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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 2024 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. 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](http://www.mass.gov/onestop).

### II. PROGRAM FEATURES AND REQUIREMENTS

#### A. Program Highlights

<b>Maximum Award</b>	No set maximum but typical awards range from \$50,000 to \$500,000.
<b>Total Funds Available</b>	\$3,000,000 <i>(Subject to state budget appropriation)</i>
<b>Grant Use</b>	Site Preparation and Predevelopment Activities
<b>Project Duration</b>	No maximum duration specified.
<b>Project focus examples</b>	Due diligence work, constraint mapping, master planning, pre-permitting and permitting, engineering studies, capital improvements, demolition, property acquisition, etc.
<b>Eligible communities</b>	All municipalities are eligible to apply.

<b>Eligible lead applicant</b>	Municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit entities.
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**B. Eligible Applicants and Projects**

Through the Community One Stop, municipalities, municipal agencies or authorities, economic development and industrial corporations, economic development authorities and non-profit entities can apply for Site Readiness Program funding. All applications not from a municipality or municipal entity must include a letter of support from the municipality clearly articulating the proposed funding public purpose/ benefit. Note that private sector entities are not eligible to apply to the Site Readiness Program.

Grantees will be required to execute a standard grant agreement. Site Readiness grants benefiting specific sites shall be repaid from any net land sale proceeds and/or long-term lease revenue or refinancing proceeds.

A grantee’s repayment obligation would terminate without full 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 in full.

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

**Site Preparation**

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

## **Predevelopment and Permitting**

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

- 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.

## **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, 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 Site Readiness funding, applicants must include complete responses to all required questions. Please see the attached Site Readiness specific Full Application template for required sections and 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](http://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.

#### **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 (required for private-sector applicants)
- 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)
- Appropriateness of location (including proximity to housing and known off-site impacts)
- Marketability of the site (active interest a plus)

- Availability of matching funds from landowner and/or local contribution (including, but not limited to, tax increment financing or other financial commitments)

MassDevelopment staff will determine if all statutory and program guidelines are met.

A Review Committee will independently review and score the applications. Note that reviewers may request additional information from any or all relevant sources during the application review process.

### **C. Award Decisions**

Applicants that are approved for funding will receive a letter outlining the grant amount and any conditions of the award. All awards are subject to annual state budget appropriation and contingent upon full execution of a contract. Applicants that are not recommended for funding during the round will also be notified in writing, and invited to request feedback about their proposal, if interested.

## APPENDIX A

### ACCESSING THE ONLINE APPLICATION

All applications to the Site Readiness Program must be submitted electronically through the Community One Stop for Growth application process. The application will be available and accepted through the IGX Platform, accessed at <https://eohed.intelligrants.com>. A user account is required. Below are the steps for getting into the system.

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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](mailto: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](mailto:onestop@mass.gov) for assistance.

**NOTE:** If an application is erroneously submitted, the applicant may contact [onestop@mass.gov](mailto: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 Predevelopment and Implementation**

**COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE**

*This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the program’s online application portal.*

**FULL APPLICATION**

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

1.1 Primary Location: (Select from drop-down)

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

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)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

- 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
+				
+				

- 1.18 Indicate any applicable certifications and/or classifications for this organization: **(ONLY For Non-Public Entities)**
- Women-Owned Business Enterprise       LBGTQ-Owned Business Enterprise  
 Minority-Owned Business Enterprise       Disability-Owned Business Enterprise  
 Disadvantaged Business Enterprise       N/A  
 Veteran-Owned Business Enterprise

**MBTA COMMUNITY QUESTIONS**

*(Show only for MBTA Community Public Entity Applicants)*

- 1.19 Has the community received a determination of Interim Compliance with an approved Section 3A Action Plan, or determination of District Compliance, from DHCD in accordance with the *Compliance Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act*?
- Interim Compliance       District Compliance       Neither

*If Neither, show:*

An MBTA Community must be in compliance with the referenced guidelines in order to be eligible for funding from the MassWorks and/or Housing Choice programs.

*If Interim Compliance, show:*

- 1.19a Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

- Yes       No

*If yes:*

- 1.19b Briefly describe the nature of the changes/delays.  
 \_\_\_\_\_  
 (500 Characters)

**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. Please 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.

***Site Preparation Predevelopment Category***

- Community Activation and Placemaking
- Planning and Zoning

**Site Preparation**

*Project Type (check one):*

**Site Predevelopment**

*Project Focus (check one):*

**Preparing for Site Improvement Construction**

- Site Due Diligence
- Site Plan Design
- Market Study
- Civil Engineering
- Pre-Permitting/Permitting
- Brownfields Site Assessment
- Municipal Surplus Property Disposition Plan
- Sitework Implementation
- Building
- Infrastructure

***Site Preparation Implementation Category***

- 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

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- 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 area located within an Environmental Justice census block group? Click [HERE](#) to access the Commonwealth’s Environmental Justice Map Viewer.
- 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. Please 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, please 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)*
-

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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 budget for the proposed project.  
*Preparing for Site Improvement Construction, Brownfields Site Assessment, Building Rehabilitation Feasibility Study, Municipal Building Construction Feasibility Study and Infrastructure Predevelopment:*

**Site Preparation Predevelopment Budget**

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

**Site Preparation Implementation Budget**

Category	Spending Description	Funding Request
Capital	Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	
Capital	Environmental Remediation	
Capital	Construction (Including Demolition)	
Capital	Construction Admin	
Capital	Contingency	
Other	Other / Miscellaneous	
	<b>Total</b>	

2.14 Will the applicant provide a match to supplement any grant funds awarded?  
 Yes       No

2.14a If yes, what is the match amount? \_\_\_\_\_

2.14b Please describe the source(s) and status of all matching funds.  
 \_\_\_\_\_  
 (1,000 characters)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

2.14c Does the match include local ARPA funds?

- Yes       No

2.14d If yes, what amount of the match is from local ARPA funds? \_\_\_\_\_

2.15 Provide line item explanations, justifications, and/or notes. Please include an explanation of the methods for estimating project costs.

\_\_\_\_\_  
*(1,000 characters)*

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), contractors or other professional services provider(s) for this project.*

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**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, please 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) (Show only for public organizations)*

- Yes       No

**SPECIAL DESIGNATION: HOUSING CHOICE COMMUNITY**

*(Show only for public Housing Choice Community applicants)*

By virtue of the applicant’s Housing Choice Designation, this project may be eligible for the [Housing Choice Grant Program](#). Please note that the maximum Housing Choice award is \$300,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3.a. of the application.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

- 2.22 Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Housing Choice Grant Program?
- Yes       No

**SPECIAL DESIGNATION: RURAL AND/OR SMALL TOWN**

*(Show only for public Rural and Small Town applicants)*

By virtue of the applicant's status as a Rural and/or Small Town, this project may be eligible for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. To be considered for funding through this program, you must complete **Section 8. Special Designation Additional Questions**, located on Form 3.a. of the application.

- 2.23 Do you intend to complete Section 8. Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?
- Yes       No

TEMPLATE ONLY



**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:** Preparing for Site Improvement Construction

Before you proceed, we recommend that you read the program guidelines for [Site Readiness Program](#).

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)*

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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)*

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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)*

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**Site Improvement Questions**

5.6 Anticipated Size of Development: Indicate the estimated square footage of anticipated development that will be supported with this funding. *(Check one)*

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

5.7 What is the intended end use for the project site(s)? *(Check all that apply)*

- Industrial/Commercial
- Residential – Single Family / Townhome
- Residential – Multi-Family
- Mixed - Use
- Other:

TEMPLATE ONLY

**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

**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.