



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

**MASSWORKS INFRASTRUCTURE PROGRAM
2020 GRANT APPLICATION TEMPLATE**

This document is provided for reference purposes only. Applicants must submit proposals electronically through the online IGX application portal. Please refer to the MassWorks 2020 RFR and Program Guidelines for instructions.

SECTION I. APPLICATION SUMMARY

1.1 Project Location: (Select from drop-down) 1.2 Applicant Type: (Select from drop-down)

Regional Planning Agency	(auto-filled)			EOHED Region	(auto-filled)
MassDOT Highway Division	(auto-filled)	MVP Community	(auto-filled)	Gateway City	(auto-filled)
Housing Choice Community	(auto-filled)	Green Community	(auto-filled)	Rural or Small Town	(auto-filled)

1.3 Applicant Organization Name: _____

1.4 CEO Name: _____ 1.5 CEO Title: _____

1.6 Applicant Organization Legal Address: _____

1.7 City/Town: _____ 1.8 State: MA 1.9 Zip Code: _____

1.10 Telephone: _____ 1.11 Email: _____

1.12 Project Contact Name/Title (if different): _____

1.13 Contact Tel.: _____ 1.14 Contact Email: _____

1.15 Select the one category below that best describes the type of development that is being supported by the public infrastructure project proposed in this application:

- ☐ Mixed-use development (Residential with commercial, retail, and/or other development)
☐ Housing development (Housing only)
☐ Economic development with job creation and/or retention (No housing)
☐ Small town road improvement project to enhance transportation safety (aka STRAP)

1.16 Name of Proposed Project: _____

1.17 Amount Requested: \$ _____ 1.18 Total Project Budget: \$ _____

1.19 Project Abstract: Brief description (No more than 100 words) of the proposed public infrastructure project and associated private development. _____

1.20 **ATTACHMENT: In Section VIII, attach a letter of support for this project from the municipal CEO**

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SECTION II. PUBLIC INFRASTRUCTURE PROJECT

2.1 Project Address / Parcel ID(s): _____

2.2 Describe the project site, including any unique challenges that may exist at this location. _____

2.3 Is the entire project site publicly owned?

☐ Yes ☐ No

2.4 If Yes, describe the type of public ownership (select all that apply).

☐ Public Land ☐ Easement
☐ Leasehold ☐ Other. Specify: _____
☐ Right of Way

2.5 If No, explain how the site will be publicly acquired/owned by the project start date. _____

2.6 What is the primary emphasis of the public infrastructure work?

<input type="checkbox"/> Roadway / Streetscape Improvements
<input type="checkbox"/> Bridge / Culvert Repair or Replacement
<input type="checkbox"/> Water / Sewer Infrastructure
<input type="checkbox"/> Public Utility Project (Gas, Electric, etc.)
<input type="checkbox"/> Other. Specify: _____

2.7 Project Narrative – Describe the public infrastructure project for which you are requesting grant assistance. Include details about the planned construction work and how this project will advance the host community's housing, economic development and/or community revitalization goals, or if STRAP, how it will enhance transportation safety. _____

2.8 **ATTACHMENT: In Section VIII, attach a site plan, conceptual drawing, and/or construction concept design that clearly demonstrates the location and proposed work.**

2.9 Provide the planned schedule/timeline for the public infrastructure project.

Milestone	Start Date	End Date
Design / Engineering / Permitting		
Bidding Open / Close		
Construction Start		
50% Construction		
Construction Complete		

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- 2.10 Which of the following permits, licenses, and/or approvals are required for this project? (Check all that apply). For selected items, indicate if secured and the actual or anticipated dates of filing and issuance.

✓	Required Permits/Licenses/Approvals	Secured? ✓	Filing Date (Actual or Anticipated)	Issue/Decision Date (Actual or Anticipated)
	Article 97 Land Disposition			
	MEPA			
	Chapter 91 License			
	401 Water Quality Certification			
	Superseding Order of Conditions			
	Water Management Act Permit			
	MassDOT Access Permit			
	Mass Historic Commission Review			
	Planning Board			
	Conservation Commission			
	Zoning Board			
	Sewer Extension Permit			
	Utility Relocation			
	Other. Specify: _____			

- 2.11 What percentage of the project design is completed? (whole number) _____%
- 2.12 Will the project require coordination with a utility company?
☐ Yes ☐ No
- 2.13 If Yes, identify the utility company(ies) involved: _____
- 2.14 Will the project include work on a state roadway and/or at an intersection with a state roadway?
☐ Yes ☐ No
- 2.15 If Yes, identify the state roadway(s) involved: _____
- 2.16 Is this specific site included in a regional Land Use Priority Plan, Designated Priority Area, or similar plan that identifies regional priority development and/or preservation sites?
☐ Yes ☐ No
- 2.17 If Yes, identify the Area and Plan: _____
- 2.18 If No, explain why the site is a local priority and to what extent it is consistent with a regional priority. _____

- 2.19 Has the municipality applied to, or received a grant from, the MassDOT Complete Streets Program for any portion of this project?
☐ Yes ☐ No

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SECTION III. BUDGET AND SOURCES

- 3.1 Provide a breakdown of the project budget, by spending category, using the table below. This table should reflect the total cost of the public infrastructure project ONLY. DO NOT include expenses associated with a private development and/or adjacent but separate infrastructure work carried out by the municipality or other entities. Enter the amount(s) requested from MassWorks for each category and the amount(s) covered by matching funds, if any. Please note that no more than 10% of the MassWorks request may be for pre-construction costs such as surveying, design/engineering, permitting, etc., except in the case of STRAP applications, which may include the full costs of all items.

Spending Category	MassWorks Request	Match / Other Funds	Total Project Budget	Source of Match / Other Funds
Design / Engineering / Permitting				
Bidding				
Construction * Itemization required (see below)				
Construction Admin.				
TOTALS				

- 3.2 **ATTACHMENT:** * *In Section VIII, attach an engineer's cost estimate that details the construction total.* Applicant may submit a worksheet from the MassDOT [Construction Project Estimator](#), or similar document.
- 3.3 Is the construction work planned as a non-participating scope item on a MassDOT TIP project?
☐ Yes ☐ No
- 3.4 If yes, identify the TIP Project Number, if available, and indicate whether the MassWorks project will be entirely or partially included in the non-participating scope of work. _____
- 3.5 Describe the source(s) of the Match/Other Funds (appropriation, loan authorization, donation, etc.), whether they are subject to a vote of approval by Town Meeting or Council, and by what date (actual or anticipated) the applicant expects to secure the funds. _____

SECTION IV. PREPARING FOR SUCCESS

- 4.1 Has the municipality implemented best practice(s) in housing and/or economic development through the Commonwealth's Community Compact Program?
☐ Yes ☐ No
- 4.2 Does the municipality have a current Master Plan in place?
☐ Yes ☐ No
- 4.3 Is the project located in a federally designated Opportunity Zone?
☐ Yes ☐ No

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- 4.4 If Yes, is this project expected to benefit from an Opportunity Fund investment? Note: Applicants answering yes, will be required to provide the name of the Fund and/or the managing entity, during the review.
☐ Yes ☐ No

- 4.5 Indicate which of the following additional economic development tools/strategies have been adopted (and are currently in effect) within the municipality generally and at the project site specifically.

✓	Development Tool / Strategy (<i>Approved and Current Only</i>)	Within Municipality	Within Project Site
	40R Smart Growth or Starter Home District		
	43D Expedited Permitting District		
	Business Improvement District, Main Streets, or similar		
	By-Right Zoning, Commercial		
	By-Right Zoning, Multi-family		
	Compact Neighborhood Designation		
	Federal Choice Neighborhood / Economic Development District		
	Housing Development Incentive Program Zone		
	Housing Production Plan		
	Mixed-use / cluster zoning		
	Tax Increment Financing District		
	Urban Center Housing Tax Increment Financing		
	Urban Renewal Plan		

- 4.6 Does the municipality have an active housing moratorium or any type of restriction of new housing?
☐ Yes ☐ No

- 4.7 Is any part of the project in the current 1% annual chance (100-year) [floodplain](#), the current 0.2% annual chance (500-year) [floodplain](#), and/or within 0.1 miles of a water body?
☐ Yes ☐ No

- 4.8 Does the project site have a history of flooding?
☐ Yes ☐ No

- 4.9 Will the project result in a net increase in impervious area at the site?
☐ Yes ☐ No

- 4.10 If yes to any of the above, describe how the project design will mitigate flood risks and/or heat-island impacts based on available [climate change science and data](#). _____

- 4.11 Will the project provide positive environmental benefits to the community, such as ecological restoration, improved air/water quality, pretreatment of stormwater discharge, etc.?
☐ Yes ☐ No

- 4.12 If Yes, describe the benefits provided by this project. _____

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- 4.13 Does this project support imminent private development that is located within a half mile of a transit station (defined as a subway or rail station, or a bus stop serving as the convergence of two or more fixed bus routes that serve commuters)?
☐ Yes ☐ No
- 4.14 If Yes, identify the transit type(s) and the names of the transit station(s) or stop(s). _____

- 4.15 Does project support imminent private development that is renovating/restoring a previously developed site?
☐ Yes ☐ No
- 4.16 If Yes, identify the site address and describe the prior use(s). _____

- 4.17 Does this project support imminent private development that is creating new housing with a density of at least four units/acre?
☐ Yes ☐ No
- 4.18 If Yes, describe the level of housing density that will be leveraged by each private development supported by this project. _____
- 4.19 Does the project support imminent private development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?
☐ Yes ☐ No
- 4.20 If Yes, describe the types of commercial uses, as well as the level of housing density, that will be leveraged by each mixed-use private development supported by this project. _____

- 4.21 Does this project directly or indirectly benefit and/or support economic development in the region?
☐ Yes ☐ No
- 4.22 Are two or more communities carrying out this project jointly to implement an initiative that has was developed through a regional planning effort? If YES, attachment required.
- 4.23 **ATTACHMENT: In Section VIII, attach a letter from each community involved, outlining their participation and support for the project.**
☐ Yes ☐ No

SECTION V. BENEFITTED PRIVATE DEVELOPMENT PROJECT

- 5.1 Does the public infrastructure project support imminent new private development in and around the project site? If Yes, continue to the next question. If No, skip to Section VI. (NOTE: *Applicants for small town (STRAP) road projects should answer No and continue to next section.*)
☐ Yes ☐ No

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- 5.2 Will the public infrastructure improvements directly serve or connect to the private development project?
☐ Yes ☐ No
- 5.3 Will the public infrastructure project be on parcels of land that are either, a) part of the private development project site, or b) adjacent to the private development project site?
☐ Yes ☐ No
- 5.4 Will the public infrastructure project involve the construction of improvements that are required as a condition in a permit or approval for a private development project?
☐ Yes ☐ No

If you answered Yes to any of the above three questions, continue to answer the remaining questions in this section regarding the private development project. If you answered No to all three, skip to Section VI.

- 5.5 Provide a detailed description of the private development project(s) that includes the scope of the development, progress on permitting, expected public benefits, and project phasing, if any. _____

- 5.6 Is this private development project allowed by-right in the municipality's current zoning?
☐ Yes ☐ No
- 5.7 Is a zoning amendment required for this private development project to move forward?
☐ Yes ☐ No
- 5.8 Is the private development project at least at 25% design?
☐ Yes ☐ No
- 5.9 Does the private development project have all required permits and approvals to commence construction?
☐ Yes ☐ No
- 5.10 If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they plan to secure them. _____
- 5.11 Provide the anticipated schedule/timeline for the private development project.

Milestone	Start Date	End Date
Design/Engineering/Permitting		
Construction Start		
50% Construction		
Construction Complete		

- 5.12 Is the financing for the private development project fully secured?
☐ Yes ☐ No
- 5.13 If No, please indicate the status of the financing, if there are any significant contingencies, and by when the private developer expects to secure the resources needed to proceed. _____

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- 5.14 Complete the table below to identify the specific housing production and/or economic growth impact that is expected to result from the private development project(s):

General Information	
Number of benefitted private development projects associated with this application:	
Lot area (acres) of all housing and/or mixed-used private development projects:	
Lot area (acres) of all commercial-only private development projects:	
Total lot area (acres) of all private development projects:	
Total estimated construction value (\$) of all private development projects:	
Commercial Development for ALL Private Development Projects	
Square footage of all office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of all commercial space to be created:	
Residential Development for ALL Private Development Projects	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	
Total density (units/acre) of all NEW housing units:	
If any affordable, specify the lowest income limit to be used (65% AMI, 80% AMI, etc.):	%
Job Creation for ALL Private Development Projects	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	
Total number of construction jobs to be supported by the private development project(s):	
Total number of existing full-time jobs to be retained: *	

* Count only existing jobs that are at risk for loss if the public infrastructure project is not completed.

- 5.15 Provide the following information for the entity responsible for the private development project:

Proponent Entity/Company:		Phone:	
Contact Name/Title:		Email:	

- 5.16 Has the municipality provided the private development project with local benefits or incentives?

☐ Yes ☐ No

- 5.17 If Yes, explain the type of benefit or incentive: _____

- 5.18 Can the private development project proceed independently without this public infrastructure work?

☐ Yes ☐ No

- 5.19 **ATTACHMENT: In Section VIII, attach a letter from the private development proponent confirming and explaining this answer.**

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SECTION VI. APPLICABILITY OF MEPA REVIEW

- 6.1 Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required.

☐ Yes ☐ No

✓	Threshold	ENF Required	EIR Required
<input type="checkbox"/>	Land Development		
<input type="checkbox"/>	Rare, threatened, or endangered species		
<input type="checkbox"/>	Wetlands, waterways, and tidelands		
<input type="checkbox"/>	Water		
<input type="checkbox"/>	Wastewater		
<input type="checkbox"/>	Transportation		
<input type="checkbox"/>	Energy		
<input type="checkbox"/>	Air		
<input type="checkbox"/>	Solid and hazardous waste		
<input type="checkbox"/>	Historical and archeological resources		
<input type="checkbox"/>	Areas of environmental concern		

- 6.2 Does the private development project, identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required.

☐ Yes ☐ No

✓	Threshold	ENF Required	EIR Required
<input type="checkbox"/>	Land Development		
<input type="checkbox"/>	Rare, threatened, or endangered species		
<input type="checkbox"/>	Wetlands, waterways, and tidelands		
<input type="checkbox"/>	Water		
<input type="checkbox"/>	Wastewater		
<input type="checkbox"/>	Transportation		
<input type="checkbox"/>	Energy		
<input type="checkbox"/>	Air		
<input type="checkbox"/>	Solid and hazardous waste		
<input type="checkbox"/>	Historical and archeological resources		
<input type="checkbox"/>	Areas of environmental concern		

- 6.3 If any items above have been selected, list any filings that the proponent(s) has made or plans to make with the MEPA Office for their respective project(s), and indicate whether the review is expected to be full scope or limited scope. _____

- 6.4 Does the private developer, or any of its contractors/subcontractors, plan to construct any portion of the public infrastructure project?

☐ Yes ☐ No

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VII: CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

7.1 Does the applicant require a formal vote of an elected/appointed executive body to authorize the submission of this application? If Yes, attachment required.

☐ Yes ☐ No

7.2 **ATTACHMENT: In Section VIII, attach a certified copy of the vote taken by the executive body.**

7.3 If No, are you authorized to submit this application on behalf of the applicant entity, by virtue of your executive officer position (CEO, CFO, etc.), or as a designee of an executive officer?

☐ Yes ☐ No

I, _____ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of _____ (Applicant Organization Name), and further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that EOHED will rely on the information provided in this application in deciding whether to award a grant, and that the Commonwealth reserves the right to take action against me, the applicant organization, or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I hereby also affirm that, if awarded, the applicant organization has the capacity to carry out the MassWorks-funded project in accordance with all applicable laws and regulations.

Name

Title

Date

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VIII: ATTACHMENTS

NOTE: Do not attach additional and/or supplemental narrative responses. All questions must be answered in their respective sections within the space provided within the application.

REQUIRED

Attachment Name	Referenced Question #	Description	UPLOAD HERE
Municipal CEO Letter	1.20	Letter from the municipal CEO outlining support for the specific project in this application.	UPLOAD
Project Site Plan	2.8	Site plan, conceptual drawing, and/or construction concept design that clearly delineates the project location and the proposed public infrastructure work.	UPLOAD
Budget Detail	3.2	Engineer's cost estimate or other itemization of the construction expenses for the project	UPLOAD
Letter from Regional Partner(s)	4.23	If applicable, letter(s) from any community participating in a joint regional project	UPLOAD
Letter from Developer(s)	5.19	Letter from private development proponent explaining the response to the question about the specific dependence or independence from the public infrastructure project.	UPLOAD
Certified Municipal Vote	7.2	If applicable, certified copy of the vote taken by the municipality's executive body	UPLOAD

OPTIONAL / ADDITIONAL

Attachment Name	Description	UPLOAD HERE
Other Site Images	Site photographs, illustrations, and/or maps	UPLOAD
Other Support Letters	Other and miscellaneous support letters	UPLOAD