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# **Commonwealth Site Readiness Fund**

## **Program Information and Guidelines**

## Commonwealth Site Readiness Fund – Community One Stop Guidelines

### I. INTRODUCTION

#### A. About the Program

The 2021 Economic Development Bill authorizes \$15M for the Commonwealth Site Readiness Fund, to be administered by MassDevelopment, for the purpose of funding “for site assembly, site assessment, predevelopment permitting and other predevelopment and marketing activities that enhance a site's readiness for commercial, industrial or mixed-use development; provided, that a portion of the funds shall be used to facilitate the expansion or replication of successful industrial parks; and provided further, that funding shall be awarded in a manner that promotes geographic equity”

#### B. FY 2025 Information

The Site Readiness Program is part of the [Community One Stop for Growth](#), a single application portal and collaborative review process of community and economic development grant programs that make targeted investments based on a Development Continuum. It is designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. For more information, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit <http://www.mass.gov/onestop>.

### II. PROGRAM FEATURES AND REQUIREMENTS

#### A. Program Highlights

<b>Maximum Award</b>	No set maximum but typical awards range from \$50,000 to \$500,000.
<b>Grant Use</b>	Site Preparation and Predevelopment Activities
<b>Project Duration</b>	No maximum duration specified.
<b>Project focus examples</b>	Due diligence work, constraint mapping, master planning, pre-permitting and permitting, engineering studies, capital improvements, demolition, property acquisition, etc.
<b>Eligible communities</b>	All municipalities are eligible to apply.

<b>Eligible lead applicant</b>	Municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit entities.
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**B. Eligible Applicants and Projects**

Through the Community One Stop, municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit entities can apply for Site Readiness Program funding. All applications not from a municipality or municipal entity must include a letter of support from the municipality clearly articulating the proposed funding public purpose/ benefit. Note that private sector entities are not eligible to apply to the Site Readiness Program.

Grantees will be required to execute a standard grant agreement. Site Readiness grants benefiting specific sites shall be repaid from any net land sale proceeds and/or long-term lease revenue or refinancing proceeds.

A grantee’s repayment obligation would terminate without full repayment upon either of the following conditions: (i) no redevelopment of the site commences within 30 years of the date of the grant agreement or (ii) if net land sale proceeds and/or long-term lease revenue or refinancing proceeds are inadequate to repay the grant in full.

Eligible Uses of Program Funds fall into two categories, Site Preparation and Predevelopment and Permitting. Each category is further defined below.

**Site Preparation**

Available assistance includes, but is not limited to, the following types of activities:

- Site Concept Plans – Including feasibility and planning studies in addition to concept level master planning.
- Site Market Studies – Including broker consultation, market analysis, and development of marketing materials.
- Site Acquisition and Related Tasks – Including costs of property acquisition, title analysis, surveying, and legal fees.
- Demolition
- Construction of Site-Related Upgrades – Including roads and other infrastructure.

## **Predevelopment and Permitting**

Available assistance includes, but is not limited to, the following types of activities:

- Engineering Documents – Including design and pricing of on- and off-site access and infrastructure improvements.
- Pre-permitting and Permitting– Including assistance in reviewing existing zoning, permitting or other regulatory issues as well as in undertaking pre-permitting activities. Also includes studies related to specific site issues including traffic, historic resources, rare species, utilities, etc.
- Pro-Forma Development
- Due Diligence Activities – Including Phase I environmental review and existing conditions analysis.

## **III. APPLICATION AND EVALUATION**

### **A. Application Components**

The One Stop Full Application is organized into the following sections:

- Form 1 – Applicant Information
- Form 2 – Project Information
- Form 3 – Certification of Application Submission Authority

In order to be considered for Site Readiness funding, applicants must include complete responses to all required questions.

### **Additional Information**

- For information on the One Stop, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit [www.mass.gov/onestop](http://www.mass.gov/onestop).
- The Expression of Interest is an optional, but highly recommended form that allows an applicant to seek guidance from the One Stop partner agencies. Applicants are encouraged to submit an Expression of Interest prior to starting their Full Application(s). Visit the [One Stop Expression of Interest webpage](#) for more information and access to the Expression of Interest form.
- All applications must be submitted electronically. The online application portal, IGX, can be accessed at <https://eohed.intelligrants.com>. An online webinar outlining the use of the system will be available on the site. The application form template and link to the portal will also be available on the [One Stop webpage](#).

- Eligible applicants may submit funding requests for more than one Site Preparation 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.
- It is the responsibility of the applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.
- MassDevelopment reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. MassDevelopment also reserves the right to recommend partial grant awards, as deemed appropriate.

## **B. Application Evaluation and Scoring Overview:**

MassDevelopment will consider the following criteria when reviewing Site Readiness applications. While few sites will satisfy every criterion, applications will be reviewed on a relative basis. Review criteria will be used to assess the likelihood of requested funding to advance a project towards site readiness, future development, and resulting public benefits.

- Community support for industrial development (43D/Priority Development Area designation may serve as an indicator)
- Consistency with the existing municipal master plan and/or regional plans (required for private-sector applicants)
- As-of-right zoning or an affirmative statement from municipality to seek as-of-right zoning
- Regional impact and regional appropriateness
- Property size and scale of development (the program is targeting a minimum of 50,000 SF of developable space)
- Potential level of private investment on the site
- Benefits enabled (including new permanent and construction jobs created)
- Site access (proximity to highways and/or rail)
- Site control
- Appropriateness of location (including proximity to housing and known off-site impacts)
- Marketability of the site (active interest a plus)
- Availability of matching funds from landowner and/or local contribution (including, but not limited to, tax increment financing or other financial commitments)

MassDevelopment staff will determine if all statutory and program guidelines are met. A Review Committee will review and score the applications. Note that reviewers may request additional information from any or all relevant sources during the application review process.

### **C. Award Decisions**

Applicants that are approved for funding will receive a letter outlining the grant amount and any conditions of the award. All awards are subject to annual state budget appropriation and contingent upon full execution of a contract. Applicants that are not recommended for funding during the round will also be notified in writing, and invited to request feedback about their proposal, if interested.

## APPENDIX A

### ACCESSING THE ONLINE APPLICATION

All applications to the Site Readiness Program must be submitted electronically through the Community One Stop for Growth application process. The application will be available and accepted through the IGX Platform, accessed at <https://eohed.intelligrants.com>. A user account is required. Below are the steps for getting into the system.

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The municipality should activate a primary account with the municipal CEO and/or designee(s) as a "Grant Administrator". This person(s) can then add other users, as necessary.

**Current Admin Users** – Municipal CEOs and/or designees who have used the IGX system in past rounds may use their existing usernames to access the system. Applicants that have forgotten their username and/or password must use the "Forgot Username/Password" function on the IGX login page.

**New Organizations** – If your organization has not accessed the system in the past, a new registration is required. This should be done by the municipal CEO and/or a designee. Click the "New Organization? Register Here" link to complete and submit a registration request. When that account is approved by EOHED, an email notification will be sent from the system confirming designation as a Grant Administrator.

**NOTE:** All new requests for Grant Administrator must be approved by EOHED. These will be reviewed as they are received. Applicants will get an email notification from the system confirming the approval. If confirmation not received after 48 hours, please contact [onestop@mass.gov](mailto:onestop@mass.gov) to request assistance.

**New User in Existing Organizations** – Once a Grant Administrator is established for your organization, that user(s) may then create and/or approve additional accounts for municipal staff and/or consultants, such as grant writers, engineers, etc. Requests for access to IGX should be made directly to your community's Grant Administrator.

**Creating a new Full Application or Expression of Interest** – Once accounts are registered and/or approved, a Grant Administrator can create an Expression of Interest or Full Application(s), from the "My Opportunities" panel, and following the prompts in the portal. Any designated user may access, edit, and/or save an application on behalf of their organization, and are encouraged to save their work often, particularly after completing each section. Only a

Grant Administrator will be able to create and submit the Expression of Interest and Full Application(s).

**Submitting an application** – Applications may be edited in IGX at any time up until the deadline. Official submissions to the Community One Stop for Growth will only be accepted during the posted dates. During that timeframe, Grant Administrators may submit the Full Application by selection the “Submit Full Application” option at the bottom of the left side menu, to officially submit an application. Applicants will receive an email confirming receipt within 24 hours. If an email is not received after 24 hours, please contact [onestop@mass.gov](mailto:onestop@mass.gov) for assistance.

**NOTE:** If an application is erroneously submitted, the applicant may contact [onestop@mass.gov](mailto:onestop@mass.gov) to reopen the application for further editing and completion, as long as it is before the deadline. Staff will try to accommodate these requests as they are received but may not be able to respond to all requests immediately. Once reopened, it is the responsibility of the applicant to resubmit prior to the deadline.



**APPENDIX B**

**ONE STOP APPLICATION TEMPLATE**

**SITE PREPARATION - SITE IMPROVEMENTS TO UNLOCK DEVELOPMENT**

*This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the [One Stop IGX System](#).*

**FY25 DRAFT FULL APPLICATION**

**FORM 1. APPLICANT INFORMATION**

**1.1. Applicant Organization Name:** \_\_\_\_\_

**1.2. Organization Location:** (Select from drop-down)

**1.3. Organization Type:**

Public Entity:

Municipality

Public Housing Authority

Redevelopment Authority

Regional Planning Agency

Quasi-Governmental Agency

Water, Sewer, or Service District

Non-Public Entity:

Community Development Corporation

Non-Profit Organization

For-Profit Organization

**1.4. Applicant Organization Legal Address**

Address: \_\_\_\_\_

State: \_\_\_\_\_

City/Town: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**1.5. Organization CEO**

CEO Name: \_\_\_\_\_

CEO Tel.: \_\_\_\_\_

CEO Title: \_\_\_\_\_

CEO Email: \_\_\_\_\_

**1.6. Project Contact** (if different)

Contact Name: \_\_\_\_\_

Contact Tel: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**1.7. Organization Description** – Describe your organization’s structure, including staff capacity, and housing, economic, and/or community development goals.

(1,000 Characters)

**1.8. Joint Application** - Is this a joint application between two or more applicants, which will entail a formal arrangement for a shared scope of work and allocation of funds?

Yes  No

**1.8.a.** If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				

*Show for Non-Public Organizations Only:*

**1.9. Organization Classifications** - Indicate any applicable certifications and/or classifications for this organization:

Women-Owned Business Enterprise

Minority-Owned Business Enterprise

LBGTQ-Owned Business Enterprise

Disability-Owned Business Enterprise

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- Disadvantaged Business Enterprise  N/A  
 Veteran-Owned Business Enterprise

*Show for Public Organizations only:*

**1.10. Community Housing Restrictions** - Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

- Yes  No

If Yes, provide an explanation and date when moratorium expires:  
 (1,000 characters)

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**1.11. Community Development Tools** - Is your community interested in pursuing any of the following economic development tools offered by the Commonwealth of Massachusetts:

<a href="#">Chapter 43D Expedited Permitting Program Designation</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Massachusetts Vacant Downtown Storefronts Program Certification</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Property Assessed Clean Energy (PACE) Adoption</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Municipal Digital Equity Planning Program</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**MBTA COMMUNITY QUESTIONS**

*Show for Any Public Entity in an MBTA Community:*

**1.12.** Choose the option below that best reflects your municipality’s compliance status with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A). If unsure you can find community compliance status at [www.mass.gov/mbtacomunities](http://www.mass.gov/mbtacomunities). Has your municipality:

- Received a determination of District Compliance from EOHLC
- Submitted a District Compliance Application but have not yet received a letter of determination from EOHLC.
- Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance.
- Have a deadline of December 31, 2023 BUT not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts.

*If “Have a deadline of December 31, 2023 but not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts”, the following note shows:*

An MBTA Community must be in compliance with the referenced guidelines in order to be eligible for funding from the MassWorks, HousingWorks Infrastructure Program, and/or Housing Choice Grant Program. All other One Stop programs will take non-compliance into consideration as part of their grant making process.

*If “Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance”, then the following shows:*

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**1.12.a.** Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

Yes

No

*If yes:*

**1.12.b.** Briefly describe the nature of the changes/delays.

(500 Characters)

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TEMPLATE ONLY

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## FORM 2. PROJECT INFORMATION

### PROJECT CORE

2.1. **Project Name:** \_\_\_\_\_ *(25 Characters)*

2.2. **Project Location:** *(Select from drop-down)*

Housing Choice	<i>(auto-filled)</i>	Rural or Small Town	<i>(auto-filled)</i>
Region	<i>(auto-filled)</i>	Regional Planning Agency	<i>(auto-filled)</i>
MBTA Community	<i>(auto-filled)</i>		

*Show for Any Private Entity in an MBTA Community:*

**ATTENTION**

Based on the selection above, this project is located within an MBTA Community.

An MBTA Community must be in compliance with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A) in order to be eligible for funding from the MassWorks, HousingWorks Infrastructure Program, and/or Housing Choice Grant Program. All other One Stop programs will take a community’s non-compliance into consideration as part of their grant making process.

The compliance status of each MBTA community can be viewed by here:  
[www.mass.gov/mbtacomunities](http://www.mass.gov/mbtacomunities).

**Acknowledgement**

I understand that this project is located within an MBTA Community and that the community’s compliance with the above stated Guidelines will be taken into consideration during the review of this application.

2.3. **Short Project Description / Abstract** – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.  
\_\_\_\_\_ *(500 characters)*

2.4. **Project Category for Grant Consideration** – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

- Community Activation and Placemaking
- Planning and Zoning

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**Site Preparation**

*Project Type (check one):*

Brownfield Site Clean Up

**Site Improvements to Unlock Development**

*Project Focus (check one):*

Site Readiness Pre-Construction

Site Due Diligence

Site Plan Design

Market Study

Civil Engineering

Pre-Permitting/Permitting

Site Readiness Construction

Demolition

Site Acquisition, related tasks

Construction of site related upgrades

Municipal Surplus Property Disposition

Building

Infrastructure

*Show for Housing Choice Public Orgs only:*

**2.4.a.** By virtue of the applicant’s Housing Choice Designation, this project may be eligible for the [Housing Choice Grant Program](#). Please note that the maximum Housing Choice award is \$500,000. To be considered for funding through this program, you must complete the **Housing Choice Additional Questions**.

Do you intend to complete the Housing Choice Additional Questions in order to be considered by the Housing Choice Grant Program?

Yes

No

**ATTENTION APPLICANT**

Based on the selection above, your project is likely best fit for consideration by the following program(s):

**Site Readiness Program**

Before you proceed, it is recommended that you visit the program website and review program guidelines.

**PROJECT OVERVIEW**

**2.5. Narrative / Scope of Work** – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.

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(4,000 characters)

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- 2.6. **Project Need** – Describe why this project is necessary in enhancing housing and/or job growth.  
(2,000 characters)
- 

**GRANT FUNDING REQUEST**

- 2.7. **Grant Funding Request** – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Spending Category	Funding Request
Consultant/Professional Fees	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Environmental Remediation	
Construction (Including Demolition)	
Construction Admin	
Contingency	
Other/Miscellaneous	
<b>Total</b>	

- 2.8. **Justification of Request** – Provide line item explanations, justifications, and/or notes for the funding requested in question 2.7. Include an explanation of the methods for estimating project costs.  
(1,000 characters)
- 

- 2.9. **Applicant Match** – Will the applicant provide a match to supplement any grant funds awarded?  
 Yes       No

2.9.a. If yes, what is the match amount? \_\_\_\_\_

2.9.b. Describe the source(s) and status of all matching funds.  
(1,000 characters)

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- 2.10. **Other Match Funding Sources** – Is this project supported by additional funding being provided by outside parties (i.e. partner organizations, developer contributions, other state/federal grants, etc.)?  
 Yes       No

2.10.a. If yes, how much is being contributed by other sources? \_\_\_\_\_

2.10.b. Describe the source(s) and status of funds.  
(1,000 characters)

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**Total Project Cost**

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If the below table does not accurately reflect the total cost to complete the scope of work described, adjust the Grant Funding Request, Applicant Match, and Funding From Other Sources accordingly.

Source	Amount
Grant Funding Request	<i>Auto-populated</i>
Applicant Match	<i>Auto-populated</i>
Other Funding Sources	<i>Auto-populated</i>
<b>Total Project Cost</b>	<i>Auto-populated</i>

- 2.11. **Consultant/Contractor Cost Estimate** - Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?  
 Yes       No

*If yes:*

**ATTACHMENT HERE** Attach a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project.

**COMMUNITY DESCRIPTION**

- 2.12. **Project Location Map** – Attach a map showing the location of the project/project area.

**ATTACHMENT HERE**

- 2.13. **Environmental Justice** – Is the project site located within one mile of an Environmental Justice census block group? [CLICK HERE](#) to access the Commonwealth’s Environmental Justice Map Viewer.  
 Yes       No

- 2.14. **Community Description and Engagement Plan** – Describe the population that will be impacted by the project and describe the community engagement efforts that have or will inform the project. Include how the project will promote an inclusive participation process, engage new voices, and/or empower diverse stakeholders. If applicable, describe how the project advances opportunities for community members who have been socially and economically disadvantaged, and/or historically underrepresented.  
 \_\_\_\_\_  
*(2,000 characters)*

**PROJECT IMPLEMENTATION**

- 2.15. **Leadership and Ability to Execute** – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant’s project contact and describe the experience they have on previous similar or related project and their contribution to the successful completion of this project.  
 \_\_\_\_\_  
*(2,000 characters)*



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**2.16. Progress to Date** – What progress has the applicant/partner organization(s) made on this project to date? Include details such as planning (noting if the project is included in any adopted district, municipal, and/or regional plans), community engagement, prior State/Federal funding, development tools used, and any environmental remediation efforts.

*(2,000 characters)*

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**2.17. Project Implementation Timeline** – Describe the steps and timeline to implement the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. local approvals, procurement, hiring contractors, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2024 for contracts starting in FY25.

*(2,000 characters)*

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**ENVIRONMENTAL SUSTAINABILITY AND EMISSIONS REDUCTION**

**2.18. Environmental Sustainability** – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the project.

*(2,000 characters)*

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**PROJECT OUTCOMES**

**2.19. Anticipated Outcomes and Impacts** – Explain how the project will catalyze community economic development and/or provide public benefit. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.

*(2,000 characters)*

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**2.20. Project Impacts** – Complete the below table to show the expected impacts of the project:

Housing Outcomes	
Number of housing units allowed on the project site by current zoning:	
Number of new affordable rental units to be created:	
Number of new affordable ownership units to be created:	
Number of new market-rate rental units to be created:	
Number of new market-rate ownership units to be created:	
Total number of all new housing units to be created:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Employment Outcomes	
Number of new permanent full-time jobs to be created:	
Number of new permanent part-time jobs to be created:	
Total number of all new permanent jobs to be created:	

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Total construction jobs to be supported by the private development project(s):	
Total existing full-time jobs to be retained as direct result of this project:	
<b>Business Outcomes</b>	
Commercial development allowed on site by current zoning (square feet)	
Industrial development allowed on site by current zoning (square feet)	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	

**SITE INFORMATION**

**2.21. General Information**

Project Address(es)/Parcel ID(s) (If multiple parcels, enter the address or parcel ID for each individually)	
Lot area (acres) of the development site:	
Current assessed value (\$) of the development site:	

**2.22. Project Site Description** – Describe the area within the limits of work for the project, including the size of the project area and unique challenges that may exist. If applicable, include ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, etc.  
*(1,000 characters)*

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**2.23. Site Plan/Construction Drawing** – Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location and proposed work.

**ATTACHMENT HERE**

**2.24. Transit Oriented Development** – Is the project site located at or within a half mile of a transit station (defined as a subway, light rail, ferry, commuter rail station) or bus route, and/or is located in a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?  
 Yes       No

**2.24.a.** If yes, identify the name of the transit station(s):  
*(500 characters)*

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**2.25. Current Zoning** – What type of use is currently allowed by zoning on the project site(s)? *(Check all that apply)*

- Industrial/Commercial
- Residential – Single Family / Townhome
- Residential – Multi-family
- Mixed – Use
- Other: \_\_\_\_\_

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*If Public Organization, show 2.26:*

**2.26. Community Development Tools** – Indicate which, if any, of the following housing and/or economic development tools have been adopted within the project site.

- 40R/40Y Smart Growth or Starter Home District
- 43D Expedited Permitting District
- Approved Urban Renewal Plan
- District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- Current or ‘Graduated’ Transformative Development Initiative (TDI) District
- EOHLC Approved Housing Production Plan

**2.27. Site Ownership** - Does the applicant own the property?

- Yes  No

If no, describe how the applicant will acquire the property prior to grant award. Specify timing of closing and other key dates.

*(2,000 characters)*

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*Climate Resilience*

**2.28. Impervious Area** – Will the project result in a net increase in impervious area?

- Yes  No  Unsure

**2.28.a.** If yes, please describe any design strategies that the project will incorporate, and/or that the applicant plans to investigate as part of the project’s design, to mitigate a heat island effect.

*(1,000 characters)*

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**SITE PREPARATION ADDITIONAL QUESTIONS**

**3.1. Future Development Potential** – Indicate the development potential of the site:

Number of acres currently developed:	
Number of acres that cannot be developed:	
Number of acres with the potential to be developed:	

**3.2. Availability of Utilities**– Describe the availability of utility services to the project site:

Public Water:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Public Sewer:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Electricity:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Natural Gas:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown

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- 3.3. Describe Utilities** – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project:  
*(1,000 characters)*
- 
- 3.4. Site Access** – Describe existing access to the project site and required improvements, noting whether the existing access can accommodate traffic volumes associated with the as-of-right build out of the site.  
*(2,000 characters)*
- 
- 3.5. Site Marketing Status** – Summarize past and current site marketing efforts and indicate if the site is on the market now or has been on the market before.  
*(2,000 characters)*
- 

**ADDITIONAL/OPTIONAL ATTACHMENTS**

Applicants may submit other attachments to support the application, which may be reviewed and/or filed. However, please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

<b>Attachment Type</b>	<b>Description</b>
Letters of Support	Attach any letters in support of the project.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Site Images	Other site photographs, illustrations, and/or maps.
Other	Any other attachment.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

*This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the [One Stop IGX System](#).*

### FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.

- Yes       No       Not Applicable

**ATTACHMENT HERE** : *If yes, attach a certified copy of the vote taken by the relevant entity.*

If the applicant is a non-public entity, does the submission of this application require the authorization of the entity’s board of directors, or other governing body or bylaw? If Yes, attachment required.

- Yes       No       Not Applicable

**ATTACHMENT HERE** : *If yes, attach a document demonstrating such authorization.*

If No to the items above, are you authorized to submit this application on behalf of the applicant entity, by virtue of your administrative role (chief elected official, chief executive officer, city/town manager, authorized signatory, etc.), or as a designee of an administrator and/or authorized signatory?

- Yes       No

I, \_\_\_\_\_ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of \_\_\_\_\_ (Applicant Organization Name). By entering my name in the space below, I 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. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Executive Office of Housing and Livable Communities (EOHLC) and the Massachusetts Development Finance Agency (MDFA), will rely on the information provided in this application to make decisions about whether to award a grant from their respective funding sources. Also, that the Commonwealth reserves the right to take action against me, the applicant organization, and/or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I also affirm that, if awarded, the applicant organization has the capacity to carry out the project in accordance with all applicable laws and regulations.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date