MassDevelopment

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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 2027 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. Grant activities should be contracted and start within 12 months of award.
Project focus examples	Due diligence work, constraint mapping, master planning, pre-permitting and site permitting, engineering studies, site 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, <u>municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit development entities</u> 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. <u>Note that private sector entities are not eligible to apply to the Site Readiness Program Public or non-profit entities may not act as a pass through for private sector entities.</u>

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.

- MassDevelopment reserves the right to reduce the amount of the award from the original request. Funding is subject to availability.

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)
- Ability to begin work within 12 months of grant award

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. Ineligible Activities

Funding from the Site Readiness Program supports efforts to develop new, large-scale private development that can result in direct economic impact/benefits to a community in terms of new commercial, industrial, or mixed-use development. The following activities are *not* competitive within the Site Readiness Program:

- Parking lots and parking structures may be ancillary to a development project but should not be the focus of a Site Readiness application.
- Uses focused on the development of open space are not eligible for Site Readiness funding.
- Uses focused on municipal services, such as municipal campuses or buildings, are not competitive uses within the Site Readiness Program.
- Uses that focus on activities to support applicant operations or applicant office space and do not result in more than 50,000 SF of new commercial, industrial, or mixed-use development and/or housing units are not competitive within the Site Readiness Program.
- Project activities focused on building design or rehabilitation are not competitive within the Site Readiness Program.

D. 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. Successful applicants must be prepared to enter into a contract with MassDevelopment within 12 months of receiving award notification. Grant projects may begin as of the execution of the contract. Funded activities may not commence until a grant contract is fully executed. 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 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.

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: _____   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
+				

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.

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

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, 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	☐ Yes	☐ No
Property Assessed Clean Energy (PACE) Adoption	☐ Yes	☐ No
Municipal Digital Equity Planning Program	☐ Yes	☐ No
Cultural District Designation	☐ Yes	☐ No
Mass Life Sciences Center Municipal Bootcamp	☐ Yes	☐ No
Housing Development Incentive Program (HDIP)	☐ Yes	☐ No
Urban Center Housing Tax Increment Financing (UCH-TIF)	☐ Yes	☐ No
Urban Renewal	☐ Yes	☐ No
Chapter 40R	☐ Yes	☐ No
Chapter 40Y	☐ 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 ☐ LBGTQ-Owned Business Enterprise
☐ Minority-Owned Business Enterprise ☐ Disability-Owned Business Enterprise
☐ Disadvantaged Business Enterprise ☐ Emerging Developer
☐ Veteran-Owned Business Enterprise ☐ N/A

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:

<table>
<tr><td>

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.

</td></tr>
</table>

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:**
> Select Development Continuum Category
>
> **Project Type:**
> Select Project Type
>
> **Project Focus:**
> Select Project Focus

> **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 Design & Analysis:*
> ☐ Site Due Diligence
> ☐ Site Plan Design
> ☐ Market Study
> ☐ Civil Engineering
> ☐ Pre-Permitting/Permitting
>
> *If Site Improvements to Unlock Development:*
> ☐ 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. 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.

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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)

ATTENTION APPLICANT

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

PROGRAM

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.

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.

_____ (*1,000 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".

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: _____

2.11.a. Has a future development been identified for the site?

☐ Yes   ☐ No

If yes:

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

Housing Impacts			
	New Rental Units	New Ownership Units	**Total**
New Affordable Units	_____	_____	**X**
New Market Rate Units	_____	_____	**X**
Total New Housing Units			**X**
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):			_____

GRANT FUNDING REQUEST

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

If Site Design & Analysis:

Spending Category	Funding Request
Consultants / Prof. Fees	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Other/Miscellaneous	
Total	

If Site Improvements to Unlock Development:

Spending Category	Funding Request
Consultants / Prof. Fees	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Environmental Remediation	
Demolition	
Construction	
Construction Admin	
Contingency	
Other/Miscellaneous	
Total	

2.13. **Applicant Match** – Will <u>the applicant</u> 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

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

2.13.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)

2.14. **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

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

2.14.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)

2.14.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	*Auto-populated*
Applicant Match	*Auto-populated*
Other Funding Sources	*Auto-populated*
Total Project Cost	*Auto-populated*

2.15. **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

2.16. **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

2.17. **Environmental Justice** – Is the project site located <u>within one mile</u> of an Environmental Justice census block group? **CLICK HERE** to access the Commonwealth's Environmental Justice Map Viewer.

☐ Yes   ☐ No

2.18. **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)

2.19. **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

> **2.19.a.**   If yes, briefly describe any direct or indirect support that the project provides.
> *(500 characters)*

2.20. **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 RESILIANCE

2.21. **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

2.22. **General Site Information**

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.

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? ☐ Yes ☐ No *If Yes* Provide details on the status of the disposition process (has been, is being, or will be disposed of) and for what intended purpose.

2.23. **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)

2.24. **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

2.25. **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? *(Hide for STRAP)*
☐ Yes   ☐ No

2.25.a. If yes, identify the name of the transit station(s):
(250 characters)

2.25.b. If yes, is the project located within an MBTA Community compliant zoning district?
☐ Yes   ☐ No

2.26. **Current Zoning** – What type of use does the zoning on the project site(s) currently allow? (*Check all that apply*)
☐ Industrial/Commercial ☐ Mixed – Use
☐ Residential – Single Family / Townhome ☐ Other: _____
☐ Residential – Multi-family

Public Only:
2.27. **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
☐ 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

2.28. **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:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ Unknown
Public Sewer:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ Unknown
Electricity:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ Unknown
Natural Gas:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ Unknown
Broadband Internet:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ Unknown
Fiber-Optic Internet:	☐ Available ☐ Not Available ☐ Needs Upgrade ☐ 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)

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)

3.5. **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

☐ 200,0000 SF or above

☐ Not yet determined

3.6. **Project Implementation Timeline -** Provide the planned schedule/timeline for the work to be conducted using the funding requested. Please assume contracting completion in Q1 2027.

Milestone	Start Date	End Date
Project Kick Off		
Project 25% Completion		
Project 50% Completion		
Project 75% Completion		
Project Completion		

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

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