



Commonwealth of Massachusetts
MA MARKETING PARTNERSHIP
MA OFFICE OF TRAVEL AND TOURISM
1 Ashburton Place, 21st Floor, Boston, MA 02108

FY 2027 DESTINATION DEVELOPMENT CAPITAL GRANTS

REQUEST FOR RESPONSES (RFR) GUIDELINES AND APPLICATION INFORMATION

RFR RELEASE DATE: June 29, 2026

ONLINE APPLICATION DEADLINE: August 11, 2026 3:00 PM

Online applications only. Hard copies or electronic copies will not be considered.

Applications must include all required documentation by the program deadline.

Application link: <https://mott.submittable.com/submit>

QUESTIONS:

Marc Zappulla

Destination Development Capital Grant Manager

Marc.zappulla@mass.gov

Grant questions must be submitted in writing by 5:00 p.m. on August 4, 2026.

Any applicants experiencing technical difficulties must alert MOTT by 12:00 p.m. on August 10, 2026.

WEBINAR:

An optional, informational webinar for prospective applicants will be held on Wednesday, July 8, 2026.

Registration is required: https://zoom.us/webinar/register/WN_AffwzGPVQd2VefPk4NvvsA

FY27 DESTINATION DEVELOPMENT CAPITAL GRANT RFR

OVERVIEW:

The Executive Office of Economic Development (EOED) through the Massachusetts Office of Travel and Tourism (MOTT) is committed to helping communities contribute to the long-term strength and sustainability of the Commonwealth. The FY27 Destination Development Capital (DDC) Grant Program is a competitive grant program that will award funds to improve facilities and destinations visited by in state and out-of-state travelers, with the goals of increasing visitation, enticing repeat visitation, and increasing the direct and indirect economic impacts of the tourism industry in all regions of the commonwealth.

Eligible projects will enhance tourism resources and infrastructure and will aid in destination resiliency. Applications will be accepted for projects that include plans to expand, construct, restore or renovate Massachusetts tourism destinations and attractions. Applicants must demonstrate how the tourism capital project will work to promote the tourism goals of the Massachusetts Office of Travel and Tourism and the corresponding Regional Tourism Council. The DDC grant is focused on capital improvements with a direct relationship to tourism, and other physical/structural items with a greater than five-year lifespan. In accordance with the [ResilientMass Plan](#), projects that include elements intended to increase the climate resilience of a tourism destination or attraction will receive consideration in the review process. MOTT will strive to take geographic equity into consideration, and projects with a presence in a Designated Cultural District or relate to nature-based/agricultural/rural tourism.

The Destination Development Capital (DDC) Grant Program anticipates awarding \$8,000,000 in FY27, subject to funding availability.

**The grant process opens on June 29, 2026, with applications due August 11, 2026.
Grant awards will be announced in September 2026, subject to appropriation.
Projects must be completed by June 30, 2029.**

APPLICANT ELIGIBILITY:

- 1) A public agency, municipality, tribal entity, or nonprofit organization incorporated in Massachusetts with 501(c)3, 501(c)5, 501(c)6, status from the Internal Revenue Service (IRS) that does one of the following:
 - a. Produces, promotes, or presents tourism attractions and activities for the public.
 - b. Provides public access to physical collections and exhibits.
- 2) In operation for at least 24 months.
- 3) Agency must be in good standing with the Commonwealth of Massachusetts and city/town where it is located; must be current on all taxes due through December 31, 2025; and have active and valid state licenses/registrations, if applicable.
- 4) Municipal applicants must be in compliance with MBTA Communities Act (Section 3A of MGL c. 40A), if applicable/required, to be eligible for funding
- 5) Applicants must have spent at least \$15,000 in a fiscal year on tourism related items. Note: A tourist is defined as somebody who travels more than 50 miles or spends a paid overnight at their destination. Tourism related items include marketing such as television, radio, web or social media based, printouts made to disburse, signage, or hiring of a marketing agency to outsource such items.
- 6) Applicant must indicate how they are addressing diversity, equity, and inclusion within their organization.
- 7) Applications must be complete, include all required documentation, and be submitted through the online portal, by the deadline, in order to be considered.

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Ineligible Organizations:

- 1) For-profit organizations*
- 2) Any organization whose sole or primary purpose is to fundraise*
- 3) Public colleges and universities, and entities that receive state-level operating support or non-project support directly from the Massachusetts General Fund*
- 4) A fiscal sponsor that will pass through funds to an ineligible organization*
- 5) Organizations not located in Massachusetts*

GRANT AMOUNTS AND DISTRIBUTION:

Range of awards: \$25,000 - \$1,000,000

Only one application per applicant may be submitted. Eligible costs include direct expenses for the bidding and construction of tourism infrastructure projects, including, but not limited to, bid administration, contracting, construction administration, construction, and equipment.

Grant funds are disbursed quarterly, on a cost-reimbursement basis.

TYPES OF GRANTS AND PROJECT ELIGIBILITY:

1. **Infrastructure** – Projects including but not limited: additions, renovations, or repair to an existing structure; recreation improvements (signage, kiosks); parking/transportation strategies and solutions
2. **Facilities:** Projects related but not limited to garbage management solutions; restroom facility updates; ADA accessibility, systems upgrades and replacements
3. **Design and Engineering:** Funding for design, engineering and permitting related to tourism projects. Design and engineering grants must be directly connected with a capital project and lead to completion of the project within a 3-year time frame

Ineligible expenses:

Ineligible expenses include, but are not limited to, the following:

- 1) *Expenses incurred or obligated prior to or after the funding project period*
- 2) *Annual operating expenditures or overhead expenditures (e.g. rent, utilities, etc.)*
- 3) *Salaries, bonuses, or fringe benefits of personnel not directly related to the project. No more than 20% of the grant may be spent on administrative or marketing salaries.*
- 4) *Prize money, gift cards, scholarships, awards, plaques, T-shirts, uniforms or certificates*
- 5) *Entertainment expenses, including food, beverages including alcohol, cannabis or tobacco*
- 6) *Legal fees, insurance/liability insurances and/or membership fees*
- 7) *Mini-grants or reallocation to other organizations*
- 8) *Any expenses not related to the described grant project*

MATCHING REQUIREMENTS:

All grants require matching funds. For projects between \$25,000 - \$100,000, a 50% match is required. For projects between \$100,001 - \$250,000, a 75% match is required. For projects between \$250,001 - \$1,000,000, a 100% match is required. Please see the following chart for a breakdown of percentages.

Award	% Match Required
\$25,000 - \$100,000	50
\$100,001 - \$250,000	75
\$250,001-1,000,000	100

Examples: Project A is awarded \$50,000, and requires a \$25,000 match. Project B is awarded \$200,000, and requires a \$150,000 match. Project C is awarded \$500,000, and requires a \$500,000 match.

DDC recipients will have until June 30, 2029, to raise matching funds. Matching funds must be used for eligible project costs. Grants that are not matched will be required to reimburse the Commonwealth for the amount not met.

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Matching funds may include any of the following assets:

- 1) cash funds
- 2) in-kind contributions to the capital project
- 3) land acquired for the capital project at the purchase price, or fair market value if donated
- 4) capital project design and engineering donations
- 5) capital equipment donation
- 6) municipal funding
- 7) donation of consultant time

Match amount may not include:

- 1) *donation of employee time or fringe benefits*
- 2) *consultant fringe benefits*
- 3) *endowment funds*
- 4) *MOTT funds, other Commonwealth grant funds, including grants from independent and quasi-public state agencies, and federal grant funds*

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REVIEW CRITERIA:

Applications will be reviewed by the strength of the following criteria and financial need:

Vision And Clarity (30%):

- Clearly shows the scope and vision of the project and how the Destination Development Capital grant will continue that vision.
- Demonstrates the value of the project within the community and can clearly articulate what the project is trying to achieve.
- Articulates the stakeholders, outcomes, and deliverables of the project.
- Describe unique attributes of the project and its value as a tourist destination for visitors from Massachusetts, nationally, or internationally.

Alignment & Partnerships (25%):

- Clearly identifies the top tourism assets in the community including target markets and demographics.
- Clearly shows how the project is consistent with community plans around economic development in the tourism industry.
- Articulates why tourists would choose this destination.
- Shows thoughtful inclusion of relevant project partners.
- Demonstrates capacity of partners involved in the program.
- Describes how the organization advances diversity, equity, and inclusion.

Ability To Execute (20%):

- Clarity of the budget and matching funds
- Appropriateness of the timeline
- Has held relevant meetings and made progress on local, state, or federal permits required to implement the proposed project, where applicable.

Economic Impact (15%):

- Shows how the success of the project will be measured.
- Clearly articulates the impact on the tourism economy.
- Shows a clear target area of focus within the tourism sector with metrics and background.

Policy Priorities (10%):

- Demonstrates that the project will enhance the tourism asset and/or the community's resilience to the effects of climate change. (For applicants requesting engineering or construction funding: the review team will consider the project's Climate Standards Tool Report specifically; if an applicant does not complete the Climate Standards Tool, their application will receive 0 points for this category.) (5%)
- Projects that fulfill statutory priorities may receive priority:
 - Projects that relate to nature-based, agricultural, and/or rural tourism (3%)
 - Projects that are located within a [Designated Cultural District](#) per Chapter 10, Section 58A (2%)

CLIMATE STANDARDS TOOL REPORT

Applicants requesting engineering or construction funds must attach a project output report from the Commonwealth's online [Climate Resilience Design Standards Tool](#) (“Climate Standards Tool”). This Tool guides users to input basic project information and generates a downloadable report for attachment. These reports provide preliminary climate hazard exposure ratings and recommendations for a location, which the review team will use to better understand future climate risks to a project site. The entire process, exclusive of registration, should take no more than 15 minutes. Step-by-step guidance for generating a project report is given in Appendix A. PLEASE NOTE: The Climate Resilience Design Standards Tool may be offline for an annual update during the grant period.

LETTERS OF SUPPORT:

Each application must include three different letters of support on official letterhead. **One from a civic or business leader, one from a state or municipal official, and one from an area tourism leader.** These must be scanned into one document and submitted through the online portal by the grant deadline. Letters submitted after the deadline and letters that are identical in wording will not be considered. **No more than three letters will be accepted as a part of the application.**

AWARD PROCESS:

Massachusetts Office of Travel and Tourism (MOTT) staff will review all complete, eligible proposals submitted by **August 11, 2026, at 3:00 pm. Grant questions must be submitted in writing by 5:00 p.m. on August 4, 2026.**

Any applicants experiencing technical difficulties must alert MOTT by 12:00 p.m. on August 10, 2026.

MOTT will award and disburse grants based upon criteria outlined above in consultation with EOED and subject to appropriation. Grant funds are disbursed on a cost-reimbursement basis. Organizations that are awarded a Destination Development Capital grant are encouraged to support diversity, equity, and inclusion. Please see the Commonwealth’s Directory of Certified Businesses to find minority and women business enterprises.

PROGRESS MEETINGS: Each award recipient will meet with MOTT twice during each year of the project for one-hour virtual progress updates. Initial meetings will be scheduled after the awards are announced. Mid-project meetings will take place in January- February.

FINAL ACCOMPLISHMENT REPORT:

Projects must be completed by June 30, 2029, unless an extension is requested and approved by MOTT. Extension requests must be submitted to MOTT by December 31, 2028. The Final Accomplishment Report format will be included with contract documents. Copies of original vendor invoices showing the actual matching and grant costs incurred, the check number, and date of the check corresponding to the invoices must be submitted. **Final Accomplishment Reports are due by July 31, 2029.**

DESTINATION DEVELOPMENT GRANTS APPLICANT INFORMATION

**PLEASE REVIEW CAREFULLY AND ANSWER THE FOLLOWING QUESTIONS.
IF THE ANSWER IS NO TO ANY OF THE QUESTIONS, THE DESTINATION DEVELOPMENT CAPITAL GRANT IS NOT A FIT FOR YOUR ORGANIZATION.**

Organization Name:		
Project Name:		
Federal Tax ID #:		
Website:		
Lead Contact Info:	Name/Title: Phone: Email:	
Organization Mailing Address:		
Organization Details	Year established:	Number of full-time employees:
If a membership organization, list the number of members:		
Do you have a Board of Directors or municipality governing board?		Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, attach a list of board members/governing board		Attachment 1 <input type="checkbox"/>
A public agency, municipality, tribal entity, or nonprofit organization incorporated in Massachusetts with 501(c)3, 501(c)5, 501(c)6, status from the Internal Revenue Service (IRS)		Yes <input type="checkbox"/> No <input type="checkbox"/>
Agency is in good standing with the Commonwealth of Massachusetts and city/town?		Yes <input type="checkbox"/> No <input type="checkbox"/>
In operation for at least 24 months?		Yes <input type="checkbox"/> No <input type="checkbox"/>

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Organization spends at least \$15,000 in a fiscal year on tourism related items	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If yes, list how the funding is spent on tourism related marketing</p> <p>Note: A tourist is defined as somebody who travels more than 50 miles or spends a paid overnight at their destination. Tourism related items include marketing such as television, radio, web or social media based, printouts made to disburse, signage, or hiring of a marketing agency to outsource such items.</p>	
Grant Amount Request:	\$
Short project description (must be less than 50 words):	
<p>Capital project type:</p> <p>Infrastructure: Tourism infrastructure grants are available for projects including but not limited to additions, renovations, or repair to an existing structure; recreation improvements (signage, kiosks); restroom improvements, parking/transportation strategies and solutions</p> <p>Facilities: Tourism facilities grants are available to assist with projects related but not limited to garbage management solutions; restroom facility management; ADA accessibility, systems upgrades and replacements</p> <p>Design and Engineering: Funding for design, engineering and permitting related to capital projects with a clear connection to tourism. Design and engineering grants must be in connection with a capital project and lead to completion of the project within a 3-year time frame.</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Capital project meets eligibility requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>For all projects, identify the following for the existing or proposed facility:</p> <p>Owner: _____</p> <p>Facility Name: _____</p> <p>Facility Location: _____</p> <p>If the facility or land is leased or licensed, indicate the date the lease/license period ends: _____</p>	
Facility is open to the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Funds can be spent by June 30, 2029?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Able to match grant funds as applicable. <i>Funds not matched will need to be returned to MOTT.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the project promote the goals of MOTT and the goals of the Regional Tourism Councils?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Demonstrated history of collaboration with the tourism community, local officials, and other strategic partners within the identified region?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Able to obtain required permits or regulatory approval needed for the project?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will hold relevant meetings and update MOTT on progress with local, state or federal permits required to implement the proposed project?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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FY25 Operating Budget:	Total operating budget of organization	\$
Audited Financial Information	Audited financial or draft audit statements for the most recent fiscal year. If your organization does not have audited financials available, please provide a Form 990 for the most recent year.	Attachment 2 <input type="checkbox"/>
Federal Grant Funds:	Did your organization receive any federal grants in FY26?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please list granting organization and amount: _____ _____	
Massachusetts State, Quasi and Local Grant Funds:	Did your organization receive funds from the Cultural Facilities Fund in FY26?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please list project and amount: _____ _____	
	Did your organization receive any other state or quasi- public funding in FY26?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please list granting organization and amount: _____ _____	
Letters of Support:	<p style="text-align: center;">LETTERS OF SUPPORT:</p> Each application must include three different letters of support on official letterhead. One from a civic or business leader, one from a state or municipal official, and one from an area tourism leader. These must be scanned into one document and submitted through the online portal by the grant deadline. Letters submitted after the deadline and letters that are identical in wording will not be considered. No more than three letters will be accepted as a part of the application.	
Project Images	Images of the overall site as well as specific areas of work (1 page maximum)	Attachment 3 <input type="checkbox"/>
OPTIONAL Supplemental Materials	Scan each document into one PDF for attachment. • Architectural plans for the building or renovation. • Maintenance plans and replacement schedules	Attachment 4 <input type="checkbox"/>
		Attachment 5 <input type="checkbox"/>

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	for the facility	
Climate Standards Tool Report (for engineering and construction projects only)	Attach the project's Climate Standards Tool Report (PDF)	Attachment 6 <input type="checkbox"/>

DESTINATION DEVELOPMENT CAPITAL PLAN

Keep answers short and concise. Each DDC grant will be scored based on the percentages noted.

Each section must answer the following questions:

Vision And Clarity: 30% (250 word maximum)

- What is the scope and vision of the project and how will the Destination Development Capital grant continue that vision?
- What is the project trying to achieve and what is the value of the project within the community?
- Who are the stakeholders and what are the outcomes and deliverables of the project?
- What are the unique attributes of the project and its value as a tourist destination for visitors from Massachusetts, nationally, or internationally?

Alignment and Partnerships: 25% (250 word maximum)

- What are the top three tourism assets in the community including target markets and demographics? These assets should be within a 15-mile radius of the project. Tourism assets fall into several categories: Natural and Scenic; Cultural, Historic and Architectural; Recreational; Special Events; Agricultural Attractions; Health, Wellness and Lifestyle
- How is the project consistent with community plans around economic development in the tourism industry?
- Why do you think tourists will choose this destination?
- Who are your project partners and how will you work with them to accomplish the project?
- What is the capacity of the partners involved in the program?
- How does your organization work to advance diversity, equity, and inclusion?

Ability To Execute: 20% (Please fill in attachments #8 and #9)

- What is your budget? Do you have the matching funds and where are those from?
- What is your timeline for completion?

Economic Impact: 15% (250 word maximum)

- How will the success of the project be measured?
- What is the projected impact on the tourism economy in the region?
- What is the target area of marketing the project with metrics and background?

Policy Priorities: 10% (200 word maximum)

- Demonstrates that the project will enhance the tourism asset and/or the community's resilience to the effects of climate change. Examples may include solar energy use, outdoor shade structures, rain gardens, permeable pavement, floodproofing or weatherizing buildings, and relocating flood-vulnerable assets. (For applicants requesting engineering or construction funding: the review team will consider the project's Climate Standards Tool Report specifically; if an applicant does not complete the Climate Standards Tool, their application will receive 0 points for this category.) (5%)
- State if project fulfills any of the following statutory priorities:
 - Projects that relate to nature-based, agricultural, and/or rural tourism (3%)
 - Projects that are located within a [Designated Cultural District](#) per Chapter 10, Section 58A (2%)

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ATTACHMENT 7 - PROJECT BUDGET:

Spending Category	Projected Fiscal Year(s) of Expenditure (if it is projected in multiple fiscal years, please estimate amounts per year)	Amount of Funds Requested	Amount of Match/ Other Funds	Source of match funds/other funds	Match Secured? Y/N/
Planning/Feasibility					
Design/Engineering					
Review/Permitting					
Bidding					
Construction *itemization required (see below)					
Contingency					
Construction Admin.					
Equipment					
Other / Miscellaneous					
TOTAL BUDGET					

Construction Itemization: Provide line-item explanation, justifications, and/or notes, as needed:

ATTACHMENT 8 - TIMELINE FOR COMPLETION:

Milestone	Start Date	End Date (No later than 6/30/2029)
Planning/Feasibility		
Design/Engineering		
Review/Permitting		
Bid/Contract		
Start Construction		
25% Construction		
50% Construction		
75% Construction		
100% Construction		
Punch List		

SIGNATORY, CERTIFICATION & ACKNOWLEDGEMENT

I/We, (names and titles) of the (organization) submitting a proposal for the FY27 Destination Development Capital Grant Program, as established by the Commonwealth of Massachusetts and administered by the Massachusetts Office of Travel and Tourism, hereby certify that I/we have been authorized to file this proposal and to provide the information within and accompanying this proposal. I/we certify that the information provided herein is true and complete and that it reflects the applicant's intentions to the best of my/our knowledge. I/We understand that the information provided within this proposal will be relied upon by the Commonwealth in deciding whether to contract with the organization and that the Commonwealth reserves the right to take action against the applicant organization or any other beneficiary if the Commonwealth discovers that the applicant intentionally provided misleading, inaccurate, or false information. I/We make this certification under the pains and penalties of perjury. The signatories also hereby acknowledge that, under the Public Records law of the Commonwealth of Massachusetts, this application and all documents submitted in support thereof are public records under the provisions of Massachusetts G. L., Ch. 4, sec. 7 (26).

Written Name: _____ **Title:** _____

Signature: _____ **Date:** _____

CONFLICT OF INTEREST

Pursuant to Chapter 240 of the Acts of 2010, applicants are subject to performance measurements and uniform standards related to accounting procedures, personnel practices, and purchasing procedures, and are subject to Commonwealth [conflict of interest rules](#). As a condition to receiving grant funds from MOTT, the DDC Grant contract shall require that in any matter in which a person, corporation or other business entity in which you or any member of your organization is in any way interested, such interest shall be disclosed in writing in advance. In addition, you or any member of your organization having such an interest may not participate in a decision relating to such person, corporation or other business entity. As deemed necessary, the DDC Grant contract shall also require that the Grantee undergo a biennial audit and examination of the audited financial statements of the applicant conducted by the auditor of the Commonwealth. **I agree**

Written Name: _____ Title: _____

Signature: _____ Date: _____

Written Name: _____ Title: _____

Signature: _____ Date: _____

APPLICATION CHECKLIST:

Attachments 1-8 must be uploaded in the online portal. Applications are due Tuesday, August 11, 2026, at 3:00 p.m.

- **Attachment 1: Board of Directors or community council**
- **Attachment 2: Audited financial statement**
- **Attachment 3: Letters of support**
- **Attachment 4: Project photos**
- **Attachment 5: Optional supplementary materials**
- **Attachment 6: Climate Standards Tool Report**
- **Attachment 7: Project Budget**
- **Attachment 8: Timeline for Completion**
- **Signatory Acknowledgment (signed)**
- **Conflict of Interest (signed)**

Appendix A: Climate Resilience Design Standards Tool

All applicants requesting engineering or construction funds from the Destination Development Capital (DDC) Grant Program must attach a project output report from the Commonwealth's online [Climate Resilience Design Standards Tool](#) (“Climate Standards Tool”). This Tool guides users to input basic project information and generates a downloadable report for attachment. These reports provide preliminary climate hazard exposure ratings by location, which reviewers use to better understand future climate risks to your project site.

This appendix provides step-by-step guidance to assist DDC Grant applicants with inputting their projects. The entire process, exclusive of registration, should take no more than 15 minutes assuming the applicant can readily answer questions about the expected longevity of the asset and what kinds of environmental, public safety, and economic consequences may arise if asset is inoperable/inaccessible.

Technical Assistance

For technical assistance with the Tool, please email climatescience@mass.gov. Please note that technical problems may require investigation. **Applicants are encouraged to generate their project output report as soon as possible and budget at least three (3) business days prior to submission of their application to allow adequate time for resolution of any technical problem, should a problem arise.** An informational webinar including an overview of the tool and other key resources found on the ResilientMass website can be viewed at <https://www.youtube.com/watch?v=EnSRGhVpQ3E>.

Log-In / Register

- Navigate to the [Tool](#)
- Click the blue *Log-in/Register* button
- **If first-time user:**
 - Click *Create an account*
 - Complete the sign-up form, then click *Sign Up*
 - Follow the on-screen and emailed instructions to *activate* your user account
- **If returning user:**
 - Enter username and password, then click *Login*
- **If forgotten password:**
 - Click *Forgot password*
 - Enter username, then click *Send Reset Code*
 - Follow the on-screen and emailed instructions to reset your password
- **If forgotten username:**
 - Please see the Troubleshooting Tip below. If unsuccessful, email climatescience@mass.gov <mailto:rmat@mass.gov> as soon as possible. Usernames cannot be retrieved without technical assistance

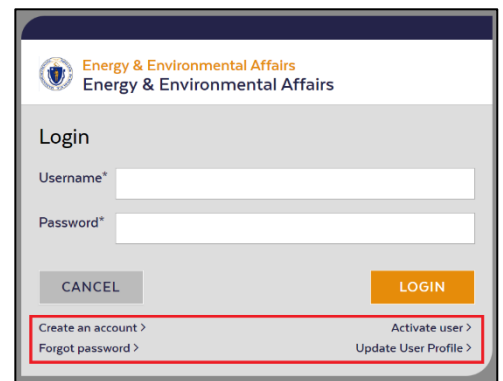


Figure 1: Log-in dashboard for the Tool

Troubleshooting Tip for Forgotten Username: An email address can never be a username. However, when creating a username, many new users choose an abbreviation of their email address. For example, a user with the email address john.doe@city.gov might choose john.doe as their username. Users may wish to test an abbreviation of their email address first.

Entering Your Project

For building projects – Additions, renovations, or repairs to a structure with four walls and a roof

- [Log-in to the Tool](#)
- Click *New Project* and enter a short name under *Project Name*
- Follow the on-screen instructions to draw the project area. **Don't over think it!** A video clip on how to draw your project area can be found [here](#), if desired. Be sure not to draw crossing lines or you will generate an invalid polygon.
- Follow the on-screen instructions to complete Steps 1-3 of the Tool. Here, users will input basic project information. Hyperlinks to video clips for each step are provided below for additional assistance, if desired.
 - [Step 1 Core Project Information](#)
 - [Step 2 Project Ecosystem Service Benefits](#)
 - [Step 3 Project Climate Change Exposure](#)
- After completing Steps 1-3, click *Step 4 Project Asset*, then click *Building/Facility Assets* (+)
- For the *Asset Name*, enter the name or a 1- to 3-word description of the building – e.g., “Welcome Center” or “Concessions Stand”

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- For the *Asset Type*:
 - Select *Typically Occupied* for buildings that allow year-round access
 - Otherwise, select *Typically Unoccupied*
- For the *Asset Sub-Type*, select *Other*, then retype the *Asset Name* – e.g., “Welcome Center” or “Concessions Stand”
- For the *Construction Type*, select the option that best matches your project. **Don’t overthink it!**
- For *Construction Start Year*, enter the calendar year during which construction of your project will start
- For *Asset Useful Life*, enter the estimated number of years before the project will likely need a major renovation or replacement
- Complete the *Asset Criticality Questions* to the best of your ability. **Don’t overthink them!** Look for information icons (❓) to assist with responses, as needed.
- Click the *Project Output* header. If no errors are found, the Tool will advance to the *Project Output* tab.
- Click the *Submit Project* header, then click *Submit Project*, followed by *Submit*
- Click *Download Report*

For non-building projects – Improvements, renovations, or new construction of outdoor spaces or structures with no walls (walking paths, public plazas, parking areas, pavilions, grandstands, outdoor stages, etc.)

- [Log-in to the Tool](#)
- Click *New Project* and enter a short name under *Project Name*
- Follow the on-screen instructions to draw the project area. **Don’t over think it!** A video clip on how to draw your project area can be found [here](#), if desired.
- Follow the on-screen instructions to complete Steps 1-3 of the Tool. Here, users will input basic project information. Hyperlinks to video clips for each step are provided below for additional assistance, if desired.
 - [Step 1 Core Project Information](#)
 - [Step 2 Project Ecosystem Service Benefits](#)
 - [Step 3 Project Climate Change Exposure](#)
- After completing Steps 1-3, click *Step 4 Project Asset*, then click *Infrastructure Assets* (⊕)
- For the *Asset Name*, enter the name or a 1- to 3-word description of the outdoor space or structure – e.g., “pavilion,” “grandstand,” “parking lot,” or “stone wall”
- For the *Asset Type*, select *Other*
- For the *Asset Sub-Type*, select *Other*, then retype the *Asset Name* – e.g., “pavilion,” “grandstand,” “parking lot,” or “stone wall”
- For the *Construction Type*, select the option that best matches your project. **Don’t overthink it!**
- For *Construction Start Year*, enter the calendar year during which construction of your project will start
- For *Asset Useful Life*, enter the estimated number of years before the project will likely need a major renovation or replacement
- Complete the *Asset Criticality Questions* to the best of your ability. **Don’t overthink them!** Look for information icons (❓) to assist with responses, as needed.
- Click the *Project Output* header. If no errors are found, the Tool will advance to the *Project Output* tab.
- Click the *Submit Project* header, then click *Submit Project*, followed by *Submit*. Note: Submitting does not automatically submit the project to the DDC review process.
- Click *Download Report*

Troubleshooting Tip: If you’ve filled out all the fields on the *Project Input* tab but see “Missing Information” text at the top of the screen, navigate to the *Locate Project* tab, click on project polygon, open edit session and resave polygon.

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Table 2.15. Useful Life Recommendations by Asset Type

Typical Useful Life	General Project Types	Typical Buildings / Facilities Elements	Typical Infrastructure Elements
Up to 20 years	Temporary assets or assets with rapidly replaced components	<ul style="list-style-type: none"> • Temporary building structures • Storage Facilities • Developing Technology components (e.g. telecommunications equipment, batteries, solar photovoltaics, fuel cells, etc.) 	<ul style="list-style-type: none"> • Green infrastructure • Interim and Deployable Flood Barriers • Asphalt pavement, pavers, other right-of-way finishing • Street furniture and outdoor lighting • Developing Technology components (e.g. telecommunications equipment, fuel cells, etc.) • Septic systems • Landscaping
20 to 40 years	Facility improvements and assets with a regular replacement cycle	<ul style="list-style-type: none"> • Electrical, HVAC, and mechanical components • Most building retrofits (substantial improvements) • Outdoor recreational facilities (e.g. ballfields, courts, playgrounds) • At-site energy equipment (e.g. fuel tanks, conduits, emergency generators) • Infrastructural mechanical components (e.g. compressors, lifts, pumps) 	<ul style="list-style-type: none"> • Concrete paving and public plazas • High voltage transformers • Infrastructural mechanical components (e.g. compressors, lifts, pumps) • Stormwater surface detention systems (e.g. detention pond systems) • Plastic culverts or storm drains • Roundabouts • Landfills
40 to 60 years	Long-lived buildings and infrastructure	<ul style="list-style-type: none"> • Most building new construction • On-site energy generation or co-generation plants • Water treatment facilities 	<ul style="list-style-type: none"> • Bridges • Culverts (metal) • Seawalls/Bulkheads • Marinas/Ports • Transmission lines • Rail Tracks
60 to 80 years	Assets that are very unlikely to be relocated	<ul style="list-style-type: none"> • Major infrastructure facilities (e.g. wastewater treatment plants) • Most monumental building foundations 	<ul style="list-style-type: none"> • Reservoirs and Dams • Drinking water distribution systems • Subgrade sewer systems • Subgrade stormwater systems (e.g. conveyance, outfalls, etc.) • Tunnels • Culverts (concrete, HDPE, PVC)