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

**Program Information and Guidelines
FY2022**

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 [Economically Distressed Areas \(EDAs\)](#) of 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 a new Community One Stop application.

B. What’s New in FY2022

Starting with the Fiscal Year 2022 grant round, which opens in spring 2021, the program will be accepting proposals through a new application process – The **Community One Stop for Growth** – which is a single application portal and collaborative review process for several state grant programs that make targeted investments based on a housing and economic development continuum.

EOHED is launching this Community One Stop for Growth application in partnership with the Department of Housing & Community Development and MassDevelopment. The round will open in January 2021 with a series of informational webinars. Prospective applicants will be able to submit an **Expression of Interest**, through April 2, 2021, outlining projects to receive feedback and suggestions on the best path for submitting proposals through a **Full Application** for funding consideration. Full Applications will be due by June 4, 2021.

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	Municipalities qualifying as Economically Distressed Areas (EDAs) .
Eligible lead applicant	Qualifying municipalities, municipal agencies or authorities, economic development and industrial corporations, and economic development authorities.

B. Eligible Applicants and Projects

Through the Community One Stop, 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 recoverable 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 Recoverable 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. Sites that will be redeveloped for municipal uses such as public safety buildings and schools 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 is located within an [Economically Distressed Area \(EDA\)](#) in Massachusetts as defined in Section 2 of Chapter 21E;
- 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 economically distressed 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 cannot be eligible for reimbursement from the Underground Storage Tank Fund authorized by M.G.L. c. 21J;
- An 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. Application Components

The new Community One Stop for Growth application is a single online application portal designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. The application is organized into the following sections:

- Core Questions (Sections 1, 2, 3, and 4), plus site information, if applicable,
- Additional Questions (Sections 5 through 10), based on the development continuum and the project components selected by the applicant,
- Additional Questions for Special Projects (Sections 11 and 12) only for communities designated as Housing Choice, Rural, and/or Small Town,
- Certification of Application Submission Authority (Section 13),
- Required Attachments (Section 14), primary repository for required attachments, and

- Other Attachments (Section 15), for attachments related to special projects.

A full proposal packet for consideration of Brownfields funding must include complete responses to all applicable questions in the following sections:

Section 1 – Applicant Information: Identifying information of the applicant, and partners, if applicable.

Section 2 – Applicant / Community Background: Information about the applicant main goals, challenges, and past projects. Section seeks information about the community’s engagement in state initiatives and includes a checklist of various economic and housing development tools and strategies.

Section 3 – Project Summary: Identification of all the categories for which the applicant seeks funding support, including Capacity Building. Includes the project name, abstract, and project type.

Section 4 – Project Details / Core Information/Site Information: Main project narrative and questions about leadership and ability to execute the project as well as progress to date. Includes questions related to the project timeline and anticipated outcomes.

Section 7 – Site Preparation Additional Questions: All of the questions about the specific project Site for which funding is requested. Includes detailed scope of work, historic environmental reports, and budget.

Section 13 – Certification of Application Submission Authority: Signature page certifying the authority to submit the application on behalf of the organization, and attesting that all responses are true and accurate.

Section 14 – Required Attachments: This section is for uploading attachments. The following items are required for applications requesting support in the Site Preparation category:

Section - Attachment Name	Referenced Question #	Description
Summary – Municipal CEO Letter	3.15 & 3.16	Letter from the municipal CEO outlining support for the applicant and/or proposed project.
Core/Details – Site Control Evidence	4.10 - 4,12 and 7.18	Evidence of site control.
Core/Details – Resilience Report	4.18 & 4.19	Copy of the project’s Climate Risk Screening and Resilience Design Standards Report.

Site Preparation – Cost Estimate	7.6	Cost estimate or proposal from consultant(s) and/or professional services provider(s).
Site Preparation – Assessor’s Card	7.10	Assessor’s card for identified property. (Compile documents in single file.)
Site Prep – Brownfields – Environmental Report	7.26	If available, environmental report for the site identified in the application.
Site Prep – Brownfields – Scope of Services	7.6	Detailed scope of services with current schedule for assessment and/or remediation.
Certification – Public Entity	13.2	If applicable, certified copy of the vote taken by the relevant entity.

IMPORTANT: The sections outlined above relate only to the Site Preparation category. Applicants may be required to complete other sections of the Community One Stop application, depending on the other categories they may have selected. Please review the instructions for the One Stop carefully.

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 economically distressed area and/or census tract where project site is located;
- 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.

D. Additional Information

- 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 EOHED webpage.
- Eligible applicants may submit funding requests for more than one brownfields 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.

*Funding from the Brownfields Redevelopment Fund available through the Community One Stop replaces the annual competitive funding rounds held by MassDevelopment for municipally- owned sites. Proposals for loans and recoverable grants, either when the timing is urgent due to a clearly identified development opportunity, or if the Applicant is not grant-eligible, will continue to be evaluated on a rolling basis. Those projects will work with their regional MassDevelopment officer to apply for site assessment or remediation funding. Regional staff listings for MassDevelopment can be found at <https://www.massdevelopment.com/who-we-are/regional-teams/> .