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**Brownfields Redevelopment Fund
Municipal Competitive Round through
the Community One Stop for Growth**

**Program Information and Guidelines
FY2024**

Brownfields Redevelopment Fund – Community One Stop Guidelines

I. INTRODUCTION

A. About the Program

The Brownfields Redevelopment Fund (the “Fund”), created by M.G.L. c.23G, s.29A, finances the environmental assessment and remediation of brownfield sites (“Sites”) in the Commonwealth. St. 2016, Ch. 219 authorized \$45 million over ten years from the Commonwealth’s capital budget for the Fund, a portion of which is being made available through the Community One Stop application.

B. What’s New in FY2024

The Program is now available to all communities with qualifying Sites in the Commonwealth.

II. PROGRAM FEATURES AND REQUIREMENTS

A. Program Highlights

Maximum Award	Up to \$100,000 for site assessment, or up to \$250,000 for remediation.
Total Funds Available	<i>Subject to state budget appropriation</i>
Grant Use	Environmental site assessment or remediation activities conducted by a Massachusetts Licensed Site Professional (LSP) or by a licensed remediation contractor in conformance with the Massachusetts Contingency Plan.
Project Duration	Project timeline should be no longer than one (1) year.
Project Focus Examples	Environmental site assessment or remediation activities undertaken to provide valuable Site information and better position Sites for redevelopment when development potential has been identified, but an end-user has not yet committed to a redevelopment project.
Eligible Communities	All Massachusetts communities are eligible.

Eligible Lead Applicant

All municipalities, municipal agencies or authorities, economic development and industrial corporations, and economic development authorities.

B. Eligible Applicants and Projects

Through the Community One Stop, all municipalities, municipal agencies or authorities, economic development and industrial corporations, and economic development authorities, can apply for up to \$100,000 in site assessment funding, or up to \$250,000 in remediation funding to provide valuable Site information and better position Sites for redevelopment when development potential has been identified, but an end-user has not yet committed to a redevelopment project. Amounts requested must be supported by a detailed scope of services, including a Project timeline, prepared by a Massachusetts Licensed Site Professional in good standing.

Funding will be awarded as a grant, subject to partial or whole repayment from any net land sale proceeds and/or long-term lease revenue realized at the Site. Grantees will be required to execute a standard Brownfields Grant Agreement.

Proposed Sites must meet the statutory criteria for designation, and applicants must demonstrate that redevelopment would be viable but for the impediment presented by real or perceived environmental contamination. A preference will be given to Sites located within one (1) mile of an environmental justice area. Sites that will be redeveloped for any municipal uses including, but not limited to, public safety buildings, schools, and public works facilities are not eligible.

Funding availability for approved Sites will be reserved for a limited time with the possibility of an extension period to be granted at the sole discretion of MassDevelopment and contingent upon demonstration by the awardee of significant progress or extenuating circumstances that justify the extension.

By submitting a request for funding from the Brownfields Redevelopment Fund through the Community One Stop, an Applicant is certifying that the Applicant, Site and Project meet the following **Statutory and Program Guidelines**:

- The Site has been previously used in a commercial or an industrial capacity;
- The proposed redevelopment Project will result in a significant economic impact in terms of the number of jobs or housing units to be created, or will contribute to the economic or physical revitalization of the area in which the Project Site is located, and a significant level of community benefits shall be associated with the Project;
- The Applicant qualifies as either an innocent owner or eligible person pursuant to the requirements contained within MGL c.23G, Section 29A;

- The Applicant did not cause or contribute to the release of oil or hazardous material at the Site;
- The Applicant did not own or operate the Site at the time of release;
- The Applicant does not have a familial relationship or any direct or indirect business relationship with a party potentially responsible for the contamination;
- The Applicant does not have any outstanding administrative or judicial enforcement actions pending against them regarding brownfields sites, or the Applicant must have a signed agreement with the Department of Environmental Protection or the Office of the Attorney General outlining a resolution for any existing enforcement actions;
- The costs for which an application is made are not eligible for reimbursement from the Underground Storage Tank Fund authorized by M.G.L. c. 21J;
- The Applicant shall transfer the results of the environmental assessment to the regional office of the Department of Environmental Protection if such Applicant does not proceed with development of the Project for which the Project Site was assessed with loan monies from the Fund.

III. APPLICATION AND EVALUATION

A. How to Apply

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

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

- Form 1 – Applicant Information
- Form 2 – Project Information, and Site Information (if applicable)
- Form 3 – Development Continuum Category Questions (Sections 3 through 7)
Based on the development continuum, Project type and Project focus selected by the Applicant
- Form 3a – Special Designation General Questions
Only for municipalities designated as a Housing Choice Community and/or Rural/Small Town
- Form 4 – Certification of Application Submission Authority
- Form 5 – Other Attachments

In order to be considered for Brownfields Redevelopment Fund funding, Applicants must include complete responses to all required questions. Please see the attached Brownfields Redevelopment Fund specific Full Application template for required sections and questions.

B. Application Evaluation and Scoring Overview:

1. MassDevelopment staff will determine if all statutory and program guidelines are met;
2. A Review Committee will independently review and score the applications;
3. Reviewers may request additional information from any or all relevant sources during the application review process.

MassDevelopment will consider the following criteria when reviewing applications. While a particular application may not satisfy every criterion, applications will be reviewed based on the totality of the facts and circumstances. Review criteria will be used to assess the likelihood that the use of the requested funding will advance a Project towards increased marketability, site readiness, future development, and resulting public benefits:

- Evidence of Site control;
- Evidence of previous efforts to attract private development to the Site;
- Demonstrated community support and marketability of the Site;
- Availability of other funds to advance the Project in the form of grants, loans or abated property taxes from the municipality where the Project Site is located;
- The capacity of the Applicant to undertake and complete the assessment or remediation activity;
- A proposed redevelopment plan and timeline;
- The level of unemployment and/or need for housing in the community or census tract where Project Site is located;
- The location of the Site and its proximity to an environmental justice area;
- Community benefits associated with the potential redevelopment Project, including, but not limited to, job creation or retention, and/or the creation of housing opportunities consistent with the housing needs of the community;
- The potential level of private investment;
- The projected municipal tax revenues associated with redevelopment of the Site;
- The proximity of the Site to existing transportation and utility infrastructure appropriate to support the proposed redevelopment Project; and
- Demonstrable positive impacts of the proposed redevelopment Project and/or the preparation of the Site on the immediate neighborhood and region.

C. Award Decisions

Applicants that are approved for funding will receive a commitment letter outlining the recoverable 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.

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).
- 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.

APPENDIX: ACCESSING THE ONLINE APPLICATION

All applications to the Brownfields Redevelopment Fund 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 EOHED, an email notification will be sent from the system confirming designation as a Grant Administrator.

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

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

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

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

One Stop Standard Guideline and Website Language

Web Site Language:

Brownfields Redevelopment Fund 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. The One Stop streamlines the experience for the applicant and better coordinates programs and staff on engagement and grant making. It reorients the Commonwealth from a passive reviewer of funding requests to an active partner in economic development strategy, priorities, and investment.

Access to this program is now exclusively available through the One Stop. 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.

- 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.
- [Agency] reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. [Agency] also reserves the right to recommend partial grant awards, as deemed appropriate.

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.

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COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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FULL APPLICATION

SECTION 1. Applicant Information (may be auto-filled from Expression of Interest)

1.1 Primary Location: (Select from drop-down)

EOHED Region	(auto-filled)	MassDOT Highway District	(auto-filled)	Rural or Small Town	(auto-filled)
MDFA Regional Office	(auto-filled)	Gateway City	(auto-filled)	Housing Choice	(auto-filled)
Regional Planning Agency	(auto-filled)	MVP Community	(auto-filled)	MBTA Community	(auto-filled)

1.2 Organization Type: (Select from following drop-down options)

Public Entity:

- ☐ Municipality
- ☐ Public Housing Authority
- ☐ Redevelopment Authority
- ☐ Regional Planning Agency
- ☐ Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- ☐ Water or Sewer District

Non-Public Entity:

- ☐ Community Development Corporation
- ☐ Non-Profit Organization
- ☐ For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel.: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.

(2,000 characters)

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- 1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

☐ Yes ☐ No

- 1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

(500 Characters)

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SECTION 2: Project Information

- 2.1 Project Name: _____ (50 Characters)
- 2.2 Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.

(500 characters)
- 2.3 Project Category for Grant Consideration. Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.
- ☐ Community Activation and Placemaking
 - ☐ Planning and Zoning
 - ☒ Site Preparation
 - Project Type (check one):
 - ☒ Site Predevelopment
 - Project Focus (check one):
 - ☐ Preparing for Site Improvement Construction
 - ☒ Brownfields Site Assessment
 - ☐ Municipal Surplus Property Disposition Plan
 - ☐ Sitework Implementation
 - ☐ Building
 - ☐ Infrastructure
- 2.4 Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.

(4,000 characters)
- 2.5 Project Need – Describe why this project is necessary in enhancing community economic development.

(1,000 characters)
- 2.6 Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor’s Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.

(2,000 characters)
- 2.7 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.

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☐ Yes ☐ No

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

(2,000 characters)

- 2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

☐ Yes ☐ No

- 2.9a If Yes, provide an explanation:

(1,000 characters)

- 2.10 Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant's project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.

(2,000 characters)

- 2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).

(2,000 characters)

- 2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.

(1,000 characters)

- 2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

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

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- 2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.
(1,000 characters)
-
- 2.15 Will the applicant provide a match to supplement any grant funds awarded?
☐ Yes ☐ No
- 2.15a If yes, what is the match amount? _____
- 2.15b Describe the source(s) and status of all matching funds.
(1,000 characters)
-
- 2.15c Does the match include local ARPA funds?
☐ Yes ☐ No
- 2.15d If yes, what amount of the match is from local ARPA funds? _____
- 2.16 Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?
☐ Yes ☐ No

ATTACHMENT HERE: *Attach a cost estimate or proposal from prospective consultant(s), professional services provider(s), or contractor(s) for this project. Include a detailed workplan and schedule for the assessment and/or remediation work, prepared by a Mass. Licensed Site Professional in good standing.*

SITE INFORMATION:

- 2.17 Project Address(es): *(If multiple, enter the ID for each parcel individually. Add lines as necessary)*
- 2.18 Parcel ID(s): *(If multiple, enter the ID for each parcel individually. Add lines as necessary.)*

ATTACHMENT HERE: *Attach a map showing the project location.*

- 2.19 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.
(1,000 characters)
-
- 2.20 What type of use is currently allowed by zoning on the project site(s)? *(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 | <input type="checkbox"/> None of the above |

2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? *(If site is already designated, check No)*

☐ Yes

☐ No

SAMPLE

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 5: Site Preparation Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Site Preparation

Project Type: Site Predevelopment

Project Focus: Brownfields Site Assessment

Before you proceed, we recommend that you read the program guidelines for [Brownfield Redevelopment Fund](#).

- 5.1 Site Information – provide the assessed value and acreage information. (Estimate as needed)

Current assessed value of the site:	
How many acres are currently developed:	
How many acres have the potential to be developed:	
How many acres cannot be developed:	
Total Site Acreage:	

- 5.2 Utilities – Describe the availability of utility services to the project site:

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

- 5.3 Utilities – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project:
(1,000 characters)

- 5.4 Site Access – Describe existing access to the project site and required improvements, noting whether the existing access can accommodate traffic volumes associated with the as-of-right build out of the site.
(2,000 characters)

- 5.5 Site Marketing Status – Summarize past and current site marketing efforts and indicate if the site is on the market now or has been on the market before.
(2,000 characters)

Brownfields Questions

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5.12

Is the applicant a statutorily eligible municipality, redevelopment authority, economic development and industrial corporation, or economic development authority? <i>See program guidelines.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have full site ownership/control or current legal authority to access the site with the ability and a plan to attain full site ownership/control by the time of the project start date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the site been previously used in a commercial or an industrial capacity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has there been any confirmed or suspected release of oil and/or other hazardous materials at the site.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If No to any of the above questions, applicant is not eligible to apply in this category. Applicants answering Yes to all four, may proceed to the next set of questions related to site conditions:

Did the Applicant own or operate the Site at the time of the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Applicant cause or contribute to the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have a familial or business relationship with the party responsible for the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site eligible for funding under Chapter 21J – the Underground Storage Tank Fund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have any outstanding administration or judicial enforcement actions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes to any of the above questions, applicant is not eligible to apply in this category. If No to all five questions, applicant may continue to complete this section for grant consideration.

If ineligible show:

ATTENTION APPLICANT: Based on the answers provided to question 5.12, this application is not eligible for funding by the [Brownfield Redevelopment Fund](#).

Please upload the below attachments and save in order to access the remaining Brownfields questions:

ATTACHMENT HERE : Attach high resolution photo of the project site. Please attach in jpeg format if possible.

ATTACHMENT HERE : Attach evidence of site ownership/control demonstrating permission and/or legal authority to enter site for testing, remediation, etc.

ATTACHMENT HERE : Attach an Assessor's Card for this property. (Compile all documents into a single file)

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ATTACHMENT HERE : *Attach any available environmental report(s) for this site.*

- 5.13 Enter the following demographic information for the brownfield site, based on best available data.

Census Tract Number		Poverty Rate	
Unemployment Rate		Median Household Income	

- 5.14 Community Support – Describe the community support for this project. Please note key stakeholder groups and their involvement in the project.

(2,000 characters)

- 5.15 Describe the nature, extent, and specific location of any releases or suspected releases of oil or hazardous material at the site detailing the assumed responsible party for the contamination.

(2,000 characters)

- 5.16 Describe all adjacent properties and/or natural resources that are potentially affected by contamination at this site:

(1,000 characters)

- 5.17 List any DEP assigned Release Tracking Numbers associated with the site.

(1,000 characters)

- 5.18 Describe any known EPA and/or DEP non-compliance history for the site.

(2,000 characters)

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SECTION 9: Certification of Application Submission Authorization

- 9.1 If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.
- ☐ Yes ☐ No ☐ Not Applicable

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

- 9.2 If the applicant is a non-public entity, does the submission of this application require the authorization of the entity's board of directors, or other governing body or bylaw? If Yes, attachment required.
- ☐ Yes ☐ No ☐ Not Applicable

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

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

I, _____ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of _____ (Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) 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

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SECTION 10: OTHER/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
Other Site Images	Other site photographs, illustrations, and/or maps.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
Other	Any other attachment.

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FULL APPLICATION

SECTION 1. Applicant Information (may be auto-filled from Expression of Interest)

1.1 Primary Location: (Select from drop-down)

EOHED Region	(auto-filled)	MassDOT Highway District	(auto-filled)	Rural or Small Town	(auto-filled)
MDFA Regional Office	(auto-filled)	Gateway City	(auto-filled)	Housing Choice	(auto-filled)
Regional Planning Agency	(auto-filled)	MVP Community	(auto-filled)	MBTA Community	(auto-filled)

1.2 Organization Type: (Select from following drop-down options)

Public Entity:

- ☐ Municipality
- ☐ Public Housing Authority
- ☐ Redevelopment Authority
- ☐ Regional Planning Agency
- ☐ Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- ☐ Water or Sewer District

Non-Public Entity:

- ☐ Community Development Corporation
- ☐ Non-Profit Organization
- ☐ For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.
(2,000 characters)

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- 1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

☐ Yes ☐ No

- 1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

(500 Characters)

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SECTION 2: Project Information

- 2.1 Project Name: _____ (50 Characters)
- 2.2 Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.

(500 characters)
- 2.3 Project Category for Grant Consideration. Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.
- ☐ Community Activation and Placemaking
 - ☐ Planning and Zoning
 - ☒ Site Preparation
 - Project Type (check one):
 - ☐ Site Predevelopment
 - ☒ Sitework Implementation
 - Project Focus (check one):
 - ☐ Site Improvement Construction
 - ☐ Demolition
 - ☐ Site Acquisition, related tasks
 - ☐ Construction of site related upgrades
 - ☒ Brownfields Remediation
 - ☐ Building
 - ☐ Infrastructure
- 2.4 Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.

(4,000 characters)
- 2.5 Project Need – Describe why this project is necessary in enhancing community economic development.

(1,000 characters)
- 2.6 Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor’s Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.

(2,000 characters)
- 2.7 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.

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☐ Yes ☐ No

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

(2,000 characters)

- 2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

☐ Yes ☐ No

- 2.9a If Yes, provide an explanation:

(1,000 characters)

- 2.10 Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant's project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.

(2,000 characters)

- 2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).

(2,000 characters)

- 2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.

(1,000 characters)

- 2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Category	Spending Description	Funding Request
Capital	Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	
Capital	Environmental Remediation	
Capital	Construction (Including Demolition)	
Capital	Construction Admin	

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Other	Other / Miscellaneous	
		Total

- 2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.
(1,000 characters)
- 2.15 Will the applicant provide a match to supplement any grant funds awarded?
☐ Yes ☐ No
- 2.15a If yes, what is the match amount? _____
- 2.15b Describe the source(s) and status of all matching funds.
(1,000 characters)
- 2.15c Does the match include local ARPA funds?
☐ Yes ☐ No
- 2.15d If yes, what amount of the match is from local ARPA funds? _____
- 2.16 Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?
☐ Yes ☐ No

ATTACHMENT HERE: *Attach a cost estimate or proposal from prospective consultant(s), professional services provider(s), or contractor(s) for this project. Include a detailed workplan and schedule for the assessment and/or remediation work, prepared by a Mass. Licensed Site Professional in good standing.*

SITE INFORMATION:

- 2.17 Project Address(es): *(If multiple, enter the ID for each parcel individually. Add lines as necessary)*
- 2.18 Parcel ID(s): *(If multiple, enter the ID for each parcel individually. Add lines as necessary.)*

ATTACHMENT HERE: *Attach a map showing the project location.*

- 2.19 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.
(1,000 characters)

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2.20 What type of use is currently allowed by zoning on the project site(s)? (Check all that apply)

☐ Industrial/Commercial

☐ Mixed - Use

☐ Residential – Single Family / Townhome

☐ Other: _____

☐ Residential – Multi-family

☐ None of the above

2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? (If site is already designated, check No)

☐ Yes

☐ No

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DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 5: Site Preparation Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Site Preparation

Project Type: Sitework Implementation

Project Focus: Brownfields Remediation

Before you proceed, we recommend that you read the program guidelines for [Brownfield Redevelopment Fund](#).

5.1 Site Information – provide the assessed value and acreage information. (Estimate as needed)

Current assessed value of the site:	
How many acres are currently developed:	
How many acres have the potential to be developed:	
How many acres cannot be developed:	
Total Site Acreage:	

5.2 Utilities – Describe the availability of utility services to the project site:

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

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

5.4 Site Access – Describe existing access to the project site and required improvements, noting whether the existing access can accommodate traffic volumes associated with the as-of-right build out of the site.
(2,000 characters)

5.5 Site Marketing Status – Summarize past and current site marketing efforts and indicate if the site is on the market now or has been on the market before.
(2,000 characters)

Brownfields Questions

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5.12

Is the applicant a statutorily eligible municipality, redevelopment authority, economic development and industrial corporation, or economic development authority? <i>See program guidelines.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have full site ownership/control or current legal authority to access the site with the ability and a plan to attain full site ownership/control by the time of the project start date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the site been previously used in a commercial or an industrial capacity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has there been any confirmed or suspected release of oil and/or other hazardous materials at the site.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **No to any** of the above questions, applicant is not eligible to apply in this category. Applicants answering **Yes to all** four, may proceed to the next set of questions related to site conditions:

Did the Applicant own or operate the Site at the time of the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did the Applicant cause or contribute to the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have a familial or business relationship with the party responsible for the contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the site eligible for funding under Chapter 21J – the Underground Storage Tank Fund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the applicant have any outstanding administration or judicial enforcement actions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If **Yes to any** of the above questions, applicant is not eligible to apply in this category. If **No to all** five questions, applicant may continue to complete this section for grant consideration.

If ineligible show:

ATTENTION APPLICANT: Based on the answers provided to question 5.12, this application is not eligible for funding by the [Brownfield Redevelopment Fund](#).

Please upload the below attachments and save in order to access the remaining Brownfields questions:

ATTACHMENT HERE : Attach high resolution photo of the project site. Please attach in jpeg format if possible.

ATTACHMENT HERE : Attach evidence of site ownership/control demonstrating permission and/or legal authority to enter site for testing, remediation, etc.

ATTACHMENT HERE : Attach an Assessor's Card for this property. (Compile all documents into a single file)

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ATTACHMENT HERE : *Attach any available environmental report(s) for this site.*

- 5.13 Enter the following demographic information for the brownfield site, based on best available data.

Census Tract Number		Poverty Rate	
Unemployment Rate		Median Household Income	

- 5.14 Community Support – Describe the community support for this project. Please note key stakeholder groups and their involvement in the project.

(2,000 characters)

- 5.15 Describe the nature, extent, and specific location of any releases or suspected releases of oil or hazardous material at the site detailing the assumed responsible party for the contamination.

(2,000 characters)

- 5.16 Describe all adjacent properties and/or natural resources that are potentially affected by contamination at this site:

(1,000 characters)

- 5.17 List any DEP assigned Release Tracking Numbers associated with the site.

(1,000 characters)

- 5.18 Describe any known EPA and/or DEP non-compliance history for the site.

(2,000 characters)

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SECTION 9: Certification of Application Submission Authorization

- 9.1 If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.
- ☐ Yes ☐ No ☐ Not Applicable

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

- 9.2 If the applicant is a non-public entity, does the submission of this application require the authorization of the entity's board of directors, or other governing body or bylaw? If Yes, attachment required.
- ☐ Yes ☐ No ☐ Not Applicable

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

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

I, _____ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of _____ (Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) 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

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SECTION 10: OTHER/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
Other Site Images	Other site photographs, illustrations, and/or maps.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
Other	Any other attachment.