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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 2026 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. 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.

II. PROGRAM FEATURES AND REQUIREMENTS

A. Program Highlights

Maximum Award	No set maximum but typical awards range from \$50,000 to \$500,000.
Grant Use	Site Preparation and Predevelopment Activities
Project Duration	No maximum duration specified.
Project focus examples	Due diligence work, constraint mapping, master planning, pre-permitting and permitting, engineering studies, capital improvements, demolition, property acquisition, etc.
Eligible communities	All municipalities are eligible to apply.
Eligible lead applicant	Municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit development entities.

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 development 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 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.

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

Site Predevelopment and Planning (One Stop Application Project Focus: Site Readiness Pre-Construction)

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.
- 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.

Site Preparation (One Stop Application Project Focus: Site Readiness Construction)

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

- Demolition
- Construction of Site-Related Upgrades – Including roads and other infrastructure

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.
- 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
- 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.

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 is 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 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 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

SITE PREPARATION - SITE IMPROVEMENTS

COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE 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](#).

This sample template shows all questions within the FY26 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~~

If Public 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: _____
State: _____

City/Town: _____
Zip Code: _____

1.4. Organization CEO

CEO Name: _____
CEO Tel.: _____

CEO Title: _____
CEO Email: _____

1.5. Project Contact (if different)

Contact Name: _____
Contact Tel: _____

Contact Title: _____
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 entities):

	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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Show for Public Organizations only:

1.7. Community Housing Restrictions - Does the community have any active housing restrictions or other restrictive bylaws, such as phased growth zoning, a sewer moratorium, or an active 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 development tools offered by the Commonwealth of Massachusetts:

- [Chapter 43D Expedited Permitting Program Designation](#) Yes No
- [Property Assessed Clean Energy \(PACE\) Adoption](#) Yes No
- [Municipal Digital Equity Planning Program](#) Yes No
- [Cultural District Designation](#) Yes No

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
- Disadvantaged Business Enterprise
- Veteran-Owned Business Enterprise
- LBGTQ-Owned Business Enterprise
- Disability-Owned Business Enterprise
- Emerging Developer
- N/A

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:** _____

Show if in an MBTA Community:

ATTENTION

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

The MBTA Community within which the project is located must be compliant with the Guidelines for Multi-Family Zoning Districts under Section 3A of the Zoning Act (MGL c. 40A) for the project to be eligible for funding from the following programs: HousingWorks Infrastructure Program, Housing Choice Grant Program, MassWorks Infrastructure Program, Brownfields, Underutilized Properties Program, and Site Readiness Program. All other participating programs will take compliance status into consideration during application review.

View the compliance status of each MBTA community at: www.mass.gov/mbtacomunities.

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 (M.G.L. c.40A).

- Compliant: Community has received a district 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, or
- Interim Compliance: Community is designated as an “adjacent small town” and therefore has a deadline to adopt required zoning and submit required materials by December 31, 2025.
- 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 Guidelines will affect this application’s eligibility for funding.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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2.3. Short Project Abstract – Provide a concise description of the project. (500 character limit)

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: Site Improvements to Unlock Development

Project Focus: Site Readiness Pre-Construction

Site Readiness Construction

2.4.a. Project Sub-Focus: Which of the following best describes the work to be conducted using the funding requested? (select one)

If Site Pre-construction:

Site Due Diligence

Site Plan Design

Market Study

Civil Engineering

Pre-Permitting/Permitting

If Site Construction:

Demolition

Site Acquisition, related tasks

Construction of site related upgrades

Show for Housing Choice Public Orgs only:

2.4.b. As a Housing Choice Community, this project may be eligible for the [Housing Choice Grant Program](#). To be considered, you must complete **Housing Choice Questions**. Housing Choice awards for planning & zoning projects is \$150,000, and \$500,000 for site preparation, building, and infrastructure projects.

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

Yes

No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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. 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 character limit)

- 2.6. Scope of Work** – Provide a detailed description of the proposed work that would be carried out using the funds, or technical assistance, received through the grant, including the timeline to implement the project and key milestones. (2,000 character limit)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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2.7. 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 state/federal funding received for the project. (1,000 character limit)

2.8. 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 character limit)

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

Maximum Development Allowed by Zoning			
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: _____	
Housing Impacts			
	New Rental Units	New Ownership Units	Total
New Affordable Units	_____	_____	X
New Market Rate Units	_____	_____	X

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Total New Housing Units		X
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):		_____
Employment Impacts		
Number of NEW permanent full-time jobs to be created:		_____
Number of NEW permanent part-time jobs to be created:		_____
Total number of NEW permanent jobs to be created:		X
Total construction jobs to be supported by the private development project(s): _____	Total existing full-time jobs to be retained as a direct result of this project: _____	
Business Impacts		
Square feet of office and/or retail space to be created, including restaurants:		_____
Square feet of industrial space to be created, including warehouses:		_____
Total square footage of commercial space to be created:		X

GRANT FUNDING REQUEST

2.10. 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	_____
Demolition	_____
Construction	_____
Construction Admin	_____
Contingency	_____
Other/Miscellaneous	_____
Total	

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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2.11. Applicant Match – Will the applicant provide a match to supplement any grant funds awarded?

- Yes No

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

2.11.b. Describe the source(s) and status of all matching funds being provided by applicant, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds. (1,000 character limit)

2.12. 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

2.12.a. If yes, what is the total amount being contributed by other sources? _____

2.12.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. (1,000 character limit)

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 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>
Total Project Cost	<i>Auto-populated</i>

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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2.13. 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

2.14. 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

2.15. 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

2.16. 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 character limit)

ENVIRONMENTAL SUSTAINABILITY AND RESILIENCE

2.17. 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](#)

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[and Climate Plan for 2050](#). (1,000 character limit)

SITE INFORMATION

2.19. General Site Information

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:	

2.20. Project Site Description – Describe the area within the limits of work for the project, including 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 character limit)

2.21. 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

2.22. 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

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2.22.a. If yes, identify the name of the transit station(s): (500 character limit)

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

Yes No

2.23. **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 | |

Public Only:

2.24. **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

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

Yes No

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

2.25.b. If no, describe how the applicant will acquire the property prior to grant award. Specify timing of closing and other key dates. (500 character limit)

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

- Residential – Single Family / Townhome
- Residential – Multi-family

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- Mixed – Use
- Industrial/Commercial
- Municipal/Public Use
- Other:

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– 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

3.3. Describe Utilities – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project: (1,000 character limit)

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. (1,000 character limit)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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3.5. 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 character limit)

3.6. Anticipated Size of Development – Indicate the estimated square footage of anticipated development that will be supported with this funding.

- Less than 50,000 SF
- 50,000 SF – 100,000 SF
- 200,000 SF or above
- Not yet determined

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.

Attachment Type	Description
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

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FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

If Public Organization:

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

Yes No

If Non-Public Organization:

3.1. Vote Required - Does the submission of this application require the authorization of the entity’s board of directors, or other governing body or bylaw?

Yes No

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?

Yes No

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