



## Request for Applications

### **FY2026 INDUSTRIAL RAIL ACCESS PROGRAM (IRAP)**

Funded by the

**Commonwealth of Massachusetts**

**Massachusetts Department of Transportation**

Administered by

**MassDOT Rail and Transit Division**

**Monica Tibbits-Nutt**

**MassDOT Secretary & CEO**

---

ISSUE DATE: April 22, 2025

APPLICATIONS DUE: May 22, 2025 @ 5:00 p.m.

SUBMIT YOUR APPLICATION TO: [MassDOTIRAPProgram@dot.state.ma.us](mailto:MassDOTIRAPProgram@dot.state.ma.us)

INQUIRIES: James Eng, Deputy Rail Administrator - [James.Eng@dot.state.ma.us](mailto:James.Eng@dot.state.ma.us) (857) 368-8963  
Carlos A. Velásquez, Asst. Project Manager - [Carlos.A.Velasquez@dot.state.ma.us](mailto:Carlos.A.Velasquez@dot.state.ma.us) (857) 368 8918  
John Weston, Rail Program Specialist - [John.C.Weston@dot.state.ma.us](mailto:John.C.Weston@dot.state.ma.us) (339) 234-0856

# TABLE OF CONTENTS

<b>I. INTRODUCTION.....</b>	<b>1</b>
<b>II. WEBINAR INFORMATION.....</b>	<b>1</b>
<b>III. PURPOSE OF FUNDS.....</b>	<b>1</b>
<b>IV. ELIGIBLE APPLICANTS.....</b>	<b>2</b>
<b>V. GRANT MANAGEMENT REQUIREMENTS.....</b>	<b>2</b>
<b>VI. ELIGIBLE PROJECTS.....</b>	<b>3</b>
<b>VII. ELIGIBLE PROJECT COSTS.....</b>	<b>4</b>
<b>VIII. APPLICATION REQUIREMENTS.....</b>	<b>6</b>
<b>IX. EVALUATION CRITERIA.....</b>	<b>10</b>
<b>X. MASSDOT CONTRACTING REQUIREMENTS.....</b>	<b>11</b>
<b>XI. INVOICING/REPORTING/WORK INSPECTIONS.....</b>	<b>12</b>
<b>XII. REQUIRED ATTACHMENTS.....</b>	<b>12</b>

## **I. INTRODUCTION**

The Massachusetts Department of Transportation (MassDOT) Industrial Rail Access Program (IRAP) is a competitive grant program created by the Massachusetts State Legislature in 2012. IRAP operates as a public/private partnership, offering financial support to eligible entities ready to invest in rail improvement projects connected to the Massachusetts freight rail network. IRAP grants have been awarded to a diverse range of recipients including freight railroads, shippers, receivers, and municipalities. The focus is on fostering the creation, reinstatement, or expansion of goods shipment by freight rail.

For Fiscal Year 2026, MassDOT is set to allocate IRAP funding to support selected projects. The number of projects receiving financial assistance depends on various factors such as the quantity and quality of applications, the strength of the industry/railroad commitments, and the anticipated public benefits and economic impacts from the project. Project readiness and proposed grant spending schedules will also impact the number and value of awards.

Detailed descriptions of the proposed project are important for grant application review and selection. Applicants should be prepared for MassDOT to request additional information and clarifications as part of the evaluation process. Award agreements are contingent upon the ongoing validity of representations included in the application. MassDOT typically conducts pre-award and post-award site visits to verify project conditions, including environmental considerations and real property requirements.

Grantees are obligated to provide documentation demonstrating the public benefits achieved after completion of the project, which will be compared to the projections outlined in the application. This documentation, tailored to the type of public benefit, must be submitted within two years of project completion to maintain eligibility for future IRAP grants.

## **II. WEBINAR INFORMATION**

To assist potential applicants' understanding of project eligibility and the application process for the FY2026 Industrial Rail Access Program MassDOT will host an informational webinar. Details of the webinar are as follows:

**Date and Time:** May 1<sup>st</sup>, from 3:30 PM to 4:00 PM

**Location:** The webinar will be held online via Zoom.

**Registration:** Pre-registration for the webinar is required. To pre-register, please email [MassDOTIRAPProgram@dot.state.ma.us](mailto:MassDOTIRAPProgram@dot.state.ma.us) to request a link. The request should be made at least 24 hours in advance of the webinar. A recording will be posted to the MassDOT IRAP website following the webinar.

## **III. PURPOSE OF FUNDS**

The purpose of this solicitation is to provide funding for projects that increase access to rail freight service and preserve or stimulate economic development through the generation of new or expanded rail service. Successful IRAP projects will generate public benefits by one or more of the following:

- Promoting economic growth,
- Creating new jobs ,

- Supporting preservation of industry partners and associated jobs,
- Improving the operation and efficiency of freight rail service,
- Increasing the volume of goods or materials moved by freight rail, and/or
- Reducing regional truck trips on Massachusetts roadways.

IRAP was established to address the following overarching economic goals:

- (1) Increase access to freight rail services and reduce truck traffic.
- (2) Stimulate economic development, retain, and grow Massachusetts corporations, retain manufacturing jobs, and create new jobs through increased efficiency, production capacity and improved distribution logistics.

Questions about the FY2026 IRAP application and submission requirements can be directed to: James Eng, Deputy Rail Administrator, [James.Eng@dot.state.ma.us](mailto:James.Eng@dot.state.ma.us) at 857-368-8963, Carlos Velásquez, Asst. Project Manager, [Carlos.A.Velasquez@dot.state.ma.us](mailto:Carlos.A.Velasquez@dot.state.ma.us) (857) 368 8918, or John Weston, Rail Program Specialist, [John.C.Weston@dot.state.ma.us](mailto:John.C.Weston@dot.state.ma.us) (339) 234-0856

#### **IV. ELIGIBLE APPLICANTS**

Host municipalities and their economic development corporations, freight railroads operating in the Commonwealth, and rail shippers/receivers engaged in commercial ventures in the Commonwealth are eligible to apply for IRAP funding assistance.

#### **V. GRANT MANAGEMENT REQUIREMENTS**

Applicants must demonstrate that they possess the administrative and management capacity to manage the proposed project and comply with program invoicing, reporting and procurement requirements. Details of project invoicing and reporting requirements are included in Section XI of this Request for Application.

While procuring material, labor, or services for the IRAP project, all Grantees must conduct and document an open and competitive procurement process to identify the vendor that provides the best value for the publicly supported project. Documentation of a competitive procurement is required, whether the procurement process occurred prior to, or after grant award. Additionally, procurement must include Disadvantaged Business Enterprises (DBEs) within the process, whenever available. A search of businesses certified as DBEs in Massachusetts is possible on the Supplier Diversity Office's website:

<https://www.diversitycertification.mass.gov/BusinessDirectory/BusinessDirectorySearch.aspx>

Applicants are encouraged to carefully review the Commonwealth Terms and Conditions found under Section X of this package, *MassDOT Contracting Requirements*. Grantees will need to agree to and sign this document as part of the IRAP agreement process.

Projects which are located on an active railroad right of way will be required to comply with the operating railroad's safety requirements, including submission of a project safety plan and as appropriate 49 CFR Part 214 Roadway Worker Protection (RWP), Part 219 Control of Alcohol and Drug Use, Part 243 Training, Qualifications, and Oversight for Safety-Related Railroad Employees, and other applicable FRA regulations to ensure the contractor abides by FRA regulations.

## VI. ELIGIBLE PROJECTS

MassDOT is seeking to support rail infrastructure access improvement projects designed to serve the rail freight shipping needs of one or more employers in the Commonwealth that will result in public benefits associated with the preservation or increased access to, or volume of, freight rail shipments. **A railroad service commitment letter must be included with each application** indicating that the railroad has participated in the project's design and is authorized, capable, and willing to service the project upon completion.

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

- The construction/rehabilitation of industrial park rail spurs and the establishment or re-establishment of active employer rail sidings supported by a strong, documented commitment from the servicing freight railroad operator.
- The creation of new industry rail sidings and the rehabilitation of inactive sidings to increase the productivity of existing Commonwealth freight shippers such that additional jobs can be supported.
- Facility improvement projects to re-establish, improve, and expand, receiving and shipping capacity of goods by freight rail, combined with environmental safety handling precautions.
- Installation of Locomotive Shore Connection Systems that support the efficiency of freight rail operations and improve air quality. Eligible costs for such projects can include the purchase and installation of equipment required for power delivery directly related to the new equipment, such as electrical panels, upgrades to existing electrical panels or electrical service, transformers, wiring/conduit, and installation.

IRAP funds CANNOT be used for state-of-good repair projects or rail maintenance and equipment projects unrelated to establishing freight rail access to current or operational-ready industry partners. In addition, the use of IRAP funding is strictly prohibited from supporting freight railroad or industry customer/partner operating costs.

Any misuse of program funds—whether intentional or inadvertent, and even if corrected after discovery—or any intentional and material misrepresentations included in the application, shall constitute grounds for MassDOT, at its sole discretion, to disallow associated identified costs, terminate the IRAP contract for cause, pursue repayment, and/or establish a multi-year applicant ineligibility status for future IRAP funding solicitations. Appeals of such findings could be made to MassDOT Rail & Transit's Chief Council.

### Attributes of Eligible Projects

20 Year Useful Life – IRAP funded Capital Improvements or Major Capital Equipment must have, or be designed to have, an estimated 20-year useful life.

Independent Utility - IRAP applicants must demonstrate that the proposed project possesses independent utility upon completion. A project has independent utility if it delivers tangible and measurable benefits to freight movement, productivity, or the economy—regardless of whether any additional investments are made before or after its completion. Projects that depend on the

approval or completion of another funded or unfunded project will not be eligible. Applications that do not clearly outline the project's standalone benefits will not be considered for funding.

Project Readiness - Project readiness and the proposed spending timetable are key factors in MassDOT's evaluation of applications. Projects should be positioned to advance into construction within the current state fiscal year. If a project requires more than one year of pre-construction activities, the application should clearly demonstrate both the project's initial readiness and how steady progress will be maintained throughout the year. The review process will place particular emphasis on project readiness, including the status of design, permitting, and necessary right-of-way acquisition, as well as the applicant's ability to secure long-lead-time materials. For further guidance, refer to the *Application Requirements* section on Project Readiness.

#### Project Design, Permitting and Property Rights

Prior to receiving MassDOT's authorization to advertise for project related construction bids the grantee will be required to certify the following by the grantee's legal and/or engineering representative:

- (i) The project has been fully designed in accordance with industry standards<sup>1</sup>;
- (ii) All required federal, state, and local environmental permits have been secured for the project; and
- (iii) Proper real property rights have been secured.

Project Funding – MassDOT will provide a maximum of 60% of project costs. The MassDOT IRAP share may not exceed \$700,000. The share of non-IRAP funding proposed in the funding plan will be taken into account during application evaluation.

### **VII. ELIGIBLE PROJECT COSTS**

IRAP funds may be used for Pre-Construction Services, Major Capital Equipment, and Capital Improvements project expenses. Project expenses incurred prior to the MassDOT grant agreement start date and associated MassDOT-issued Notice to Proceed (NTP) can NOT be reimbursed with IRAP funds.

#### **1. Eligible project expenses for Pre-Construction Services include:**

- Engineering/design services<sup>2</sup>, environmental permitting, and limited right-of-way acquisition needed to ready a project for construction. All requests for IRAP funding of pre-construction expenses must include an explanation, and justification of the expenses as part of a sequential project development plan that meets the IRAP requirements and the proposed schedule.

#### **2. Eligible project expenses for Major Capital Equipment include:**

---

<sup>1</sup> MassDOT requires that all engineering services and inspections be performed according to: 1) the standards outlined in the American Railway Engineering and Maintenance-of-Way Association's (AREMA) Manual for Railway Engineering (MRE), and; 2) the engineering standards established by the American Society of Civil Engineers (ASCE).

<sup>2</sup> All procured engineering services will be performed by a registered Professional Engineer (P.E.).

#### Major Capital Equipment:

- The cost of purchasing major capital equipment essential to the project's implementation, including machinery, technological systems, or on-site freight-specific vehicles.
- Major Capital Equipment must have a useful life exceeding 20 years, be necessary for the performance of project, and have limited functionality off the project site.
- Examples include railcar unloading pump systems and conveyors. Vehicles that qualify as Major Capital Equipment are generally limited to railcar movers.

#### Installation-Related Materials:

- Minor materials directly necessary for the installation and integration of the major capital equipment, such as mounting hardware, fasteners, connectors, cabling, and support structures.
- Materials must be specifically required for the proper functionality and operation of the capital equipment.

#### Ineligible Expenses

- Minor cost items that are tangential to the major capital equipment but not essential for its functionality, such as hand tools, cleaning supplies, protective covers, or office supplies.
- Single-use or disposable items not permanently affixed or integral to the equipment's operation.
- Routine Maintenance and Operating Supplies, including costs for consumables or spare parts used for ongoing maintenance, repair, or daily operations. Lubricants, fuel, or other expendable materials not directly related to the initial installation.
- Vehicles without a 20 year useful life or those that are can easily be moved off-site, such as trucks, heavy construction equipment, purchased or leased office trailers or storage containers.

Clarification: Eligible expenses must directly contribute to acquisition, installation, and functionality of the capital equipment. Incidental or peripheral costs, even if associated with the capital equipment, are ineligible unless explicitly deemed necessary for the equipment's operation.

### 3. Eligible Capital Improvement project expenses include:

#### Capital Improvements:

- Costs associated with permanent improvements to buildings, track, infrastructure, or other fixed assets that significantly increase the value, extend the useful life, or adapt the asset for a new or more productive use.
- Project elements focused on improving safety or reducing project related environmental impacts can be eligible if they contribute to achieving the purpose of the IRAP Program.

#### Associated Materials and Services:

- Materials and labor directly required for the execution of the capital improvement.
- Permit fees, inspections, and legal costs directly necessary to complete the improvement.

#### Ineligible Expenses:

- Repairs or maintenance intended to sustain existing functionality rather than improve or extend asset life
- Temporary, Movable, or Non-Permanent Items: Furnishings, equipment, or décor not permanently affixed to the structure. Portable items, even if related to the capital project (e.g., standalone heaters, storage cabinets, desks)
- Operational or Administrative Costs: Costs indirectly associated with the improvement, such as temporary staff relocation or off-site leases, Office supplies, training, or IT equipment not embedded in the facility, Insurance, unless specifically required by the improvement project.

Clarification: Minor repairs, maintenance, and non-permanent costs—even when associated with a broader improvement—are ineligible unless they are a documented and essential part of the approved capital improvement scope.

### **VIII. APPLICATION REQUIREMENTS**

FY2026 MassDOT IRAP applications must include all the information requested in this section.

#### **1. Application Cover Sheet (See Attachment A)**

Respondents must complete the provided IRAP Application Cover Sheet included as Attachment A. It must be signed and dated by the authorized company or municipal signatory.

#### **2. Project Narrative**

A project narrative following the Section A through F format sequence below is required. The project narrative should not exceed 6 single-spaced pages in 12-point font. NOTE: While the italicized narrative section instructions/requirements below do not need to be incorporated within the narrative page limit, MassDOT requires that all requested information be provided. Section page recommendations may be exceeded as needed as long as the overall narrative page limit is not exceeded. The application coversheet or Attachments A, B, C, D and E are not counted as part of the 6-page limit.

**A. Project Need Statement** - *Include a clear and concise statement of the industry transportation logistics problem/product distribution issue(s) that the proposed IRAP project will address and alleviate. (Recommended space allowance 1 page).*

**B. Project Description** - *Describe the proposed IRAP project solution to address the needs outlined in Section A. Specifically discuss:*

- *What rail infrastructure and/or company shipping/receiving capital improvements will be constructed as part of the IRAP project.*
- *Whether new jobs will be created/supported because of the IRAP project improvements including the number and types of jobs.*
- *Explain all elements of the project work scope and describe the project limits.*
- *Describe how related right-of-way approvals and environmental permits have been or will be obtained.*



- Explain how and by whom the requested improvements are planned to be procured and constructed.
- Include a discussion of the proponent's experience with similar capital improvement projects, as well as the financial management capacity, procurement procedures and construction oversight systems that will be in place to ensure the success for the proposed project.
- Identify the proposed Project Manager, responsible for overall management of the project activities, and the Contract Administrator, responsible for the timely processing of the contract, project progress reports, and project invoices.

**(Recommended space allowance 2 pages).**

**C. Project Readiness** – Demonstrate that the project is “ready to go.” The timeline for project spending is an essential part of any grant. If a project is ready to go, it will normally be completed within 12 months of award and therefore demonstrate a schedule for project completion prior to June 30, 2026. MassDOT will evaluate each project schedule for readiness and how well the project has addressed typical project readiness risk factors.

In support of the Project Readiness evaluation the following information should be described.

- Project Right of Way – Describe the limits of work of the project identifying whether all work is on property owned by the applicant (by full ownership or easement) or if licenses/agreements are required. If licenses /agreements are required, identify the status of those rights.
- Project Design – Describe the level of design of the project and the schedule for design completion.
- Environmental/Permits – Describe any federal, state, and local permits (environmental or other required permits) that are necessary for construction of the project, including the status of the permitting efforts and the planned schedule for any outstanding permits or environmental clearances.
- Railroad Access/Agreement – Describe involvement of the servicing railroad in the project development process, including (as applicable) design review, railroad property access, switch agreements, construction, and railroad flagging protection. Note that in addition to the description of railroad involvement of project development as a part of project readiness, the application must include a Railroad Service Commitment Letter (see Section 6).
- Assessment of Neighborhood Impacts – Provide a description of the neighborhood that surrounds the Project site, the impacts to the neighborhood from the on-going operation of the Project (including noise/vibration), and the impacts to the neighborhood during the construction phase. Identify any mitigation or minimization efforts that have been integrated into the Project.
- Third Party Coordination – Describe required actions and the planned time frame of any third-party project stakeholders required to advance the project. This may include utility relocations, roadway / municipal improvements, or coordination with abutting properties. Application must also identify and include description of any third-party real estate rights that are required to complete project. Documentation identifying the applicant has already secured all real estate and access rights is preferred.

- Procurement – Describe anticipated procurements (equipment, material, and/or labor) necessary for the project and the planned schedule for those efforts. Any long lead materials must be identified and schedule for delivery must be formalized.
- Project Funding Plan – Describe the amount and source of funding for the non-MassDOT share of the project funding plan. This should include a description of the approvals received or required for the use of the identified non-IRAP funds, and the source of project funding if project costs exceed current estimates.
- Community Coordination – To the degree applicable for the project, describe any actions or activities that have been undertaken to coordinate with local community groups and/or regulatory commissions, or to coordinate with abutters. A letter of support for the project from the City or Town must be submitted with the application.

Projects that cannot demonstrate a schedule for project completion prior to June 30, 2026 should provide additional detail regarding the steps and timing necessary for project completion and how project readiness risk factors (identified above) have been addressed. Additional project detail to support the description of Project Readiness is welcome in application attachments but is not required.

In addition, documentation regarding the servicing freight railroad's ability and willingness to service the project is a critical requirement that should be discussed in this section. Letters of operational commitments from the servicing freight railroad(s) are **REQUIRED** and should be included in Section XII. Required Attachments (**Recommended space allowance 2 pages**).

**D. Anticipated Project Public Benefits** Discuss the expected IRAP project public benefits. The description of project benefits should clearly describe both the exiting condition and the anticipated condition upon project completion, For example the number of railcars in 2023 (before the project) and the number of railcars in 2025 (after the project). Examples of project public benefits could include:

- increased reliability and frequency of rail shipping services,
- increased freight rail shipment volumes,
- reduced roadway congestion contributions,
- job retention or creation,
- environmental/energy benefits,
- community benefits, especially for any projects located in or adjacent to an environmental justice community (maps of environmental justice communities can be found at [the environmental justice map viewer](#) ) or
- quantifiable economic benefits directly applicable to project completion.

Include any other benefits that are unique to the specific project and not covered above.

All projects will be required to provide documentation supporting actual project benefits achieved after completion of the project. Project benefit documentation will be required within 2 years of project completion. Example information may include documentation of newly hired employees associated with IRAP project or documentation of new or additional rail cars served by the project. Failure to submit documentation is justification

*for MassDOT, at its sole discretion, to establish a multi-year applicant ineligibility status for future IRAP funding solicitations.*

*Anticipated Project Public Benefits section should include a description and schedule of the documents to be provided to MassDOT that will support the project's actual benefits. (Recommended space allowance: 1 page).*

**3. Schedule of Project Activities and Estimated Timelines (see Attachment B.)**

Complete the Project Activities Schedule form (Attachment B). At a minimum, the schedule should include pre-construction milestones such as design completion, permitting, and acquisition of necessary property rights. It should also reflect any readiness activities already completed or underway, along with the anticipated sequence and timeframe for remaining tasks and milestones. Clearly outline all implementation steps, estimated completion dates, and identify the responsible project staff or partners for each task. PROJECT SCHEDULES SHOULD NOT ASSUME RECEIPT OF A GRANT NOTICE TO PROCEED PRIOR TO SEPTEMBER 2, 2025.

Please Note: *The planned project spending schedule is essential for MassDOT review process.* A high degree of accuracy is expected. If a project fails to spend the state funds within the state fiscal year specified in the application (which ends June 30<sup>th</sup>) and no satisfactory request for an extension of time is provided to MassDOT, MassDOT reserves the right to suspend the award.

**4. Budget and Budget Narrative - See Attachment C**

Complete the Budget/Budget Narrative form (Attachment C). Provide detailed estimated costs for materials and construction components, along with justification and explanation of how these costs were calculated. Note that the MassDOT IRAP grant may not exceed \$700,000 or more than 60% of the total project cost.

**5. Project Locus Maps, Railroad Valuation Maps, Track Plans & Right of Way Maps**

Provide maps clearly indicating the location of the project (include municipality, surrounding and adjacent roads, and project parcels). Include railroad valuation plans, track plans, or right of way mapping whenever available. Identify any access rights or easements required for the project.

**6. Railroad Service Commitment Letter and Stakeholder Letters of Support**

A railroad service commitment letter must be provided that indicates the servicing railroad has participated in or has reviewed the project's design (either concept design or design plans) and is authorized, capable and willing to service the project upon completion.

Letters of project support from the businesses that will be impacted by the improvement (including an indication of their level of commitment), the host municipality, and /or other relevant government or private entities supportive of the project are recommended but not required.

**7. Submission Instructions**

Please submit your complete application package via email to:

[MassDOTIRAPProgram@dot.state.ma.us](mailto:MassDOTIRAPProgram@dot.state.ma.us)

Ensure that all parts of your application, including the cover sheet , project narrative, and required attachments, are included in a single email submission. Application emails (with attachments) must be less than 23MB or they may be rejected. Applications must be received by the deadline specified in the introduction of this document.

## **IX. EVALUATION CRITERIA**

MassDOT will evaluate each application to determine the extent to which the proposed IRAP project meets and/or exceeds the following criteria:

- Project will improve freight rail transportation in Massachusetts and support the Commonwealth of Massachusetts's State Rail Plan, transportation, land use, economic development, and environmental policies.
- Project readiness is clearly demonstrated including identification of any pre-construction actions already advanced (i.e., designed, permitted, and with necessary agreements) and information provided clearly indicates ability to meet proposed schedule.
- Project application identifies significant public benefits in terms of increased rail volumes, congestion mitigation/air quality benefits and the growth of goods movement in the Commonwealth by freight rail.
- Project will address the needs and concerns of affected communities or any communities or populations that have faced or are facing environmental justice concerns and/or health disparities.
- Project application identifies significant public benefits in terms of industry retention and expansion and stimulating economic development. Actual Project Benefits will be supported by relevant and timely documentation.
- Supporting documentation reflects a strong servicing commitment by the host railroad, support for the project extends to locally elected officials, abutters, and local economic and community development entities.
- Project funding request and budget are determined to be reasonable and complete and reflect strong private sector funding support as demonstrated by the match provided, which may be more than the 40% private sector funding minimum share.

MassDOT will complete the initial review of project applications within thirty (30) days of the close of the application submittal period. The deadline for submitting applications by e-mail or other means is Thursday May 22, 2025 at 5:00 p.m. Applications filed late may be considered at MassDOT's sole discretion. Due to current building entrance restrictions, no hand-delivered applications will be accepted. Applications e-mailed will be acknowledged by the date and time applications are delivered electronically.

MassDOT Rail and Transit Division staff will conduct the application review in conjunction with the Executive Office of Economic Development. Other staff (e.g., Highway Division, Railroad consultants or Massachusetts Bay Transportation Authority) may be asked to participate in the review process. MassDOT reserves the right to ask applicants for written clarifications on certain

aspects of their applications requiring explanation during the evaluation of projects. MassDOT reserves the right to fund only a portion of a project determined to be scalable.

## **X. MASSDOT CONTRACTING REQUIREMENTS**

Successful IRAP applicants who at the time of award are not set up to contract with the Commonwealth will need to submit the following forms after the grant award notice as part of the MassDOT contracting process. These forms will be processed at the Massachusetts Comptroller's Office and a vendor code will be issued to allow the applicant entity to contract with MassDOT for the IRAP improvement project. The forms below are included for information only. They should be reviewed but not submitted as part of your IRAP application.

Commonwealth Terms and Conditions

[https://www.macomptroller.org/wp-content/uploads/form\\_commonwealth-terms-and-conditions.pdf](https://www.macomptroller.org/wp-content/uploads/form_commonwealth-terms-and-conditions.pdf)

Contractor Authorized Signatory Listing (CASL)

[https://www.macomptroller.org/wp-content/uploads/form\\_contractor-authorized-signatory-listing-for-contractors.pdf](https://www.macomptroller.org/wp-content/uploads/form_contractor-authorized-signatory-listing-for-contractors.pdf)

Mass Form W-9

[https://www.macomptroller.org/wp-content/uploads/form\\_w-9.pdf](https://www.macomptroller.org/wp-content/uploads/form_w-9.pdf)

Electronic Funds Transfer Sign Up Form

<https://www.mass.gov/doc/electronic-funds-transfer-sign-up-form-0/download>

Applicants awarded IRAP project funding under this solicitation will enter into cost reimbursement contracts with MassDOT. Applicants therefore must understand that they need to incur project expenses upfront and invoice MassDOT for reimbursement based on documentation of project expenses paid. Timely invoicing of expenses incurred, along with corresponding progress reports are essential to the effective management of the IRAP initiative and documentation of desired outcomes and will be strictly enforced.

MassDOT will provide interested applicants with the IRAP Grant Agreement for review and information at the time an IRAP award is made. The grant agreement further clarifies the contractual relationship between MassDOT and the IRAP grantee and establishes certain controlling provisions with respect to the operation and administration of the awarded IRAP rail access improvement project. The Grant Agreement outlines IRAP contractor expectations including open and competitive procurement requirements for any project expenses over \$5,000, details invoicing and reporting requirements and further explains MassDOT's inspection process for acceptance of the work and verification that the 40% minimum stipulated private sector matching funds were in fact expended on the project.

In addition to the grant agreement specific to each IRAP grantee, the MassDOT contract will include the standard Commonwealth Terms and Conditions, the finalized project work scope, budget, and project schedule as may be modified during contracting deliberations. **Applicants are advised that IRAP awards are contingent on receipt of a properly executed IRAP Agreement within three (3) months of the applicant's award notice. Failure to timely submit a properly executed IRAP Agreement within three months may result in the forfeiture of the award.**

## **XI. INVOICING/REPORTING/ WORK INSPECTIONS**

Project invoicing and narrative progress reports shall be prepared in a format prescribed by MassDOT, and are typically submitted monthly, or in accordance with an agreed upon alternative progress payment schedule that aligns with the schedule of project work and progress.

All invoice reimbursement requests will include documentation of actual costs incurred, including names, hours, and rates of pay for labor charges, paid construction sub-contractor and vendor invoices, and other approved costs and documented expenses. All invoices will include documentation that MassDOT's IRAP contractor has paid all invoices for which reimbursement is sought. Only those categories of expenses expressly identified as reimbursable in the final approved project or detailed on an approved Alternative Progress Payment Schedule will be eligible for reimbursement.

All reimbursement requests must include a project narrative progress report comparing progress and expenditures made against the project schedule and approved project budget. Variances between the scheduled milestones and resulting in budgeted expenditure variances must be discussed in the monthly progress report and actions must be identified to ensure that the project is adequately funded and will be completed on schedule. Failure to satisfy this requirement constitutes non-performance and repeated expenditure and progress reporting deficiencies may result in forfeiture of remaining grant funds.

MassDOT will reimburse the IRAP grantees upon submission of payment requests. MassDOT may make interim and final inspections of work progress and quality prior to the approval of payment requests. Final payment will be issued once MassDOT's field engineer has made a final inspection and signed off on the project as complete.

The total of invoice payments by MassDOT on the project will not exceed the agreed upon percentage and dollar amount of MassDOT participation in the project. Cost overruns and extra work orders are the responsibility of the IRAP grantee.

## **XII. REQUIRED ATTACHMENTS**

- A. Application Cover Pages - (include as the first 2 pages of your application package followed by the 5-page narrative response and Attachments B - E below.)**
- B. Proposed Project Schedule and Estimated Timelines**
- C. Budget/Budget Narrative**
- D. Project Locus Maps, Railroad Valuation Maps, Track Plans & Right of Way Maps**
- E. Railroad Service Commitment Letter and Stakeholder Letters of Support**