



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

**MASSWORKS INFRASTRUCTURE PROGRAM
2019 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 MassWorks 2019 Program Guidelines and RFR for instructions and assistance.

SECTION I. PROJECT SUMMARY

1.1: Applicant Municipality or Public Entity: _____

1.2: Applicant CEO Name/Title: _____

1.3: Applicant Legal 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 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)
- ☐ Road improvements to enhance transportation safety in small towns with population of 7,000 or less. (STRAP grant)

1.13: Amount Requested: \$ _____ 1.14: Total Budget: \$ _____

1.15: Name of Proposed Project: _____

1.16: Project Abstract: Please provide a brief description (No more than 150 words) of the proposed public infrastructure project and associated private development. _____

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SECTION II. INFRASTRUCTURE PROJECT DESCRIPTION

2.1: Project Address / Parcel ID(s): _____

2.2: Description of project site/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

☐ Leasehold

☐ Right of Way

☐ Easement

☐ Other: Please explain: _____

2.5: If No, explain how the site will be publicly acquired/owned by the project start date. Include details about the nature, timing, and mechanism for the public acquisition. _____

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

☐ Roadway / Streetscape Improvements

☐ Bridge / Culvert Repair or Replacement

☐ Water / Sewer Infrastructure

☐ Other Utility Project (Gas, Electric, etc.)

☐ Other: Please explain: _____

2.7: Project Description – Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance. Include details about construction work, 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 transportation public safety. _____

2.8: What percentage of the project design is completed? (Ex. 0%, 25%) _____

2.9: Attach a site plan, construction or conceptual plans, and photographs that clearly delineate the project site and the proposed public infrastructure work.

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2.10: Provide the planned schedule/timeline for the public infrastructure project for which the community is seeking MassWorks funding.

Milestone	Start Date	End Date
Design/Engineering		
Permitting		
Bidding/Contracting		
Construction Start		
25% Construction		
50% Construction		
75% Construction		
Construction Complete		
Punch List		

2.11: Has the public infrastructure project secured all required permits and approvals to commence in the upcoming construction season?

☐ Yes ☐ No

2.12: Indicate which state permits or licenses are required for this project, whether these permits have been secured, and the actual or anticipated dates of filing and issuance.

Required <u>State</u> Permits/Licenses	Secured?	Filing Date (Actual or Anticipated)	Issue/Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> MEPA	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<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"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Other:	<input type="checkbox"/>		

2.13: Indicate which municipal or other permits and approvals are required for this project, whether these permits have been secured, and the actual or anticipated dates of filing and issuance.

Required <u>Municipal/Other</u> Permits and Approvals	Secured?	Filing Date (Actual or Anticipated)	Issue/Decision Date (Actual or Anticipated)
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/>		
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Other:	<input type="checkbox"/>		

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

☐ Yes ☐ No

2.15: If Yes, list the company involved and briefly describe your interactions to date. _____

2.16: Will the project include work on a state roadway and/or at an intersection with a state roadway?

☐ Yes ☐ No

2.17: If Yes, identify the state roadway(s) that are involved. _____

2.18: If Yes, have you reviewed this project with the appropriate MassDOT District Office?

☐ Yes ☐ No

2.19: Has the municipality previously received a MassWorks grant?

☐ Yes ☐ No

2.20: If Yes, have all past or current MassWorks funded projects in your municipality been completed and/or managed on time and on budget?

☐ Yes ☐ No

2.21: If No, provide additional information and/or explanation. _____

2.22: Regional Planning Agency for this location: _____

2.23: Is the project located on a site that is part of a Land Use Priority Plan, Designated Priority Area, or similar regional plan that identifies priority development and/or preservation sites?

☐ Yes ☐ No

2.24: If Yes, identify the Region and Plan: _____

2.25: 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. _____

2.26: Are any elements of this project part of an approved Complete Streets Prioritization Plan?

☐ Yes ☐ No

2.27: If Yes, has the municipality applied to the Complete Streets Funding Program for grant support?

☐ Yes ☐ No

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SECTION III. BUDGET AND SOURCES

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

Spending Category	MassWorks Funds Requested	Match / Other Funds	Total Project Budget	Source of Match / Other Funds
Design / Engineering				
Permitting				
Bidding				
CONSTRUCTION				
Construction Admin.				
TOTALS				

3.2: 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 funds will be secured. _____

SECTION IV. PREPARING FOR SUCCESS

4.1: Has the municipality implemented best practice(s) in housing and/or economic development as part of the Commonwealth's Community Compact Program?

☐ Yes ☐ No

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

☐ Yes ☐ No

4.3: If No, what steps has the community taken to develop a plan and how does it currently evaluate, consider, and prioritize economic development opportunities for growth? _____

4.4: Has the municipality adopted or is it considering the adoption of a moratorium on any new housing and/or development in the community?

☐ Yes ☐ No

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4.5: If No, is the municipality a designated Housing Choice Community?

☐ Yes ☐ No

4.6: If No, describe any challenges and/or efforts made to adopt Housing Choice or otherwise support the creation of new housing in the community. _____

4.7: Is the project located in a federally designated Opportunity Zone?

☐ Yes ☐ No

4.8: If Yes, is this project meant to support a development that will benefit from an Opportunity Fund investment?

☐ Yes ☐ No

4.9: Indicate which of the following additional 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 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		
Multi-family zoning by-right		
Mixed-use / cluster zoning		
Commercial zoning by-right		
Business Improvement District, Main Streets, or similar		
Federal Choice Neighborhood		
Federal Economic Development District		
Other:		

4.10: Is the municipality a designated Green Community under the Commonwealth's Green Communities Designation and Grant Program?

☐ Yes ☐ No

4.11: Has the municipality completed, or received a grant to complete, a Municipality Vulnerability Preparedness (MVP) plan through the Commonwealth's MVP Program?

☐ Yes ☐ No

4.12: Are there climate resiliency benefits with the project?

☐ Yes ☐ No

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4.13: If Yes, describe. _____

4.14: Does the project support a transit-oriented development: a development 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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

4.17: 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

4.18: Will the project directly or indirectly benefit and/or support economic development in one or more adjacent municipalities? If Yes, attach a letter of support from each community.

☐ Yes ☐ No

4.19: Is the project located in a Gateway City?

☐ Yes ☐ No

SECTION V. BENEFITTED PRIVATE DEVELOPMENT PROJECTS

5.1: Does the public infrastructure project support immediate 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: 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 as a condition in a permit or approval for a private development project?

☐ Yes ☐ No

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

5.4: 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. _____

5.5: Is this private development project allowed by-right, or by special permit, in the municipality's current zoning?

☐ Yes ☐ No

5.6: If No, describe the current zoning and outline what steps the community plans to take to allow the project to proceed. _____

5.7: Is the private development project at least at 25% design?

☐ Yes ☐ No

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

☐ Yes ☐ No

5.9: If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they will be secured. _____

5.10: Provide the anticipated schedule/timeline for the private development project.

Milestone	Start Date	End Date
Design/Engineering		
Permitting		
Construction Start		
25% Construction		
50% Construction		
75% Construction		
Construction Complete		

5.11: Is the private development project's financing fully secured?

☐ Yes ☐ No

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5.12: 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. _____

5.13: Indicate all of the applicable characteristics of the private development project:

Total private investment (\$) projected:	
Total lot area (acreage) of private development:	
Total square footage of new office, retail, and/or industrial space:	
Total number of NEW housing units to be created:	
How many will be Rental units:	
How many will be Homeownership units:	
How many will be Affordable:	
State level of affordability (% of Area Median Income, 30%, 80%, etc.):	
Number of construction jobs that will be supported:	
Number of NEW part time jobs to be created:	
Number of NEW full time jobs to be created:	
Number of full time jobs to be retained:	

5.14: Has the municipality provided the private development project with local benefits or incentives?
☐ Yes ☐ No

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

5.16: Will the private developer, or any of its contractors or subcontractors, construct any portion of the public infrastructure project?
☐ Yes ☐ No

5.17: 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 for 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?

☐ Yes ☐ No

6.2: If Yes, 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: Does the private development project, identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03?

☐ Yes ☐ No

6.4: If Yes, 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

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6.4: List any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project and/or the private development project described above, and whether the review is expected to be a full scope or a limited scope. _____

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, 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 that, if awarded, the applicant will implement the MassWorks Grant Program in accordance with all applicable laws and regulations. I understand that the information provided in this application will be relied upon by EOHED in deciding whether to award a 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 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.

Name

Title

Date