letter from the municipal CEO
  - A copy of the project's output report from the Commonwealth's online RMA Climate Resilience Design Standards Tool
  - A letter from the private development proponent confirming the project details
  - Small Town Road Improvements images of the road, particularly focused on the areas that create public safety hazards



# Successful Application Example #1

**Applicant:** Town of Wayland

**Project Description:** **Infrastructure.** The project provided a sewer extension to a 218-unit housing development, 55 of which qualify as affordable. In addition, the infrastructure upgrade provide a source for the Town to discharge treated effluent from the wastewater treatment plant. This will allow the Town to maximize additional development in currently under-utilized areas of the wastewater service area

**What Made the Project Successful:**

- Strong Local Match of Funds at more than 50% - \$2.2M in MWIP and \$1.2M in Local Funds
- Public Project was advanced in design, more than 25%
- Documented support from the municipal CEO
- Public Infrastructure investment was crucial in allowing the Private project to proceed
- Private project investment was substantial, adding 218 units of new housing in a Town of just over. In 2020 there were just under 5,000 housing in Wayland, providing a nearly 5% increase.





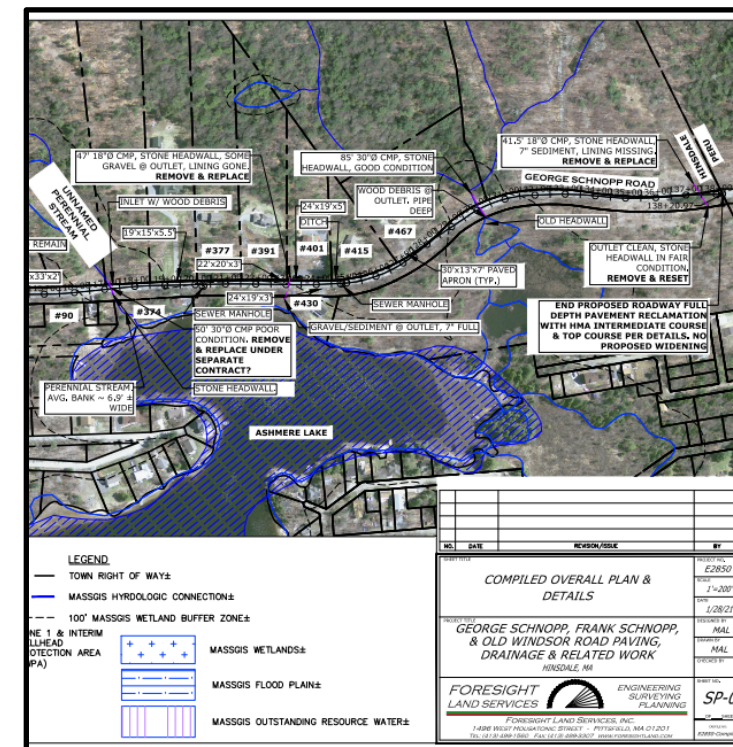


# Successful Application Example #2

**Applicant:** Town of Hinsdale

**Project Description:** **Small Town Road Improvement.** Reconstruction of 1.3 Miles of Schnopp Roads Restoration Project, running through Hinsdale from the Town Dalton to the Town of Peru. This grant allowed Hinsdale to complete a full depth reclamation within the same roadway footprint (approx. 22-foot-wide), and repair substantial drainage issues.

- What Made the Project Successful:**
- Clear detailed Engineer's Cost Estimate and Budget
  - Advanced Design, more than 30%
  - Local Match Contribution of nearly 10%
  - Permits Secured at the time of application
  - Excellent documentation of public safety concerns, including pictures of existing conditions, and pavement condition rating documentation.



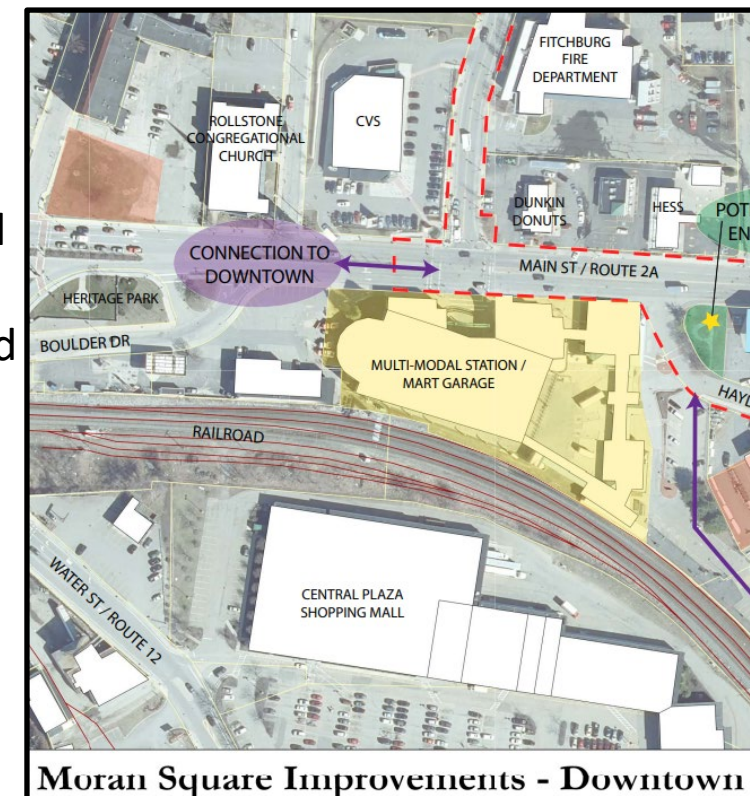


# Successful Application Example #3

**Applicant:** City of Fitchburg

**Project Description:** **Pre-Development.** Design development of infrastructure and streetscape of the Moran Square area to support recent and anticipated housing and economic growth. Funding is being used to advance initial plans into final design and permitting. The anticipated outcome of the pre-dev work will be a fully permitted project with a biddable plan and spec package.

- What Made the Project Successful:**
- Design Project which results in a biddable design package in support of specific growth.
  - \$450,000 grant amount is supported with \$125,000 local match of funds
  - Plan is in an existing Urban Renewal area and current Transformative Development Initiative District
  - Anticipates infrastructure improvements in an area where 4 proposed housing development are location





# FY26 Round Timeline

Jan.

- **Full Application and Expression of Interest Open (January)** – The Full Application is the official form for submitting all funding requests. Applicants may now begin to work on applications in the IGX system, however applications will only be accepted during the submission period.
- **One Stop Guidance Phase (January – April)** – A series of webinars will be hosted by both the One Stop Team and staff from each program within the One Stop. In addition, office hours will be hosted to answer applicant questions. Visit [www.mass.gov/onestop](http://www.mass.gov/onestop) for the full schedule of webinars and office hours.
- **Full Application Submission Period (May-June)** – Applicants may submit their Full Application(s) beginning May 5, 2025. All applications must be submitted by the **Full Application deadline of 11:59 p.m. on Wednesday, June 4.**
- **Review and Evaluation (July – September)** – All complete and eligible Full Applications submitted by the deadline will be reviewed and evaluated by the corresponding program managers at each state agency. The One Stop team will also conduct joint application reviews across agencies. Based on the program’s criteria, each program will prepare its list of applications recommended for funding, to be further reviewed and approved by agency and Secretariat leadership.
- **Notification of Grant Decisions (October)** – Once final recommendations have been approved, applicants will be notified of grant decisions in writing, and announcement events will be scheduled.

Oct.



# Opportunities for Guidance

Visit [www.mass.gov/onestop](http://www.mass.gov/onestop) for more information on:

- **Expression of Interest**
  - Complete an Expression of Interest form to see if your project(s) is eligible for funding through the One Stop and get tips for preparing your application
- **One Stop and Program Webinars**
  - Recordings of all One Stop webinars are now available on the One Stop website
- **Office Hours**
  - **One Stop General Guidance Office Hours** – One Stop staff will hold office hours to discuss general One Stop process and technology questions
  - **Program Office Hours** – Staff from each program will hold an office hour to answer applicant questions related to the program
    - MassWorks’s Infrastructure office hours will be held jointly with HousingWorks on **Monday April 14<sup>th</sup> at 12:00 PM**
    - MassWorks’s STRAP office hours will be held jointly with Rural Development on **Tuesday April 15<sup>th</sup> at 12:00 PM**