



Commonwealth of Massachusetts
Executive Office of Economic Development

MassWorks Grantee Guidebook

2025 - 2026





Managing your MassWorks Award

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General Guidance

Congratulations on your MassWorks Award and thank you for the support of our program. Please save this document as a general reference document for managing your MassWorks award. Please note the following:

- You will be assigned a contract manager. This person will be your primary point of contact for managing your MassWorks Award.
- Please submit all documents electronically. Our work is done in a hybrid working environment. As such we discourage sending mail via USPS as it may not be received in a timely manner. We utilize a grant management system, [Submittable](#) for most program deliverables. Email is good for any other general communication.
- Scanned signatures and electronic signatures are accepted for nearly all documents requiring signatures, including your contract.
- MassWorks contracts are scoped for an initial maximum of 3 full fiscal years, not including the award year. **Fiscal Year runs from July 1 – June 30.**
- MassWorks staff should be notified of any public event sponsored by your municipality in celebration of the project, especially groundbreakings and ribbon cuttings.
- The Secretary, Lt. Governor, or Governor may request a special event and/or site visit at any time. Please be responsive to inquiries and/or event requests from your MassWorks contract manager.
- **We are here to help!** Reach out whenever needed. Notify us of issues, delays, and/or concerns that could result in a project delay or contract amendment. Changes and surprises happen. The sooner we know the more likely we can help/

Helpful links

EOED

<https://www.mass.gov/orgs/executive-office-of-economic-development>

One Stop Application Site

<https://eohed.intelligrants.com/>

MassWorks Program

<https://www.mass.gov/orgs/massworks>

MassWorks Program Guidelines

<https://www.mass.gov/doc/fy26-massworks-program-guidelines/download>

MassWorks Grant Management Site – Submittable

<https://eoedinfrastructure.submittable.com/submit>

MassWorks Forms

<https://www.mass.gov/lists/forms-for-massworks-award-recipients>

Comptroller Resources for Contracting with the Commonwealth

<https://www.macomptroller.org/vendors/>



Milestones and Deliverables

MassWorks Documents (Required)

- **Pre-Contract**
 - Due January 31st of grant award fiscal year
- **Contracting**
 - Begins after pre-contract is submitted. Contract must be executed no later than June 30th of the award fiscal year. Contracts are run for an initial maximum performance period of 3 full fiscal years following the award year.
- **Quarterly Reports**
 - Due two weeks following the close of every quarter of the contract performance period:
 - Sept 30th, Dec 31st, March 31st, and June 30th
- **Reimbursement Requests**
 - You can seek reimbursement once every 30 days
- **Contract Amendment Request** (as needed)
- **Project Closeout**
 - Submitted at the time of final reimbursement

Project Documents (Requested with Reimbursements)

- **100% bid plan/drawings (no specs required)**
 - We like to maintain a record of your final design for conformance with the limits of work in the MassWorks contract
- **Bid advertisement (no bid docs required)**
 - Your MassWorks contract requires compliance with MA Procurement law. Please provide us the Bid Advertisement when it is available. If you have a no bid contract, please specify why in a short email or memo.
- **Bid tabulation sheet**
 - Once the local procurement is complete, please provide us with the results
- **General construction vendor contract**
 - Please provide a copy prior to, or concurrent with, mobilization and your first MassWorks reimbursement
- **Certificate of Substantial Completion Certificate, or other record**
 - At project close out

Award Letter

Your award letter will be sent electronically. This letter sets the basis of your contract. Please retain it for your records. Note the following explanation on the highlighted sections:

1. The letter is addressed to the local CEO, as listed in the One Stop application. The local project contact, as listed in the One Stop application, will be cc'd on the award letter
2. This is the application number from the OneStop portal
3. This is your total grant award. You should note it may be a different amount than you applied for in your application.
4. Your project name will be generally be an abbreviated form of what was submitted in your application. The name may be altered slightly for contracting as needed.
5. Pre-contracting must be completed in a timely manner, generally by the end of January of the fiscal year the grant was awarded.
6. A full contract must be in place by the end of the fiscal year the grant was awarded.
7. The letter is not an obligation. You may not be reimbursed for expenses incurred prior to a contract being executed.
8. Your community must be able to demonstrate compliance with the MBTA Communities act.
9. We ask that this information remain privileged and confidential until a public announcement is made official by the Healy-Driscoll Administration, and your refrain from making a public announcement in advance of the official announcement.



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www.mass.gov/eoed

SAMPLE AWARD LETTER

Date: September 30, 2025

Dear City Manager Smith, ¹

RE: Application: FY26-Boston-00100 ²

Congratulations on the **City of Boston's** successful application to the FY26 Round of the Community One Stop for Growth. On behalf of the Healey-Driscoll Administration, I am pleased to inform you that a grant in the amount of \$2,000,000 from the **MassWorks Program** has been approved to support the Road and Housing Development project. ^{3 and 4}

A member of our team will be assigned to your grant award and will reach out directly to the project manager named in your application to begin the contracting process. A pre-contract form will be provided to you and must be returned no later than January 31, 2026. As a condition of the award your project must be under contract with EOED no later than June 30, 2026. If you have any immediate concerns, please contact Senior Director of Communities and Programs, Marc Horne, at marc.horne@mass.gov.

^{5 and 6}

Please be advised that this letter does not constitute an agreement or contract with the Executive Office of Economic Development or the Commonwealth of Massachusetts, and the grant award is not final until the organization has executed a contract. You should not proceed with any grant activities until a contract is in place. ⁷

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities. ⁸

Finally, public announcement of this award is embargoed until the Administration has had the opportunity to formally announce it through a public event and/or media release. Please refrain from sharing or publicizing news about this award outside of your organization until it is officially announced. ⁹



The Pre-Contracting Process

Pre-Contract Scoping. The process is all done through a web portal known as Submittable.

The site can be accessed here:

[Submittable](#)

Key elements of the pre-contact include:

Project Contacts. Up to date information about the local project manager will ensure your MassWorks contract manager can work efficiently.

Scope and Budget. The major project components such as the timeline and budget will be uploaded to Submittable from a spreadsheet accessed here and **download “MassWorks Pre-Contract Tables”:**

[MassWorks Forms](#)

Procurement Information. All MassWorks project must comply with MGL Chapter 30B. Accurate information about procurement ensure we can execute your award.

The screenshot shows the Submittable web portal interface for the 'MassWorks Pre-Contract Form'. The navigation bar includes 'Submittable', 'Submissions', 'Projects', 'Forms', 'Organizations', and 'Reports'. The main form is divided into several sections:

- 1. General Information:** Includes a 'City/Town (required)' dropdown menu with a 'Select...' option.
- CEO Email (required):** A text input field containing 'email@example.com'.
- CEO Phone Number (required):** A text input field with a country code dropdown set to 'USA'.
- Is the contract manager someone different from the CEO?:** A question with radio button options for 'Yes' and 'No'.
- Project Milestones, Spending Plan, and Budget:** A section for uploading a table, with a 'Choose File' button and instructions: 'Upload a file. No files have been attached yet. Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg'. Below this, it says 'Please download and complete the MassWorks Pre-Contract Tables and complete each table here:' followed by a URL: <https://www.mass.gov/lists/forms-for-massworks-award-recipients>.
- Procurement Documentation (required):** A section for uploading documents, with a 'Choose File' button and instructions: 'Upload a file. No files have been attached yet. Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpl, .gif, .jpg, .jpeg, .png, .svg'. Below this, it says 'Please upload a copy of any RFP, Bid Documents, Design Services Agreements, Purchasing Information System Agreements, or any other documents that describe the method of securing vendors to complete the work proposed in the budget. If none of these documents are available, please upload a copy of the intended plan to comply with MGL Chapter 30B.' and 'If you have multiple documents, please combine them into a single file to upload.'



Grant Administration: Quarterly Reports

Most MassWorks Grant Administration is done through Submittable. Due on at the end of every quarter of the contract performance period:

- Quarterly Reports are **due on Sept 30th, Dec 31st, March 31st, and June 30th of each year of your contract period.**

GRANT ADMINISTRATION LINKS: [MassWorks Documents and Links](#)

For Cities and Towns with Existing Awards

Please be aware that all grants management associated with the MassWorks program done through an online system. If you do not have an account, please use the link above to create one. For grantees with existing accounts please log in here:

<https://eoedinrastructure.submittable.com/submit>

Here will find documents for:

- Quarterly Reporting
- Close out Reports
- Amendment Requests
- Reimbursement Requests

Forms for Download:

- MassWorks Amendment Request Tables
- MassWorks Close Out Tables
- MassWorks Pre-Contract Tables
- MassWorks Reimbursement Tables



Grant Administration: Reimbursement Requests

Reimbursement Requests are done through Submittable

The reimbursement request will require you to put in specific information including:

- **Period of Work Covered** (Date covered by the request)
- **Project Name** (Found on your MassWorks Standard Contract Form)
- **Contract ID** (Found on your MassWorks Standard Contract Form)
- **Upload of an excel sheet Budget Table and Invoice Schedule** (provided by the MassWorks program here as **“MassWorks Reimbursement Tables”** : [MassWorks Forms](#))
- **Copies of Original Invoices/Expenses:** Backup documentation for every cost on to the Invoice Schedule
- **Procurement Proof** (Relevant documents related to how each vendor being paid was procured)
- **Total Amount Requested**

eoedinfrastructure.submittable.com/forms/initial/edit/2a575c64-bc84-4be8-9d80-2e60

Submittable Submissions Projects Forms Organizations Reports Funds More

MassWorks Reimbursement Request

Grantee/Project Information

Name of Public Entity (required)

This should be the grantee name as it appears on your MassWorks Contract

Project Name (required)

This should be the same project name on your MassWorks Contract.

Contract ID (required)



Grant Administration: Contract Amendments

- From time to time, it may be necessary to adjust the terms of your contract. This is done by submitting a Contract Amendment Request Form to your contract manager through Submittable.
- It is imperative that your Contract Manager understand the nature of the contract changes being proposed. In order to understand this, we ask that you classify your Amendment Request into one of five categories, see here: [Contract Amendment Request Form](#)
- We also ask for a Project Update in narrative form, where you should explain what conditions in the field have changed that require us to amend the contract.
- Additionally, you will upload a “MassWorks Amendment Request Table” to Submittable from [MassWorks Forms](#)
- NOTES ON AMENDMENT TYPES AND TIMING**
- While our team makes best efforts to accommodate contract changes, we can not guarantee every request will be approved.
- The Fiscal Year runs from July 1 – June 30. All MassWorks contracts have budgets set within these dates, and **contract expiration dates of June 30th**. Therefore, all requests for spending Accelerations and Contract Extensions, must be **submitted to your Contract Manager by May 15th** to provide time to review, approve, draft, and execute new contract documents.
- Scope revisions that extend the limits of work or remove work items may require further discussion with your EOED leadership.
- Request for addition funding – “Maximum Obligation Modification” - are rare, and require direct review and approval from the Secretary of Economic Development

Submittable Submissions Projects Forms Organizations Reports Funds More

Contract ID (required)

This can be found on your executed Standard Contract Form

Date of Expiration (required)

Value of Contract (required)

Name of Preparer (required)

Preparer's Email (required)

Preparer's Phone (required)

Reason for Extension (required)

- Spending Acceleration: Reallocate funds from future fiscal year(s) to the current fiscal year to accommodate an acceler
- Drawdown Delay: Reallocate funds from the current fiscal year to the next fiscal year to accommodate delays in comple
- Contract Extension: Extend the contract expiration date and reallocate funds from the current fiscal year to future fiscal, in completing the project's milestones.
- Scope Revision: Revise the project's scope and/or limits of work.
- Maximum Obligation Modification: Modify the contract's maximum obligation amount.

Please select the type of amendment requested. (Click all that apply)

Project Update



Grant Administration: Project Closeout

Closing out your MassWorks Grant

At the time of your Final Reimbursement Request you will need to submit a Project Closeout Form. In order to maintain program integrity, it is critical for the MassWorks team to be able to report accurately on the outcome of our grant contracts. As such your final payment will not be processed until we receive this form.

You can access the Closeout form through your Submittable account.

The form will ask you for final updates related to:

- The outcome of the Infrastructure Project
- The outcome of the associated Private Development Project (not applicable for Pre-development and STRAP grants)
- A Final Milestone and Budget Table detailing:
 - The Project Timeline
 - Final Spending against the Contract Budget
 - A Certification from the Contract Authorized Signatory acknowledging the project under contract is complete and a close out of the MassWorks Grant.

Project Type

Which category does your project best fit? *(required)*

Pre-development/Design Only
 MassWorks Infrastructure
 Small Town Road Improvements (aka STRAP)

Final Outcome of the Public Infrastructure Project *(required)*

Limit: 1000 words

Please describe the final public infrastructure improvements (or pre-development tasks) completed through this project. Please be specific including items such as: linear feet of roadway and/or sidewalk, linear feet of sewer or water pipe, number of new intersection signals installed, etc...

Status of Associated Private Development.

Limit: 1000 words

N/A for Small Town Road Improvement and Pre-Development Projects

Please describe the status of the private development(s) cited in your grant application and any newly planned development(s) in proximity to the project, if applicable.

Your description should include the following:

- Any planning, permitting, and/or construction activities performed by the developer(s) since the project's last quarterly report
- Estimated timeframes for any remaining development milestones, including construction start, construction completion, occupancy start, and grand openings.
- Any delays or roadblocks and whether these issues will impact the viability of the development(s)

Upload FINAL Milestone and Budget Table

Choose File

Upload a file. No files have been attached yet.



Notes On Grant Administration

Common Concerns

The MassWorks team strives to make the administrative process associated with managing your grant as simple as possible.

However, we understand your specific project may not fit exactly within the administrative parameters we have established in order to manage our program. If something in our administrative process remains unclear, or difficult, please contact your Contract Manager to talk. Here are some additional tips you may find useful:

Quarterly Reports

- If no progress has been made, and you have no new updates since the last quarterly report, please submit anyway and explain the delay. This is useful for your Contract Manager.
- Incomplete or missed reports may result in delays in processing reimbursements.
- If you miss a deadline for a report, that's ok, let your contract manager know, and get it in as soon as possible.

Contract Amendments

- Amendments require several layers of internal approvals. Please contact us early if you believe you need an amendment. The process can take 1-3 months or more.

Reimbursements

- Reimbursements are based on the fiscal yearly spending projection found in your contract budget. **The Fiscal Year runs from July 1 – June 30.** It is important to spend on time within the fiscal year.
- EOED has 45 days to make reimbursement to you once a complete reimbursement is accepted.
- If you intend to spend more funds in a fiscal year than is allocated in your budget, you will need to amend your contract.
- Amendment requests to your contract need to be submitted to your Contract Manager no later than May 15th.
- We do not require that you pre-pay your invoices before you seek reimbursement from MassWorks

Closeout

- Receiving your final reimbursement requires the project be in good standing with all the deliverables associated with the grant administration process. If your project is missing anything required under the grant your final payment may be delayed.

WE WANT TO HELP!!!

- Reach out to your contract manager whenever you are unsure of something. We can help you work through our process as needed. Keep us informed with reports, reimbursements, and general communication so we can be a resource to your success.



MassWorks Contacts

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M-F 9 a.m.-5 p.m.

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