



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT
ONE ASHBURTON PLACE, ROOM 2101
BOSTON, MA 02108

2018 MassWorks Infrastructure Program (MWIP)

Grant Guidelines and Application Information

Open Date: **May 1, 2018**

Application Submission Period: **July 30, 2018 – August 10, 2018**

Deadline: **August 10, 2018 @ 11:59 PM**

Questions: massworks@mass.gov

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WHAT’S NEW IN 2018

In 2018, EOHEd is introducing a more streamlined application form to assist all applicants in preparing the strongest possible proposal. While there are some new sections and inquiries, the majority of the questions are the same from previous years, just reorganized into more topical sections. Key changes do include:

1. Expanded section on the public infrastructure project, by grouping together related questions and providing opportunity for applicants to more effectively demonstrate shovel-readiness.
2. Expanded Preparing for Success section where applicants can demonstrate strategies and planning tools that they have employed to attract private investment and development.
3. A new series of questions related to the applicability of MEPA review.

A. INTRODUCTION

The MassWorks Infrastructure Program is a competitive grant program that provides a robust and flexible source of capital funds for municipalities and other eligible public entities to support and accelerate housing and job growth throughout the Commonwealth. MassWorks is authorized by Mass. General Laws, Chapter 23A, Section 63 and is administered by the Executive Office of Housing and Economic Development (EOHEd).

Since 2015, the Baker-Polito Administration has awarded over \$274M to 134 projects in 106 communities throughout the state, spurring the development of over 2M sf of commercial and retail space, over 7,000 housing units, 1,200 new hotel rooms, at least 7K sf of new public space, and leveraging over \$4B in private investments.

In 2018, MassWorks will continue its commitment to preparing communities for success and contributing to the long term strength and sustainability of our Commonwealth, with a particular emphasis on projects that support the production of multi-family housing in appropriately located walkable mixed-use districts, result in direct and immediate job creation, and/or that support economic development in weak or distressed areas.

All complete proposals submitted by the deadline, are carefully and thoroughly reviewed by EOHEd staff in consultation with the Department of Transportation, the Executive Office for Administration and Finance, the Executive Office of Energy and Environmental Affairs, and other key partners. Generally, the most competitive applications are those that; a) propose to support development that directly aligns with the sustainable development goals of the Commonwealth, b) are advanced in their planning and permitting, c) meet most if not all of the program’s required spending targets, and d) are ready to begin in the upcoming construction season.

B. PROGRAM PURPOSE & GOALS

Per M.G.L.ch.23A§63, the primary purpose of the MassWorks Program is: *to issue grants to municipalities and other public instrumentalities for design, construction, building, land acquisition, rehabilitation, repair and other improvements to publicly-owned infrastructure including, but not limited to, sewers, utility extensions, streets, roads, curb-cuts, parking, water treatment systems, telecommunications systems, transit improvements, public parks and spaces within urban renewal districts, and pedestrian and bicycle ways.*

The state's Economic Development Plan *Opportunities for All*, outlines how essential it is for the state to work with its communities to advance economic development. When we focus on supporting strong community leadership and development preparedness, we find time and again that cities and towns, as well as regions, can be better positioned to attract human and investment capital in an intensely competitive environment. The Massworks program is designed to assist municipalities in advancing projects that support job creation and expansion, housing development and rehabilitation, community development, and transportation safety. To carry out this mission, Massachusetts has adopted a set of principles to guide its investment decisions:

Commonwealth's Sustainable Development Principles

The Commonwealth shall care for the built and natural environment by promoting sustainable development through integrated energy and environment, housing and economic development, transportation and other policies, programs, investments, and regulations. The Commonwealth will encourage the coordination and cooperation of all agencies, invest public funds wisely in smart growth and equitable development, give priority to investments that will deliver good jobs and good wages, transit access, housing, and open space, in accordance with its sustainable development principles. Furthermore, the Commonwealth shall seek to advance these principles in partnership with regional and municipal governments, non-profit organizations, business, and other stakeholders. *(See Appendix 1 for full description of the principles.)*

In addition to a commitment to the principles described above, the MassWorks statute indicates that preference shall be given to public infrastructure projects that are directly aligned and/or reflect the following:



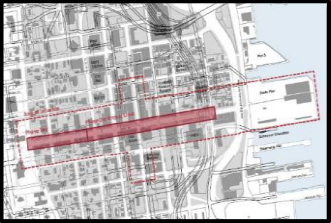

- **Growth Districts Initiative:** Commercial and residential transportation and infrastructure development, improvements and various capital investment projects located in a district designated under the Executive Office of Housing and Economic Development's Growth District Initiative.
- **Transit-Oriented Housing Development:** MassWorks funding may be used to match other public and private sources to build or rehabilitate transit-oriented housing located within .5 miles of a commuter rail station, subway station, ferry terminal, or bus station, at least 25 per cent of which shall be affordable.
- **Roadway Safety in Small, Rural Communities:** Each year, at least ten percent of funds are dedicated to supporting transportation safety projects in small, rural communities with a population of 7,000 or less. Such towns can apply for a Small Town Road Assistance Program (STRAP) grant, requesting up to \$1,000,000, but may receive only one grant every three years. Two or more eligible towns may file a joint application for a single project serving those towns provided that the total amount awarded to one town shall not exceed the maximum amount allowed under the program.

Supporting our Blue Economy: Beginning in FY2018, the Baker-Polito Administration has committed to setting aside five percent of MassWorks funding to support saltwater dredging of public waterways. Projects will be evaluated based on readiness, direct economic impact, and local match. Program information and guidelines will be available on EOHEd's website later this summer. This program will be coordinated with the Executive Office of Energy and Environmental Affairs and EEA's Office of Coastal Zone Management.

C. ELIGIBILITY OF APPLICANTS AND PROJECTS

Any Massachusetts city or town, acting by and through its municipal officers or by and through any agency designated by such municipal officers to act on their behalf, or a public entity, may apply to the program for a grant in a specific amount to fund a specified public infrastructure improvement project. Two or more municipalities may apply jointly, with one municipality or another public entity acting as fiscal agent. MassWorks grants can be in addition to other forms of local, state, and federal assistance that the applicant might receive.

Eligible public infrastructure projects shall be located on public land or on public leasehold, right-of-way or easement. Projects that use grants to municipalities, for public infrastructure provided by this section, shall be procured by municipality in accordance with chapter 7, section 39M of chapter 30, chapter 30B and chapter 149. Program investments will be targeted to projects that require the infrastructure improvements or expansion to support new growth or address safety issues. Examples of proposals that succeeded in getting funded, include:

<p>Framingham, Marble Street Improvement Project</p>  <p>\$1.1M grant to support the city’s first TOD project under its new Central Business District zoning: a 270-unit development on former MBTA land.</p>	<p>North Reading, MWRA Water Project</p>  <p>\$3M grant to support the redevelopment of the former JT Berry DCAMM site. Pulte Homes will develop 450 age-restricted units on the site. Town designated the site under 40R and 43D.</p>
<p>New Bedford, Union Street Improvement Project</p>  <p>\$2.5M grant to upgrade infrastructure along Union Street. Supports economic activity in TDI District, including \$10M investment in 68-room hotel.</p>	<p>Charlemont, Town Bridge Repair Project</p>  <p>\$949K grant to repair three Town bridges. One at-risk and two already weight-restricted, affecting an evacuation route and commercially accessible roads. Regionally significant to Towns of Heath and Rowe.</p>

D. INVESTMENT GOALS

In alignment with the Commonwealth’s Sustainable Development Principles as outlined above, and ensuring that program funds are invested in projects that meet the state priorities, EOHEd has developed a set of spending targets to guide its grant making decisions. The 2018 portfolio of grants will seek to achieve the following:

- 50% or more of the total funding be in support of projects that are consistent with regional land use and development plans;
- 50% or more of the total funding be in support of developments that contain a mix of residential and commercial uses, with a residential unit density of at least four units to the acre;
- 50% or more of the total funding be in support of development in Gateway Cities;
- 67% or more of the total funding be in support of transit-oriented developments (that is, developments located within one-half mile of a transit station; further, transit station is 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);
- 80% or more of the total funding be in support of developments that are re-using previously developed sites;
- 100% of the funding that is committed in support of housing (or mixed use including housing) be in support of developments with a residential unit density of at least four units to the acre.

E. APPLICATION COMPONENTS

The MassWorks Infrastructure Program holds one competitive round each year. Generally, the round opens in the spring with applications due in late summer. Evaluation of applications takes place over six to eight weeks, and awards are announced in the fall for projects to begin construction the following spring.

Given the level of competitiveness in recent rounds, applicants should consider applying only for projects that are shovel ready, meaning prepared to begin construction in the next construction season.

The 2018 MassWorks application has been updated with some new questions. The application is organized into seven sections as listed below. A complete proposal package includes answering the questions in all sections and attaching supporting documents, as requested.

- I. Project Summary: This page includes all of the identifying information of the applicant as well as highlights of the application, including project name, amount request, and brief description.
- II. Infrastructure Project Description: Now has all of the questions related to the public infrastructure project. Includes detailed project description, project schedule and timeline, status of permitting, and alignment with DOT guidelines, regional planning, and zoning regulations.
- III. Budget & Source: This part is a worksheet requesting specific information about the project's total budget, portion requested from MassWorks, and sources of other funding, if any.
- IV. Preparing for Success: In this section, EOHEd is looking to evaluate the extent to which the community has been actively preparing itself to attract investment and development. The section seeks information about the community's engagement in state initiative and includes a checklist with various economic development tools. Applicant is asked to indicate if they are employing the tool in general and whether it is being applied in the proposed project site. For assistance, applicants may use the EOHEd Preparing for Success online mapping tool found at: http://maps.massgis.state.ma.us/map_ol/eohed_mapping.php
- V. Benefitted Private Development Projects: This section brings together the questions related to the private development that might be supported by the public infrastructure project. May require communication with the developer to answer specific questions related to the private project, such as total investment, # of new units, affordability, # of jobs created, etc.
- VI. Applicability of MEPA Review: This is a new section that seeks to outline the expectations and guidelines related to MEPA. The awarding of MassWorks funding is a form of state action as cited in the MEPA regulations. This section requests that the applicant indicate if any of the MEPA thresholds are met or exceeded by the public and/or private project. The intent is to identify, earlier in the process, if any review is needed and how it might affect the project's timeline. (*See Appendix 2 for details.*)
- VII. Certification of Public Entity Authorization: This is the signature page certifying that the application is authorized to be submitted and is true and accurate. This page should be completed by the authorized signatory for the applicant entity.

Although not required, other attachments may be submitted to support the application, such as support letters from community leaders, legislators, etc. These can be submitted separately by email to massworks@mass.gov or delivered in person or via US Mail to EOHEd, MassWorks Program, 1 Ashburton Place, Boston, MA 02108. Please note that while additional attachments may be reviewed and will be filed as part of the proposal packet, they will not be evaluated as part of the formal assessment of the application.

F. PROGRAM HIGHLIGHTS AND EVALUATION INFORMATION

- There is no set minimum or maximum amount that can be requested for a MassWorks grant, except in the case of STRAP or as otherwise indicated by the program. Each application should request funding to support only one complete project (or project phase) and must provide clear justification for the amount requested.
- Eligible applicants may submit funding requests for more than one project in the same round. However, a separate application is required for each project. Each proposal will be evaluated independently against the criteria and will be competing directly with all other proposals.
- While match funds are not required, applications that include funding support from other government or private sources (particularly local funds), will be more competitive.
- The 2018 round opened on May 1st, 2018. The application form template is available on the EOHEd webpage. Communities have at least 12 weeks to review the application questions and prepare their project proposal, which must be for implementation of a public infrastructure improvement and/or construction project.
- All applications must be submitted electronically. Access to the online portal, *Intelligrants*, is available at <https://www.mass.gov/service-details/massworks>. (See Appendix 3 for additional guidance on accessing the online application.)
- Applications can be officially submitted during the two-week period: July 30th – August 10th. **Access to the online portal will close at 11:59 PM on August 10, 2018.**
- It is the responsibility of the applicant to ensure that their application is received on time by EOHEd. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered. EOHEd reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review.
- Additional information for Small Town Road Assistance Program (STRAP) Grants:
 - The STRAP grant is open only to small towns, defined as having a population of 7,000 or less that are seeking funds for road or bridge construction/repair to address roadway safety concerns. (*Qualification will be based on the most recent decennial US Census or similar data from the US Census Bureau.*)
 - The maximum amount a single town may request for a STRAP project is \$1 million.
 - Two or more qualified communities may submit a joint STRAP application requesting over \$1m for a single project serving multiple towns, however, if awarded, each town cannot receive more than \$1m.
 - Entities submitting a STRAP request are reminded that qualified communities are only eligible to receive one STRAP grant every three years. However, all small towns are eligible to submit proposals to any regular round of MassWorks round for projects that qualify under the economic development and/or housing criteria, in addition to STRAP.

As outlined throughout these guidelines, the MassWorks Infrastructure Program seeks to provide capital funding to eligible communities for the improvements to and/or construction of public infrastructure that helps spur economic and housing development and/or address roadway safety concerns. The program is highly competitive with a large number of applicants with viable projects but a limited pool of funding available each round.

Each application will be carefully reviewed and assessed on its own merits. As needed, EOHEd will consult a team of reviewers representing housing, economic development, transportation, community development, regional planning and other applicable interests to review applications and help to identify the strongest proposals that will be recommended for funding.

Generally, the criteria used by EOHEd to assess proposals, includes: a) ensuring completeness of the application, b) confirming alignment with the Sustainable Development Principles, c) verifying rationality and feasibility of the proposed infrastructure work and the funding amount requested, d) confirming the extent to which the project unlocks major development and the amount of private investment leveraged, and, most significantly, e) determining whether or not the project is “shovel-ready” meaning prepared to begin in the upcoming construction season. In measuring the shovel-readiness criteria, EOHEd assesses the extent to which the applicant meets most if not all of the following conditions:

- The project has been vetted locally and has the support of key stakeholders in the community;
- The timeline and funding source for completing designs allows for work to commence in the upcoming construction season;
- Project design is or will be consistent with MassDOT’s Complete Streets guidelines, which calls for accommodation of all roadway users in a manner appropriate to the type of roadway and location;
- All rights of way have been secured or there is evidence that the rights of way can be secured within 120 days of receipt of an award notice;
- All required permits have been obtained or there is evidence that all required permits can be reasonably obtained within 120 days of receipt of award notice;
- Demonstration that all other sources necessary to fully fund the project have been committed or evidence that they will be committed in time for project to commence in the upcoming construction season.

Once all applications have been fully vetted and assessed, the MassWorks Team prepares a list of the strongest project proposals for the EOHEd Secretary’s further review, adjustment, and/or approval. The Secretary presents a final list of funding recommendations to the Governor and Lieutenant Governor for ratification.

Applicants that are approved for funding will receive a commitment letter from EOHEd outlining the grant amount and any conditions of the award. Grantees will be need to verify the project’s readiness and address any related conditions. Grantees will also be expected to demonstrate that they possess the administrative management capacity to oversee the proposed infrastructure construction project and to comply with applicable regulations and reporting requirements. All awards are contingent upon full execution of a contract between the Commonwealth and the sponsoring entity.

Occasionally, there are strong applications that do not receive an award because the program does not have sufficient funds available at the time. In those cases, the applicant may receive a letter informing them that the proposal may be reconsidered later in the fiscal year if/when funds become available, before the next round.

Applicants that are not selected to receive funding during this round will also be notified in writing. Those wishing to get feedback on their proposal are invited to request a debriefing call with MassWorks staff. These will be scheduled in the order they are received once the round is closed.

The MassWorks Team wishes all communities the best in preparing their applications and we look forward to reading about all of the exciting projects/initiatives that are taking place throughout the Commonwealth.

➤ Questions can be emailed to massworks@mass.gov.

APPENDIX 1: MASSACHUSETTS SUSTAINABLE DEVELOPMENT PRINCIPLES

Concentrate Development and Mix Uses – Support the revitalization of city and town centers and neighborhoods by promoting development that is compact, conserves land, protects historic resources, and integrates uses. Encourage remediation and reuse of existing sites, structures, and infrastructure rather than new construction in undeveloped areas. Create pedestrian friendly districts and neighborhoods that mix commercial, civic, cultural, educational, and recreational activities with open spaces and homes.



Advance Equity – Promote equitable sharing of the benefits and burdens of development. Provide technical and strategic support for inclusive community planning and decision making to ensure social, economic, and environmental justice. Ensure that the interests of future generations are not compromised by today's decisions.

Make Efficient Decisions – Make regulatory and permitting processes for development clear, predictable, coordinated, and timely in accordance with smart growth and environmental stewardship.



Protect Land and Ecosystems – Protect and restore environmentally sensitive lands, natural resources, agricultural lands, critical habitats, wetlands and water resources, and cultural and historic landscapes. Increase the quantity, quality and accessibility of open spaces and recreational opportunities.

Use Natural Resources Wisely – Construct and promote developments, buildings, and infrastructure that conserve natural resources by reducing waste and pollution through efficient use of land, energy, water, and materials.



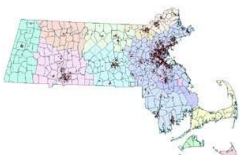
Expand Housing Opportunities – Support the construction and rehabilitation of homes to meet the needs of people of all abilities, income levels, and household types. Build homes near jobs, transit, and where services are available. Foster the development of housing, particularly multifamily and smaller single-family homes, in a way that is compatible with a community's character and vision and with providing new housing choices for people of all means.

Provide Transportation Choice – Maintain and expand transportation options that maximize mobility, reduce congestion, conserve fuel and improve air quality. Prioritize rail, bus, boat, rapid and surface transit, shared-vehicle and shared-ride services, bicycling, and walking. Invest strategically in existing and new passenger and freight transportation infrastructure that supports sound economic development consistent with smart growth objectives.



Increase Job and Business Opportunities – Attract businesses and jobs to locations near housing, infrastructure, and transportation options. Promote economic development in industry clusters. Expand access to education, training, and entrepreneurial opportunities. Support the growth of local businesses, including sustainable natural resource-based businesses, such as agriculture, forestry, clean energy technology, and fisheries.

Promote Clean Energy – Maximize energy efficiency and renewable energy opportunities. Support energy conservation strategies, local clean power generation, distributed generation technologies, and innovative industries. Reduce greenhouse gas emissions and consumption of fossil fuels.



Plan Regionally – Support the development and implementation of local, regional, and statewide plans that have broad public support and are consistent with these principles. Foster development projects, land and water conservation, transportation and housing that have a regional or multi-community benefit. Consider the long-term costs and benefits to the Commonwealth.

APPENDIX 2: APPLICABILITY OF MEPA REGULATIONS

These guidelines are intended to ensure that the Executive Office of Housing and Economic Development (EOHED) administers the Massworks Infrastructure Program in compliance with the Massachusetts Environmental Policy Act, M.G.L. c. 30, §§ 61 through 62I (MEPA), and its implementing regulations at 301 CMR 11.00 (the MEPA regulations).

Overview of Agency Obligations Under MEPA

The purpose of MEPA is to provide for review of the potential environmental impacts of projects for which state agency action is required. MEPA review is potentially required for any project directly undertaken by a state agency; those aspects of a project within the subject matter of any required state permit; a project involving financial assistance; and those aspects of a project within the area of any land transferred by a state agency. For purposes of MEPA, financial assistance means “[a]ny direct or indirect financial aid to any person provided by any agency including, but not limited to, mortgage assistance, special taxing arrangements, grants, issuance of bonds, loans, loan guarantees, debt or equity assistance, and the allocation of Commonwealth or federal funds.” 301 CMR 11.02. A Massworks grant is financial assistance that confers MEPA jurisdiction over any project funded by Massworks.

The MEPA regulations set out review thresholds intended to identify categories of projects that are likely to cause damage to the environment. MEPA review is required when one or more review thresholds are met or exceeded and the subject matter of at least one review threshold is within MEPA jurisdiction. The provision of financial assistance confers full scope jurisdiction such that MEPA review is required if any threshold is met or exceeded.¹ The MEPA regulations state that “[i]n determining whether a project is subject to MEPA jurisdiction or meets or exceeds any review thresholds ... the proponent, any participating agency, and the secretary shall consider the entirety of the project, including any likely future expansion, and not separate phases or segments thereof. The proponent may not phase or segment a project to evade, defer or curtail MEPA review.” 301 CMR 11.01(2)(c).

State agencies, including EOHED, are required to periodically review and evaluate its own programs, regulations, and policies and determine the potential environmental impacts of implementation of its programs, regulations, and policies, and ensure that it and each applicant for a permit, financial assistance, or a land transfer complies with MEPA.

MEPA Compliance in the Massworks Program

The typical Massworks grant is from EOHED to a municipality or other public entity for purposes of constructing infrastructure or other public improvements. To comply with MEPA, EOHED may require the project proponent to demonstrate that a project does not meet or exceed any review thresholds or that there has been due compliance with MEPA prior to awarding a Massworks grant. Accordingly, EOHED will require every applicant for Massworks funding to represent whether the public infrastructure project meets or exceeds any review threshold set forth at 301 CMR 11.03. Where a review threshold is exceeded, the grant recipient will be required to demonstrate that MEPA review has been completed prior to the disbursement of Massworks funds. Such a condition may be stated in a grant award letter and shall be a material term of the grant agreement between EOHED and the grant recipient.

In many cases, the public infrastructure or improvement will benefit or be located in close proximity to a private development proposed by a separate, private entity. In these cases, EOHED is required to consider whether the public infrastructure and the private development should be reviewed as a single “project” consistent with the segmentation provisions set forth at 301 CMR 11.01(2)(c). In making this determination, the MEPA regulations require EOHED to “consider all circumstances as to whether various work or activities constitute one Project”.

¹ Full scope jurisdiction extends MEPA review to all aspects of a project that are likely to cause damage to the environment. In contrast, “limited” or “subject matter” MEPA jurisdiction means that review is limited to those aspects of the project within the subject matter of a required permit or within the area of a land transfer.

According to the MEPA regulations, relevant factors include:

- Whether the work or activities, taken together, comprise a common plan or independent undertakings, regardless of whether there is more than one proponent;
- Any time interval between the work or activities; and
- Whether the environmental impacts caused by the work or activities are separable or cumulative.

In addition to these factors, EOHEd will consider:

- Whether the public improvements directly serve or physically connect to a private project.
- Whether the public improvements will be located on parcels of land that are part of or immediately adjacent to a private project site.
- The distance separating the public improvements and the private project.
- Whether the public improvements are required to be constructed as a condition in a permit or approval for a private project.
- Whether the public improvements will be constructed by, or in coordination with, the developer of the private project.
- Whether the public improvements are critical to the feasibility or viability of the private project.
- The timing of the private project in relation to the public improvements.

If EOHEd determines, based on these factors, that a public infrastructure project and private development are separate projects, EOHEd will require MEPA compliance for the public infrastructure project that is receiving financial assistance, if applicable.

However, if EOHEd determines that a public infrastructure project is so integral to a private project such that the two projects must be considered a “common plan or undertaking” under 301 CMR 11.01(2)(c), then EOHEd will require compliance with MEPA for the public infrastructure and private project. Such a requirement may be stated in a grant award letter and shall be a material term of the grant agreement between EOHEd and the grant recipient. If applicable, the contract awarding the Massworks grant also will incorporate the required section 61 findings under 301 CMR 11.12(5).

In any case where EOHEd is uncertain of its MEPA obligations, it may consult with the MEPA Office and/or may recommend that the project proponent seek a formal Advisory Opinion under 301 CMR 11.01(6). The MEPA Office is available to offer assistance regarding the applicability of MEPA review and questions about the content, form and/or timing of MEPA review documents.

Applicants for Massworks funding may consult with the MEPA Office early in the process to ensure any filing requirements and associated timing are understood. In some cases, timing of MEPA review may be an important consideration in whether a project is “shovel ready.” MEPA staff are available to address questions and provide information over the phone, via email and through pre-filing meetings.

Basic questions regarding jurisdiction and whether a project would exceed an environmental review threshold are typically addressed through email or phone calls. Discussions regarding the substance and timing of MEPA review or specific and unique aspects of a project may be more effectively addressed through pre-filing meetings with the Director or Assistant Director.

The MEPA Office encourages applicants to participate in pre-filing meetings and schedules these meetings regularly. Additional information regarding MEPA review is provided on the [MEPA website](#).

APPENDIX 3: ACCESING THE ONLINE APPLICATION

All applications to the MassWorks Program must be submitted electronically. A link to the online portal, *Intelligrants*, is available at <https://www.mass.gov/service-details/massworks>. If your community has submitted a MassWorks application in the past, that information is available in portal for viewing, copying and/or editing.

Below are the steps for accessing the online portal to prepare and submit your application. Applications can be submitted only during the two-week period: July 30th – August 10th. **Access to the portal will close at 11:59 PM on August 10, 2018.**

1. **Username & Password** – Applicants need to set up an account in order to use the online application. Municipalities and eligible public entities are encouraged to establish a primary account, as “Grant Administrator” in the system, through which all applications are initiated and submitted. **NOTE:** *If you have used the system in the past, that username and password is saved and should be used for the 2018 application round.* The municipality may add other individuals as Grant Administrators if they are authorized to edit and submit the application on their behalf. For the Organization Name please enter City of ___ or Town of ____, as applicable; this will be the name of the actual entity that is applying.

2. **Other Users** – A Grant Administrator may also grant access to their application to other users, such as consultants or grant writers, who can enter/edit information but are not authorized to submit the application. In these cases, the individuals must first establish their own unique user account and then request access to the community’s application. The Grant Administrator would then assign “Consultant” as the security role. For more information on user accounts and access to applications, please refer to the Intelligrants Application Manual available on the website.

TIP: It is strongly recommended that municipal officials monitor the granting of access and permissions for the creation and submission of their MassWorks application(s). It is not the responsibility of EOHEd to monitor or verify if the person(s) submitting an application(s) have been authorized to do so.

3. **Account approval** – All new accounts must be approved by EOHEd staff. We will review and approve log in requests as they are received. Applicants will receive an email notification from the system confirming the approval. If not received after 48 hours, please contact massworks@mass.gov to request assistance. **Note:** *Requests for resetting username and/or passwords will be addressed as they are received. However, it is the responsibility of the applicant to keep track of this information and to meet the application deadline.*

4. **Starting the Application** – Once the accounts are approved, the applicant can commence the application(s). Following the prompts on the portal, the Administrator can open a new MassWorks application and begin to answer questions in each section as described in the guidelines. Users can enter/edit information, and should save their work often, particularly after completing each section. User can close and reopen the application for editing at any time before the deadline. Applicants are reminded that each separate infrastructure project funding request must be submitted as a separate application.

5. **Submitting an application** – Applications may be completed and saved in the online grant application system at any time, but official submissions will only be accepted between **Monday, July 30th and Friday, August 10th 2018**. During that timeframe, a submission button will become available in the Change of Status page. **Applicant must click the “Submit” button to officially submit their application for consideration in the 2018 MassWorks round.** Applicants will receive an email confirming receipt by the MassWorks program within 4 hours of submission. If an email is not received after 4 hours, please contact massworks@mass.gov for assistance.

TIP: If an application is erroneously submitted prior to being completed, the applicant may contact EOHEd to reopen the application for further editing and completion, as long as it is before the deadline. Please note that EOHEd staff will try to accommodate these requests as they are received, but may not be able to respond immediately. EOHEd is not responsible for any delays or missed deadlines due to applicant errors.



Commonwealth of Massachusetts
Executive Office of Housing and Economic Development
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www.mass.gov/hed
617-788-3610