



Commonwealth of Massachusetts
Executive Office of Housing and
Livable Communities



MBTA Communities Catalyst Fund Guidance Webinar





1. MBTA Communities Catalyst Fund (Catalyst Fund) Overview
2. Catalyst Fund Eligibility
3. Application Overview
4. Grant Administration
5. Q&A



Catalyst Fund Overview

Program Staff & Contact	<p>McKenzie Bell, Senior Community Grants Coordinator Victoria Healey, Community Grants Coordinator</p> <p>Email: EOHLCMBTACommCatalyst@mass.gov Website: www.mass.gov/catalystfund</p>
Purpose of the Program	<p>New, exclusive grant program to support housing production and reward MBTA Communities with an approved 3A district determined to be compliant with M.G.L. Chapter 40A, Section 3A.</p> <p>Funds a variety of activities related to housing creation, infrastructure projects associated with housing, and acquisition of property to promote housing.</p>
Eligibility	<p>MBTA Communities that have received a district compliance determination letter from EOHLC are eligible to apply.</p>



Catalyst Fund Eligibility

Eligible Use of Funds & Requirements

Eligible activities include:

- **Infrastructure:** projects to support housing growth & mixed-use development to advance housing development, preservation, and/or rehab
 - *Infrastructure projects must be located within or adjacent to* approved 3A district*
 - **Adjacent to, for purposes of this fund, shall mean a parcel that immediately abuts the 3A district or a parcel documented to be associated with the 3A district despite it not being included in it*
- **Development:** fund “shovel ready” or ongoing projects, including but not limited to passthrough of funds to eligible entities, new housing construction, preservation of existing units, and/or rehab
 - Eligible municipalities may passthrough funds to another entity, at the discretion of EOHLC, such as but not limited to a home builder, a Community Development Corporation, or other non-profit or for-profit entity creating or promoting housing development, preservation, and/or rehab
 - *Development projects must be located within the 3A district and must have been submitted to municipality for permitting/approval after the adoption of the 3A district*
- **Acquisition:** purchase of land or other properties with the intent to develop housing
 - *Acquisition projects must be located within .5 mile of the 3A district*



Catalyst Fund Eligibility

Grant Timeline	Rolling application deadlines (see NOFA & published guidelines), rolling awards <ul style="list-style-type: none">Awards granted in FY25 must be spent by the end of FY26 (6/30/2026)
Project Budget & Expenditure	Awards will typically fund projects requesting \$250K - \$1M <ul style="list-style-type: none">FY25 awarded projects must spend <u>at least</u> 50% of granted funds in first FYCash match is not required, but projects with secured funding from other sources and/or a match will be more competitive
Ineligible Activities	Grant funds cannot be used to support: <ul style="list-style-type: none">Any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03(b)(Chapter 40B)Routine administrative tasks of municipal staff
Project Special Considerations	Priority consideration given to projects that: <ul style="list-style-type: none">Directly produce multi-family housing unitsDirectly produce affordable multi-family housing units that are deed restricted in perpetuityExplicitly increase affordability levels below 80% AMIAre multi-family housing components of any mixed-use projects



Catalyst Fund Application

Full application at: www.mass.gov/catalystfund

Submission: Email complete application package to EOHLCMBTACommCatalyst@mass.gov

- FY25 application deadlines
 - Early Decision: 10/1/24 – 12/1/24
 - Regular Decision: 12/2/24 – 1/15/25
- Upcoming FY26 application deadline
 - Early Action: 1/16/25 – 10/1/25

APPLICANT INFORMATION

Applicant Information			
Municipality:			
Municipality Legal Address:			
City/Town:		Zip Code:	
Municipality CEO		Project Contact (if different than CEO)	
Name & Title:		Name & Title:	
Email:		Email:	
Tel. #:		Tel. #:	

MBTA Communities Date of District Compliance Determination: _____
 *You must have received a district compliance determination letter at the time of application to be eligible for this fund and must attach a copy with your application.

Complete application package:

- Fully completed MBTA Communities Catalyst Fund application
 - *Note: May substitute a recent Community One Stop for Growth application, if applicable*
- Copy of District Compliance Determination Letter from EOHLC
- Project budget and/or cost estimate and/or pro forma
- Project location map
- *If applicable:*
 - *Copy of housing restriction ordinance*
 - *Partner entity letter*
 - *Certified copy of vote taken by relevant entity to certify application submission*

APPLY AS SOON AS POSSIBLE

Catalyst Fund Application



APPLICANT INFORMATION

Applicant Information			
Municipality:			
Municipality Legal Address:			
City/Town:		Zip Code:	
Municipality CEO		Project Contact (if different than CEO)	
Name & Title:		Name & Title:	
Email:		Email:	
Tel. #:		Tel. #:	

MBTA Communities Date of District Compliance Determination: _____

**You must have received a district compliance determination letter at the time of application to be eligible for this fund and must attach a copy with your application.*

APPLY AS SOON AS POSSIBLE



Catalyst Fund Application

Evaluation Criteria

In addition to priority considerations, applications will be evaluated for responsiveness to:

Eligibility

- Is the project submitted by an eligible community? Does the project promote multi-family housing? Is the project located within/adjacent to compliant 3A district?

Readiness

- Is the project achievable within proposed timeline?

Financial Feasibility

- Is the budget reasonable? Is it clearly demonstrated that at least 50% of requested funds can be spent in the first fiscal year of award?

Outcomes & Impact

- How will the project directly produce multi-family housing units?

APPLY AS SOON AS POSSIBLE



Catalyst Fund Award Contract

Awardees will receive an **Adobe Sign contract packet** by email

Contract package includes:

- Standard Contract Form
- Scope of Services (Attachment A)
- Budget (Attachment B)

Contracting documents will include:

- Contract package
 - Executed via Adobe Sign by listed authorized signatory
- Fiscal exercise form
 - Estimate of grant expenditure timeline
- Contractor Authorized Signatory Listing (CASL) form
 - List of authorized signatories for contract and/or invoices



Catalyst Fund Invoicing & Reporting

Awardees will request grant funds by:

- ✓ Reimbursement request (invoice) template
 - Pre-populated invoice template to fill out to request reimbursement of grant funds
 - *Note: only proof of incurred costs, not proof of payment, is required for reimbursement of grant funds*

Awardees will report on grant activities by:

- ✓ Quarterly progress report template
 - Excel spreadsheet template to report, per quarter, on incurred costs and project activities/progress



Opportunities for Guidance

Visit www.mass.gov/catalystfund for more information on:

- **Notice of Funding Availability (NOFA)**
- **MBTA Community Catalyst Fund Guidelines**
- **Catalyst Fund Application**
- **Webinar slide deck**
- **Catalyst Fund FAQ**
- **Mini-Expression of Interest Meetings – October 29 to November 1**

Contact EOHLCMBTACommCatalyst@mass.gov for questions.

Question & Answers



Contact EOHLCMBTACommCatalyst@mass.gov for questions after this webinar.

