



Real Estate Services (RES) Technical Assistance

MassDevelopment works with municipal officials, planners, local stakeholders, and others to provide technical assistance aimed at addressing site-specific and/or district-wide economic development challenges. Through MassDevelopment's in-house expertise and contracts with third-party consultants, our real estate services team provides creative solutions and feasible steps for municipalities and other public entities to effectively address planning and development projects.

Real Estate Services Technical Assistance 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. For more information, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit www.mass.gov/onestop.

Eligible Applicants and Uses

Applicants must be a municipality, municipal agency, or other public entity to apply for the RES Technical Assistance funding.

The Community One Stop for Growth will be accepting applications for funding in all eligible categories described below. For FY27, proposals must be either tied to the redevelopment of public surplus property or to the adoption of district redevelopment technical assistance. Available assistance includes the following activities:

- **Public Surplus Property Reuse**
Public surplus property projects should help a community find a new use for the property that results in the redevelopment of the property.
 - Site Concept Plans and Market Feasibility Studies – Including feasibility and planning studies in addition to concept-level master planning.
 - Request for Proposals / Qualifications – Development of materials to support the municipality's disposition process and the analysis of proposals to support their decision.
- **District Redevelopment Technical Assistance**
Early-stage projects to spur economic development activities within a commercial, industrial, or mixed-use district. Districts should have public surplus property and/or underutilized properties within the area. Examples of district redevelopment technical assistance projects:
 - District Redevelopment Strategies
 - Corridor Studies
 - District Improvement Financing (DIF)

Review Criteria

MassDevelopment will consider the following criteria when reviewing RES Technical Assistance applications. While few applications will satisfy every criterion, applications will be reviewed on a relative basis. Review criteria will be used to assess the potential for requested funding to advance a project towards project readiness, future development, and public benefits.

- Project ability to:
 - Create housing opportunities
 - Assist historically disadvantaged communities
 - Attract or retain jobs
 - Advance smart growth
 - Advance planning and predevelopment activities to a point where the private sector is compelled to invest in the project area.
 - Result in the redevelopment of surplus public property
 - Advance local plans and programming
- Availability of budget and appropriate house doctor consultants
- Regional impact and regional appropriateness
- Municipal commitment to work in partnership with MassDevelopment on the project
- Municipal capacity to implement and advance next steps upon completion of work
- Availability of matching funds from a local contribution

Grant Terms and Conditions

Grantees will be required to execute a standard grant agreement. The agreement provides that in most instances, the Agency will be repaid from any net property sale proceeds, long-term lease revenue, or refinancing proceeds. If a grant does not result in new revenues, there is no repayment obligation.

RES program award provides Technical Assistance through a House Doctor consultant to provide services for the project. Funds are not provided directly to the grantee. Project services do not generally exceed a value of \$75,000. Projects must be completed by the end of the fiscal year on June 30, 2027.

For more information, contact:

Ben Murphy
Vice President, Real Estate
Email: bwmurphy@massdevelopment.com

One Stop Full Application

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 Real Estate Services Technical Assistance 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.
- 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 Planning & Zoning or 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.

APPENDIX A

ACCESSING THE ONLINE APPLICATION

All applications to the Real Estate Services Technical Assistance 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.

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 EOED, 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 EOED. 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 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 – Once accounts are registered and/or approved, a Grant Administrator can create a Full Application(s), from the "Start New Document" 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 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 selecting 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 for assistance.

NOTE: If an application is erroneously submitted, the applicant may contact 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

Real Estate Services - District Redevelopment Technical Assistance

COMMUNITY ONE STOP FOR GROWTH

FY27 FULL APPLICATION

SAMPLE TEMPLATE

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](#).

This sample template shows all questions within the FY27 One Stop Full Application. Project specific templates, showing only the questions pertinent to each type of project considered for funding through the One Stop, are available at www.mass.gov/onestop.

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 1. APPLICANT INFORMATION

1.1. **Applicant Organization Name:** _____

1.2. **Organization Type:**

- Public Organization
- Non-Profit Organization
- For-Profit Organization

1.2.a. Public Organization Type

- Municipality (City/Town)
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency
- Water, Sewer, or Service District

1.3. **Applicant Organization Legal Address**

Address: _____

City/Town: _____

State: _____

Zip Code: _____

1.4. **Organization CEO**

CEO Name	CEO Title	CEO Phone	CEO Email

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

Contact Name	Contact Title	Contact Phone	Contact Email	
				+

1.6. **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

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

Organization Name	CEO Name	CEO Title	CEO Email	
				+

ATTACHMENT HERE Attach a letter from the organization(s) affirming partnership.

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](#).

1.7. Community Housing Restrictions - Does the community have any active housing restrictions or other restrictive bylaws, such as phased growth zoning, sewer moratorium, or housing moratorium?

Yes No

1.7.a. If Yes, provide an explanation for why it was established. Include the date of restriction expiration and whether the restriction allows for at least 5% increase in housing units over a single year:

(500 characters)

ATTACHMENT HERE Attach a copy of by-law/ordinance/moratoria language that established the restriction.

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

Chapter 43D Expedited Permitting Program Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Assessed Clean Energy (PACE) Adoption	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Digital Equity Planning Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cultural District Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mass Life Sciences Center Municipal Bootcamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing Development Incentive Program (HDIP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Urban Center Housing Tax Increment Financing (UCH-TIF)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Urban Renewal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chapter 40R	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chapter 40Y	<input type="checkbox"/> Yes	<input type="checkbox"/> No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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FORM 2. PROJECT INFORMATION

PROJECT CORE

2.1. Project Name: _____ (*25 Characters*)

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

Show if in an MBTA Community:

ATTENTION

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

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c.40A, s.3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities (EOHLC).

View the current compliance status of each MBTA Community at: www.mass.gov/mbtacommunities.

Choose the option below that reflects your municipality's compliance status with the law (M.G.L. c.40A, section 3A) and its Regulations (760 CMR 72.00).

- Compliant: Community has received a district compliance or conditional compliance determination letter from EOHLC.
- Interim Compliance: Community has adopted required zoning and/or submitted required materials, but has not received a district compliance determination letter from EOHLC.
- Non-Compliant: Community has been determined to be noncompliant by EOHLC.

Acknowledgement

- I understand that this project is located within an MBTA Community and that the community's compliance status with the above stated law and Regulations will affect this application's eligibility for funding.

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](#).

2.3. Short Project Abstract – In one sentence, describe what the grant would fund and what the project would accomplish if funded.

(500 characters)

2.4. Project Category for Grant Consideration – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project.

Development Continuum Category:

Planning and Zoning

Project Type:

Planning for Economic Growth

Project Focus:

Commercial District Redevelopment Technical Assistance

Show for Housing Choice Public Orgs only:

2.4.a. As a Housing Choice Community, this project may be eligible for the [Housing Choice Grant Program](#). Housing Choice awards up to \$150,000 for planning & zoning projects and up to \$500,000 for site preparation, building, and infrastructure projects.

Do you want to be considered by the Housing Choice Grant Program?

Yes

No

NOTE: In the FY27 round, Housing Choice Communities do not need to answer questions related to implementation of Housing Choice Best Practices. However, best practices will still be accounted for in the review process from HLC's record of best practices that were submitted. If you are unsure whether HLC has the up-to-date list of best practices, please contact McKenzie Bell at McKenzie.Bell@mass.gov immediately.

If Yes Show:

Housing Choice Certification:

I, _____ (name), certify that the City/Town of _____ (Municipality) has submitted the most up-to-date list of best practices to HLC in its last Housing Choice Designation application OR submitted certification of best practices to McKenzie Bell during the FY27 Community One Stop for Growth application period, and that HLC has the most recent and accurate updated best practices to take into account in the application evaluation as described in the FY27 Housing Choice Grant Program Guidelines.

(Name) _____ (Date)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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ATTENTION APPLICANT

Based on the selection above, your project is likely to be reviewed by the following program(s):

Real Estate Services Technical Assistance

NOTE: Real Estate Technical Assistance grant funds are to be used exclusively for up to \$75,000 worth of technical assistance. The consultant used to deliver the technical assistance will be chosen by MassDevelopment staff from a list of pre-qualified consultants. The consultant is paid directly by MassDevelopment.

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

PROJECT OVERVIEW

2.5. Project Narrative – Provide an overview of the project, describing the issues or opportunities that the project aims to address and why the project is critical to enhance community, housing, and/or economic development in the community.
(2,000 characters)

2.6. Scope of Work – Provide a detailed description of the proposed work that would be carried out using the requested funds.
(2,000 characters)

2.7. Project Implementation Timeline – Describe the 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.
(1,000 characters)

2.8. Progress to Date – Describe any work that has been completed on this project so far, such as community/regional planning, design and engineering, prior project phases completed, etc. If applicable, include any prior local investment and/or state/federal funding received for the project. (1,000 character limit)
(1,000 characters)

2.9. Leadership and Ability to Execute – Describe the team that will lead the project and explain why they are well-positioned to carry it out successfully. If applicable, describe the role of other partners involved in the project.
(1,000 characters)

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

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(1,000 characters)

2.11. Project Impacts – Complete the below table to show the expected impacts of the project. If a field is unknown or not applicable, enter “0”.

Housing Impacts		
Market Rate Housing Units currently in project area (estimate as needed): _____	Affordable Housing Units currently in project area (estimate as needed): _____	Total Housing Units in Project Area: X
Business Impacts		
Total number of active businesses within project area (estimate as needed): _____	Total number of commercial vacancies within project area (estimate as needed): _____	

2.11.a. Which of the following growth strategies best align with the project?

Attract or retain jobs
 Create housing opportunities
 Advance smart growth
 Redevelop surplus public property
 Advance planning and predevelopment activities to a point where the private sector is compelled to invest in the project area
 Assist historically disadvantaged communities
 Advance local plans and programming

GRANT FUNDING REQUEST

2.11. 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	
Meeting Expenses/Events	
Project Supplies/Materials	
Other/Miscellaneous	
Total	

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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2.12. Applicant Match – Will the applicant provide a match to supplement any grant funds awarded? An applicant match may include funds that will be committed to the project as well as expenses previously incurred (e.g., prior design or engineering). Do not include funds provided by outside parties.

Yes No

2.12.a. If yes, what is the match amount? _____

2.12.b. Describe the source(s) and status of all applicant match funds being provided, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds.

(500 characters)

2.13. 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.)? Do not include any applicant match.

Yes No

2.13.a. If yes, what is the total amount being contributed by outside organizations? _____

2.13.b. Describe the source(s) and status of the additional funds, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds.

(500 characters)

2.13.c. Does the “Other Match” amount include any federal funds?

Yes No

Total Project Cost

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 Other Match Funding Sources accordingly.

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

2.14. Consultant/Contractor Cost Estimate – Do you have a cost estimate or proposal from prospective consultant(s), contractor(s) or other professional services provider(s) for this project?

Yes No

If yes:

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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

COMMUNITY DESCRIPTION

2.15. Project Location Map – Attach a map showing the location of the project/project area. For site specific projects, the map should clearly identify the parcel(s) and/or structure(s) where the project will take place.

ATTACHMENT HERE

2.16. 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

2.17. Community Description and Engagement Plan – Describe the community/population(s) that will be impacted by the project and the engagement efforts that will inform the project. Discuss how the project will promote an inclusive public 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.

(1,000 characters)

2.18. Relation to Other Projects - Does the project align with and/or support any other housing or economic development projects happening in the community?

Yes No

2.18.a. If yes, briefly describe any direct or indirect support that the project provides.

(500 characters)

2.19. District Management Models – Indicate which, if any, of the following district management models have been established to support the community's downtown, main street, village center, or other commercial corridors.

- Business Improvement District
- Designated Cultural District
- Parking Benefit District
- Tourism Destination Marketing Districts
- Transformative Development Initiative (TDI) District
- Voluntary District Management Organization
- Other

ENVIRONMENTAL SUSTAINABILITY AND RESILIENCE

2.20. Environmental Sustainability and Greenhouse Gas Reduction – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the work for which

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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the funding is requested. If applicable, describe what efforts will take place to reduce greenhouse gas emissions on site during the execution of the project in support of the [Massachusetts Clean Energy and Climate Plan for 2050](#).

(1,000 characters)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

3.1. Vote Required - Does the submission of this application require a formal vote of any board, commission, or other local entity?

3.1.a. 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?

3.1.b. If Yes, attach a certified copy of the vote taken by the relevant entity.

ATTACHMENT HERE

3.2. Certification:

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 Economic Development (EOED) 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

APPENDIX C

One Stop Application Template

Real Estate Services - Municipal Surplus Property Disposition

COMMUNITY ONE STOP FOR GROWTH

FY27 FULL APPLICATION

SAMPLE TEMPLATE

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FORM 1. APPLICANT INFORMATION

1.1. **Applicant Organization Name:** _____

1.2. **Organization Type:**

- Public Organization
- Non-Profit Organization
- For-Profit Organization

1.2.a. Public Organization Type

- Municipality (City/Town)
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency
- Water, Sewer, or Service District

1.3. **Applicant Organization Legal Address**

Address: _____

City/Town: _____

State: _____

Zip Code: _____

1.4. **Organization CEO**

CEO Name	CEO Title	CEO Phone	CEO Email

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

Contact Name	Contact Title	Contact Phone	Contact Email	
				+

1.6. **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

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

	Organization Name	CEO Name	CEO Title	Email
+				

ATTACHMENT HERE Attach a letter from the organization(s) affirming partnership.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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1.7. Community Housing Restrictions - Does the community have any active housing restrictions or other restrictive bylaws, such as phased growth zoning, sewer moratorium, or housing moratorium?

Yes No

1.7.a. If Yes, provide an explanation for why it was established. Include the date of restriction expiration and whether the restriction allows for at least 5% increase in housing units over a single year:

(500 characters)

ATTACHMENT HERE Attach a copy of by-law/ordinance/moratoria language that established the restriction.

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

Chapter 43D Expedited Permitting Program Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Assessed Clean Energy (PACE) Adoption	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Digital Equity Planning Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cultural District Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mass Life Sciences Center Municipal Bootcamp	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing Development Incentive Program (HDIP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Urban Center Housing Tax Increment Financing (UCH-TIF)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Urban Renewal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chapter 40R	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chapter 40Y	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 2. PROJECT INFORMATION

PROJECT CORE

2.1. Project Name: _____ (*25 Characters*)

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

Show if in an MBTA Community:

ATTENTION

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

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c.40A, s.3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities (EOHLC).

View the current compliance status of each MBTA Community at: www.mass.gov/mbtacommunities.

Choose the option below that reflects your municipality's compliance status with the law (M.G.L. c.40A, section 3A) and its Regulations (760 CMR 72.00).

- Compliant: Community has received a district compliance or conditional compliance determination letter from EOHLC.
- Interim Compliance: Community has adopted required zoning and/or submitted required materials, but has not received a district compliance determination letter from EOHLC.
- Non-Compliant: Community has been determined to be noncompliant by EOHLC.

Acknowledgement

- I understand that this project is located within an MBTA Community and that the community's compliance status with the above stated law and Regulations will affect this application's eligibility for funding.

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](#).

2.3. Short Project Abstract – In one sentence, describe what the grant would fund and what the project would accomplish if funded.

(500 characters)

2.4. Project Category for Grant Consideration – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project.

Development Continuum Category:

Site Preparation

Project Type:

Municipal Surplus Property Disposition

Project Focus:

Municipal Surplus Property Disposition Study

Show for Housing Choice Public Orgs only:

2.4.a. As a Housing Choice Community, this project may be eligible for the [Housing Choice Grant Program](#). Housing Choice awards up to \$150,000 for planning & zoning projects and up to \$500,000 for site preparation, building, and infrastructure projects.

Do you want to be considered by the Housing Choice Grant Program?

Yes No

NOTE: In the FY27 round, Housing Choice Communities do not need to answer questions related to implementation of Housing Choice Best Practices. However, best practices will still be accounted for in the review process from HLC's record of best practices that were submitted. If you are unsure whether HLC has the up-to-date list of best practices, please contact McKenzie Bell at McKenzie.Bell@mass.gov immediately.

If Yes Show:

Housing Choice Certification:

I, _____ (name), certify that the City/Town of _____ (Municipality) has submitted the most up-to-date list of best practices to HLC in its last Housing Choice Designation application OR submitted certification of best practices to McKenzie Bell during the FY27 Community One Stop for Growth application period, and that HLC has the most recent and accurate updated best practices to take into account in the application evaluation as described in the FY27 Housing Choice Grant Program Guidelines.

(Name) _____ (Date)

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](#).

ATTENTION APPLICANT

Based on the selection above, your project is likely to be reviewed by the following program(s):

Real Estate Services Technical Assistance

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

PROJECT OVERVIEW

2.5. Project Narrative – Provide an overview of the project, describing the issues or opportunities that the project aims to address and why the project is critical to enhance community, housing, and/or economic development in the community.
(2,000 characters)

2.6. Scope of Work – Provide a detailed description of the proposed work that would be carried out using the requested funds.
(2,000 characters)

2.7. Project Implementation Timeline – Describe the 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.
(1,000 characters)

2.8. Progress to Date – Describe any work that has been completed on this project so far, such as community/regional planning, design and engineering, prior project phases completed, etc. If applicable, include any prior local investment and/or state/federal funding received for the project. (1,000 character limit)
(1,000 characters)

2.9. Leadership and Ability to Execute – Describe the team that will lead the project and explain why they are well-positioned to carry it out successfully. If applicable, describe the role of other partners involved in the project.
(1,000 characters)

2.10. Anticipated Outcomes – Explain how the project will catalyze community economic development, housing development, and/or provide other public benefit. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.
(1,000 characters)

2.11. Project Impacts – Complete the below table to show the expected impacts of the project. If a field is unknown or not applicable, enter “0”.

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Development Potential		
Maximum Housing Units Allowed on Site by Current Zoning: _____	Square feet of commercial development allowed by current zoning: _____	Square feet of industrial development allowed by current zoning: _____
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: _____

If Real Estate Services:

2.11.a. Which of the following growth strategies best align with the project?

- Attract or retain jobs
- Create housing opportunities
- Advance smart growth
- Redevelop surplus public property
- Advance planning and predevelopment activities to a point where the private sector is compelled to invest in the project area
- Assist historically disadvantaged communities
- Advance local plans and programming

GRANT FUNDING REQUEST

2.11. 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	
Other/Miscellaneous	
Total	

2.12. Applicant Match – Will the applicant provide a match to supplement any grant funds awarded? An applicant match may include funds that will be committed to the project as well as expenses previously incurred (e.g., prior design or engineering). Do not include funds provided by outside parties.

- Yes
- No

2.12.a. If yes, what is the match amount? _____

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2.12.b. Describe the source(s) and status of all applicant match funds being provided, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds.

(500 characters)

2.13. 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.)? Do not include any applicant match.

Yes No

2.13.a. If yes, what is the total amount being contributed by outside organizations? _____

2.13.b. Describe the source(s) and status of the additional funds, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds.

(500 characters)

2.13.c. Does the “Other Match” amount include any federal funds?

Yes No

Total Project Cost

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 Other Match Funding Sources accordingly.

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

2.14. Consultant/Contractor Cost Estimate – Do you have a cost estimate or proposal from prospective consultant(s), contractor(s) or other professional services provider(s) for this project?

Yes No

If yes:

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

COMMUNITY DESCRIPTION

2.15. Project Location Map – Attach a map showing the location of the project/project area. For site specific projects, the map should clearly identify the parcel(s) and/or structure(s) where the project will take place.

ATTACHMENT HERE

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2.16. 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

2.17. Community Description and Engagement Plan – Describe the community/population(s) that will be impacted by the project and the engagement efforts that will inform the project. Discuss how the project will promote an inclusive public 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.

(1,000 characters)

2.18. Relation to Other Projects - Does the project align with and/or support any other housing or economic development projects happening in the community?

Yes No

2.18.a. If yes, briefly describe any direct or indirect support that the project provides.

(500 characters)

2.19. District Management Models – Indicate which, if any, of the following district management models have been established to support the community's downtown, main street, village center, or other commercial corridors.

Business Improvement District
 Designated Cultural District
 Parking Benefit District
 Tourism Destination Marketing Districts
 Transformative Development Initiative (TDI) District
 Voluntary District Management Organization
 Other

ENVIRONMENTAL SUSTAINABILITY AND RESILIENCE

2.20. Environmental Sustainability and Greenhouse Gas Reduction – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the work for which the funding is requested. If applicable, describe what efforts will take place to reduce greenhouse gas emissions on site during the execution of the project in support of the [Massachusetts Clean Energy and Climate Plan for 2050](#).

(1,000 characters)

SITE INFORMATION

2.21. General Site Information

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Project Address (If the work spans multiple addresses, or is within a public right of way, provide the address that best represents the project location.)
Parcel ID(s) (If multiple parcels, enter the parcel ID for each individually)
Current assessed value (\$) of the development site:
Is the project site part of a state-owned land disposition process? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes</i> Provide details on the status of the disposition process (has been, is being, or will be disposed of) and for what intended purpose.

2.22. Project Site Description – Describe the area where the grant-funded work will take place. Include the size of the project area and any 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)

2.23. Site Plan/Construction Drawing – Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location of the proposed work that would be funded by this grant if awarded.

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 within 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):

(250 characters)

2.24.b. If yes, is the project located within an MBTA Community compliant zoning district?

Yes No

2.25. Current Zoning – What type of use does the zoning on the project site(s) currently allow? (Check all that apply)

<input type="checkbox"/> Industrial/Commercial	<input type="checkbox"/> Mixed – Use
<input type="checkbox"/> Residential – Single Family / Townhome	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Residential – Multi-family	

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

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- Approved Urban Renewal Plan
- Downtown/Village Center Plan
- Local Rapid Recovery Plan
- Comprehensive Plan
- District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- Current or ‘Graduated’ Transformative Development Initiative (TDI) District

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

- Yes
- No

ATTACHMENT HERE: Attach a copy of the online property card showing ownership.

If No

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

(500 characters)

2.29. Site End Use – What is the intended end use for the project site?

- Residential – Single Family / Townhome
- Residential – Multi-family
- Mixed – Use
- Industrial/Commercial
- Municipal/Public Use
- Other
- Unknown

SITE PREPARATION ADDITIONAL QUESTIONS

3.1. Availability of Utilities – Indicate 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
Broadband Internet:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Fiber-Optic Internet:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown

3.2. Describe Utilities – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project:

(1,000 characters)

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3.3. 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.
(1,000 characters)

3.4. Site Marketing Status – Summarize past and current site marketing efforts and indicate if the site has been on or is currently on the market.
(1,000 characters)

3.7. Occupancy Status – Is the property vacant?

Yes No

If no, what are the current uses?

(500 characters)

3.8. Surplus Status – Has the property been officially surplus by the municipality?

Yes No

If yes:

3.8.a. Attach declaration of surplus document

ATTACHMENT HERE:

If no:

3.8.b. If No, estimated date to be declared surplus _____

3.8.c. Has the municipal legislative body (i.e. city/town council) discussed surplusing the property in a public meeting?

Yes No

If yes:

3.8.d. Attach minutes of the meeting in which surplussing the property was discussed.

ATTACHMENT HERE

3.9. Site Studies – To-date, have any of the following activities taken place or reports/studies been produced?

Site Survey
 Phase One Environmental
 Phase Two Environmental
 Building Condition Report
 Existing Conditions Report
 Community Engagement/Visioning Process

Site Concept Plans
 Property Appraisal
 Market Feasibility Study
 Request for Proposals/Qualifications
 Neighborhood/District Plan

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FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

3.1. Vote Required - Does the submission of this application require a formal vote of any board, commission, or other local entity?

3.1.a. 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?

3.1.b. If Yes, attach a certified copy of the vote taken by the relevant entity.

ATTACHMENT HERE

3.2. Certification:

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 Economic Development (EOED) 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