



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

**MASSWORKS INFRASTRUCTURE PROGRAM
2018 GRANT APPLICATION TEMPLATE**

This application template is provided for reference purposes only. All proposals must be submitted electronically through the program's online application portal. Please refer to the 2018 MassWorks Program Guidelines for assistance.

SECTION I. PROJECT SUMMARY

1.1: Applicant Municipality or Public Entity: _____

1.2: Applicant CEO Name/Title: _____

1.3: Applicant Address: _____

1.4: City: _____ 1.5: State: MA 1.6: Zip Code: _____

1.7: Telephone: _____ 1.8: Email: _____

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

1.10: Contact Tel.: _____ 1.11: Contact Email: _____

1.12: Select the one item below that best describes the type of development being supported by the infrastructure project proposed in this application:

- ☐ Mixed-use development with housing density of at least 4 units to the acre
- ☐ Housing development at density of at least 4 units to the acre
- ☐ Economic Development and job creation and retention
- ☐ Road improvements to enhance transportation safety in small towns with population of 7,000 or less. (STRAP grant)

1.13: If STRAP, has the applicant community received a STRAP grant in the last 3 years?

- ☐ Yes ☐ No

1.14: Amount of Grant Request: \$ _____ 1.15: Total Project Budget: \$ _____

1.16: Name of Proposed Project: _____

1.17: Project Address/Parcel ID: _____

1.18: Please provide a brief description (no more than 150 words) of the proposed project. _____

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SECTION II. INFRASTRUCTURE PROJECT DESCRIPTION

2.1: Description of project site/location: _____

2.2: Is the project site publicly owned?

☐ Yes ☐ No

2.3: If yes, public owner name: _____

2.4: If No, please explain the situation and confirm that the site will be publicly owned by the project start date. Include details about the nature, timing, and mechanism for the public acquisition. _____

2.5: Describe the type of ownership (select all that apply).

☐ Public land ☐ Leasehold
☐ Right of Way ☐ Easement
☐ Other: Please explain: _____

2.6: Project Description – Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance. Include details about construction plans, timeline, planned uses for the grant, etc. Include a brief description of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if the request is for a STRAP grant, how the project will enhance public safety and transportation.

If this funding request is intended for a specific part of a larger public infrastructure project, please describe that part and its relationship to the overall project.

Please provide maps, photographs or other graphics which delineate the project site and the proposed infrastructure work.

2.7: Is the proposed project expected to support future economic growth, immediately or within the next five years, in and around the project area?

☐ Yes ☐ No

2.8: Has the project been a subject at a local public hearing?

☐ Yes ☐ No

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2.9: Please provide the anticipated schedule/timeline for the public infrastructure project for which the community is seeking MassWorks funding.

Milestone	Start Date	End Date
Survey/Design/Engineering		
Bid/Contract		
Construction Start		
25% Construction		
50% Construction		
75% Construction		
Construction Complete		
Punch List		

2.10: Does the public infrastructure project have all final permits and approvals required to commence in the upcoming construction season?

☐ Yes ☐ No

2.11: Please indicate what permits are required for this project, if the permit has been secured, and if not, the timeframe in which it will be obtained.

Required Permit	Secured?	Filing/Request Date	Anticipated Decision Date
<input type="checkbox"/> MEPA	<input type="checkbox"/>		
<input type="checkbox"/> Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Utility relocation	<input type="checkbox"/>		
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Other:	<input type="checkbox"/>		
<input type="checkbox"/> Other:	<input type="checkbox"/>		

2.12: Has applicant consulted with the MEPA office about applicability?

☐ Yes ☐ No

2.13: Will the project require coordination with a utility company?

☐ Yes ☐ No

2.14: If yes, please list the company involved and briefly describe your interactions to date. _____

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2.15: Is the project consistent with MassDOT's Complete Streets design guidelines? Note: Required for projects affecting roadways.

☐ Yes ☐ No

2.16: If no, please explain. _____

2.17: Will the proposed project affect (directly or indirectly) any state owned highways or roadways?

☐ Yes ☐ No

2.18: If yes, identify the highway(s) or roadway(s) that will be effected. _____

2.19: If yes, have you reviewed the project with your local MassDOT District Office?

☐ Yes ☐ No

2.20: Regional Planning Agency for this location: _____

2.21: Is the project located in an area that is part of a Land Use Priority Plan, or similar regional plan that identifies priority development and/or preservation sites?

☐ Yes ☐ No

2.22: If yes, identify the Region and Plan: _____

2.23: If no, explain if the proposed project site is in a local priority area and to what extent it might be consistent with a regional plan. _____

2.24: Is project also in a Regional- or State-Designated Priority Development and/or Preservation Area?

☐ Yes ☐ No

2.25: Are there climate resiliency benefits with the project?

☐ Yes ☐ No

2.26: If yes, please describe. _____

2.27: Are each of the housing or economic development project(s) identified in this application, allowed by-right in current municipal zoning?

☐ Yes ☐ No

2.28: If no, please describe the existing zoning and outline what steps the community plans to take to allow the project to proceed. _____

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SECTION III. BUDGET AND SOURCES

3.1: Amount of Grant Request: \$ _____ 3.2: Total Project Budget: \$ _____

3.3: Please provide a breakdown of the project budget by spending category . This should include the cost of each element of the project (survey, permitting, design, bid, construction oversight, construction, etc.) and reflect the budget for the entire project. *Please be advised that no more than 10% of the total grant request may be used for pre-construction activities such as surveying, permitting and design/engineering, except in communities applying for a STRAP grant, which are eligible to apply for full preconstruction and construction costs.*

Spending Category	MassWorks Funding Request	Other Funding	Total Project Budget	Source of Other Funds	Are funds secured?
Surveying					
Permitting					
Design/Engineering					
CONSTRUCTION					
Other:					
Other:					
TOTALS					

SECTION IV. PREPARING FOR SUCCESS

4.1: Is your community participating in a Community Compact with the Commonwealth?

☐ Yes ☐ No

4.2: If yes, describe the progress your community has made on implementing best practice(s). _____

4.3: Does the municipality have a current Master Plan and/or Economic Development Plan in place?

☐ Yes ☐ No

4.4: Is community designated or seeking designation as a Mass. Municipal Vulnerability Preparedness Community by the Executive Office of Energy and Environmental Affairs (EOEEA)?

☐ Yes ☐ No

4.5: Is community designated or seeking designation as a Green Community by EOEEA?

☐ Yes ☐ No

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4.6: Indicate which of the following strategies/planning tools your community has adopted to attract investment in the community as a whole and at the project site specifically.

	Development Tool / Strategy	Within Municipality	Within Project Site
	Approved 40R District or Compact Neighborhood Designation		
	Urban Center Housing Tax Increment Financing		
	Approved Housing Development Incentive Program Zone		
	Valid, unexpired, Housing Production Plan		
	Approved Urban Renewal Plan		
	Approved Tax Increment Financing District		
	43D Expedited Permitting District		
	Multi-family zoning by-right		
	Mixed-use / cluster zoning		
	Commercial zoning by-right		
	Business Improvement District, Main Street program, or similar		
	Federal Choice Neighborhood		
	Federal Opportunity Zone nominated census tract(s)		
	Federal Economic Development District		
	Other:		

Indicate all applicable items below related to the MassWorks investment goals:

4.7: Does the project support a transit-oriented development; a development located within one-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 bus fixed routes that serve commuters)?

☐ Yes ☐ No

4.8: Does the project support the redevelopment of a previously developed site?

☐ Yes ☐ No

4.9: Does the project support a development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?

☐ Yes ☐ No

4.10: Does the project support development of new housing with a density of at least four units/acre?

☐ Yes ☐ No

4.11: Is the project supported by two or more municipalities? If yes, please attach letters of support from each community.

☐ Yes ☐ No

4.12: Is the project located in a Gateway City?

☐ Yes ☐ No

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SECTION V. BENEFITTED PRIVATE DEVELOPMENT PROJECTS

5.1: Does the public infrastructure project support new development in and around the project area?
If yes, continue to the next question. If No, skip to Section VI.

☐ Yes ☐ No

5.2: Please select the project type that best describe the private development project that is expected to benefit from the public infrastructure project.

- ☐ Housing
☐ Commercial
☐ Mixed-Use
☐ Industrial
☐ Other: Describe: _____

5.3: Will the public infrastructure project...

(a) directly serve or connect to a private development project?

☐ Yes ☐ No

(b) be located on parcels of land that either are part of a private development project site, or adjacent to parcels of land that are part of a private development project site?

☐ Yes ☐ No

(c) involve the construction of improvements that are required to be constructed as a condition in a permit or approval for a private development project?

☐ Yes ☐ No

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

5.5: Please provide a detailed description of the private development project(s) that includes the full scope of the development, anticipated start/end dates, construction schedule, and phasing, if any.

5.6: Indicate all of the applicable public benefits of the private development project:

Total private investment:	
Total new square footage of new office, retail or industrial space:	
Total number of new rental housing units to be created:	
Total number of new homeownership units to be created:	
Total overall number of new units to be created:	
Total number of affordable units to be created:	

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State level of affordability (30% of Area Median Income, 50%, 60%, 80%, etc.):	
Number of construction jobs to be created:	
Number of part time jobs to be created:	
Number of full time jobs to be created:	
Number of full time jobs to be retained:	

5.7: Does the private development project have all final permits and approvals required to commence construction?

☐ Yes ☐ No

5.8: If yes, please identify all federal, state and/or local permits that have been issued: _____

5.9: If no, please identify what federal, state and/or local permits are outstanding and the expected timeframe within which the permit(s) will be secured. _____

5.10: Is the private development project's funding fully secured?

☐ Yes ☐ No

5.11: If no, please indicate funding sources being sought and a timeline for when the resources will be secured by the private developer. _____

5.12: Has the municipality provided the private development project with local benefits or incentives?

☐ Yes ☐ No

5.13: If yes, please explain the type of benefit or incentive: _____

5.14: Provide the following information for the entity undertaking the private development project:

Proponent Entity/Company: _____

Contact Name/Title: _____

Phone: _____

Email: _____

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SECTION VI. APPLICABILITY OF MEPA REVIEW

If MassWorks funding will be the only form of state action implicated by this project, please refer to EOHED's guidelines for 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? Check all relevant thresholds and indicate if ENF and/or EIR are required.

	Threshold	ENF Required	EIR Required
	Land Development		
	Rare, threatened, or endangered species		
	Wetlands, waterways, and tidelands		
	Water		
	Wastewater		
	Transportation		
	Energy		
	Air		
	Solid and hazardous waste		
	Historical and archeological resources		
	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? Check all relevant thresholds and indicate if ENF and/or EIR are required.

	Threshold	ENF Required	EIR Required
	Land Development		
	Rare, threatened, or endangered species		
	Wetlands, waterways, and tidelands		
	Water		
	Wastewater		
	Transportation		
	Energy		
	Air		
	Solid and hazardous waste		
	Historical and archeological resources		
	Areas of environmental concern		

6.3: Can the private development proceed independently without the public infrastructure project? Attach letter(s) from the private development proponent confirming and explaining this answer.

☐ Yes ☐ No

6.4: Please list any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project or a private development project described above. _____

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VII: CERTIFICATION OF PUBLIC ENTITY AUTHORIZATION

7.1: Does your city/town require a vote of the executive body to authorize the submission of this application?

☐ Yes

☐ No

7.2: If yes, please 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 position (CEO, CFO, etc.) or as a designee of an executive officer?

☐ Yes

☐ No

I, _____, hereby certify that I am duly authorized to submit this application on behalf of (applicant) _____ and to agree, if awarded, to implement the MassWorks Grant Program requirements on behalf of said applicant. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to award a MassWorks grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby certify, under the pains and penalties of perjury that, the answers submitted in this application and the documentation submitted in support are true, accurate and complete.

Name

Title

Date