

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 [One Stop IGX System](#).

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)

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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
+				
+				

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)

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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

Project Type (check one):

Community Plan

Project Focus (check one):

Master Plan

Neighborhood Plan

Downtown Plan

Urban Renewal Plan

Housing Production Plan

Regional Plan

Corridor Plan

Other Plan Specify: _____

Zoning Revision

Project Focus (check one):

Zoning to Comply with Section 3A of MGL c.40A

Comprehensive Zoning Review & Revision

Other Zoning Revision Specify: _____

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

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- Municipal Surplus Property Disposition Plan**
- Sitework Implementation**
 - Project Focus (check one):*
 - Site Improvement Construction**
 - Demolition
 - Site Acquisition, related tasks
 - Construction of site related upgrades
 - ~~Brownfields Remediation~~
- Building**
 - Project Type (check one):*
 - Building Predevelopment**
 - Project Focus (check one):*
 - Building Rehabilitation Feasibility Study**
 - Check all that apply:
 - Building Condition Study
 - Development Feasibility Studies
 - Code Compliance Studies
 - Architectural or Engineering Plans
 - ~~Collaborative Workspace Feasibility / Predevelopment~~
 - Municipal Building Construction Feasibility Study (Municipal Applicants Housing Choice and/or Rural & Small Town Designation Only)**
 - Public Facility Construction Feasibility Study
 - Housing/Mixed Use Construction Feasibility Study
 - Building Construction**
 - Project Focus (check one):*
 - Rehabilitation of a Blighted or Underutilized Property**
 - Check all that apply:
 - Code Compliance
 - Building Accessibility Improvements
 - Building Stabilization and/or Shell Repair
 - Interior Demolition or Remediation
 - ~~Collaborative Workspace Fit-Out~~
 - Municipal Building Construction (Municipal Applicants Housing Choice and/or Rural & Small Town Designation Only)**
 - Public Facility Construction
 - Housing/Mixed Use Construction
 - Infrastructure**
 - Project Type (check one):*
 - Infrastructure Predevelopment**
 - Project Focus (check one):*

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- Preconstruction: Design / Engineering Documents Only**
- Infrastructure Construction***

Project Focus (check one):

Public Infrastructure to Support Growth

- Roadway / Streetscape Improvements
- Bridge / Culvert Repair or Replacement
- Water / Sewer Infrastructure
- Public Utility Project (Gas, Electric, etc.)

Small Town Road Improvements to Enhance Public Safety (aka STRAP)

*Note: Infrastructure Construction may include predevelopment components.

- 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)
-

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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.

Creating District Identity and Municipal Surplus Disposition Plan:

Category	Spending Description	Funding Request
Operating	Consultants / Prof. Fees	
Other	Other / Miscellaneous	
	Total	

Implementing a Community Economic Development Program, Community Visioning for Future Placemaking Implementing Locally Driven Placemaking, and Planning & Zoning:

Category	Spending Description	Funding Request
Operating	Consultants / Prof. Fees	
Operating	Project Supplies / Materials	
Operating	Meeting Expenses / Events	
Other	Other / Miscellaneous	
	Total	

Preparing for Site Improvement Construction, Building Rehabilitation Feasibility Study, Municipal Building Construction Feasibility Study and Infrastructure Predevelopment:

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

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Other	Other / Miscellaneous	
	Total	

Site Work Construction, Municipal Building Construction and Infrastructure Construction:

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	
	Total	

Building Construction: Rehabilitation of a Blighted or Underutilized Property:

Category	Spending Description	Funding Request
Capital	Pre-Construction (Design, Engineering, Permitting, Bidding, etc)	
Capital	Environmental Remediation	
Capital	Construction Admin	
Capital	Building Code Compliance	
Capital	Fire/Life Safety Code Compliance	
Capital	Accessibility Improvements	
Capital	Building Shell Repair	
Capital	Building Stabilization	
Capital	HVAC Improvements or Renovations	
Capital	Interior Demolition or Remediation	
Capital	Contingency	
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

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

Show for Planning & Zoning:

ATTACHMENT HERE: *Attach a map or conceptual drawing showing the location of the planned district and/or project area.*

SITE INFORMATION: *(Only Show 2.15-2.19 if applicant selects Site Preparation, Building, or Infrastructure in 2.3)*

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)*

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- 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 Form 3.a. Special Designation Additional Questions in order to be considered by the Rural and Small Town Development Fund?

- Yes No

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DEVELOPMENT CONTINUUM QUESTIONS

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

SECTION 4: Planning and Zoning Additional Questions

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

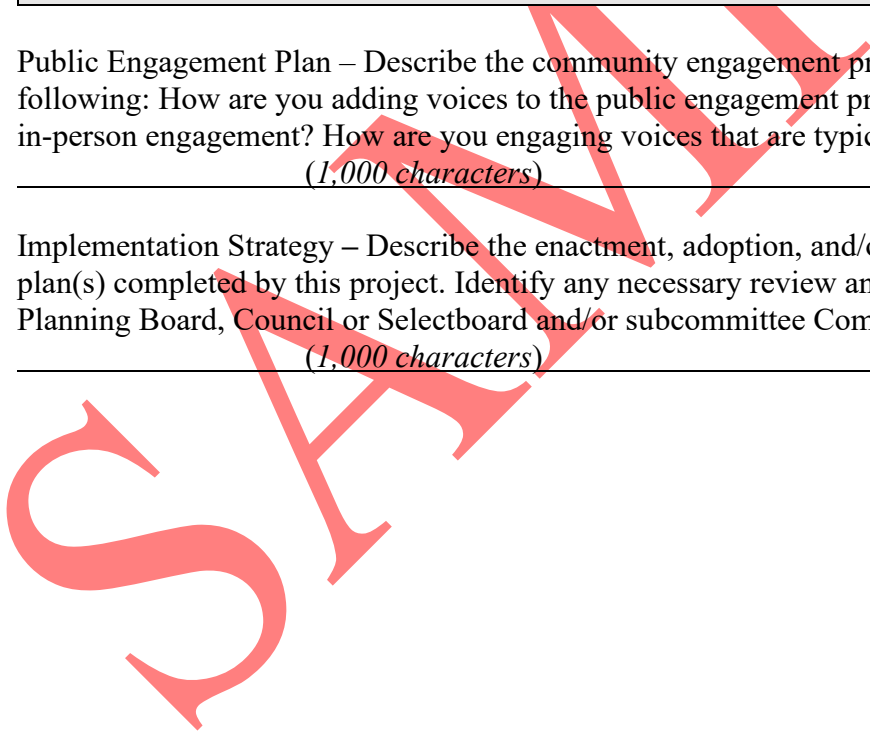
Development Continuum Category: Planning and Zoning
Project Type:
Project Focus:

Before you proceed, we recommend that you read the program guidelines for the [Community Planning Grants Program](#).

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Please complete Form 3.a. Special Designation Questions to be considered for funding.

- 4.1 Public Engagement Plan – Describe the community engagement process for the project. Address the following: How are you adding voices to the public engagement process through remote only, hybrid, or in-person engagement? How are you engaging voices that are typically not represented?
(1,000 characters)

- 4.2 Implementation Strategy – Describe the enactment, adoption, and/or implementation process for the plan(s) completed by this project. Identify any necessary review and/or approval entities such as Planning Board, Council or Selectboard and/or subcommittee Committee, town meeting, etc.
(1,000 characters)



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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:
Project Focus:

Before you proceed, we recommend that you read the program guidelines for [[Site Readiness Program](#), [Real Estate Services Technical Assistance](#) or [Brownfield Redevelopment Fund](#)].

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Please complete Form 3.a. Special Designation Questions to be considered for funding.

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)

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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)*
- Less than 50,000 SF
 - 50,000 SF – 100,000 SF
 - 200,000 SF or greater
 - 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:

Municipal Surplus Property Questions

- 5.8 Is the property vacant?
- Yes
 - No
- 5.8.a. If not, what are the current uses?
(1,000 characters)
-
- 5.9 Is the Surplus Property owned or controlled by the municipality, municipal agency, or other public entity?
- Yes
 - No
- 5.10 Has the property been officially surplus by the municipality?
- Yes
 - No
- If yes:*
- ATTACHMENT HERE**: Please attached declaration of surplus document
- If no:*
- 5.10.a. If No, estimated date to be declared surplus _____
- 5.11 To-date, have any of the following activities taken place or reports/studies been produced?
- Site Survey
 - Phase One Environmental
 - Phase Two Environmental
 - Building Condition Report
 - Site Concept Plans
 - Property Appraisal
 - Market Feasibility Study
 - Request for Proposals/Qualifications

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- Existing Conditions Report
- Community Engagement/Visioning Process
- Site Concept Plans
- Neighborhood/District Plan

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SECTION 6: Building (Vertical Construction) Additional Questions

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

Development Continuum Category: Building
Project Type:
Project Focus:

Before you proceed, we recommend that you read the program guidelines for [[Underutilized Properties Program](#) or [Collaborative Workspace Program](#)].

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Please complete Form 3.a. Special Designation Questions to be considered for funding.

6.1 Describe the project’s public purpose in one or more of the following categories: creating jobs, driving innovation, eliminating blight, increasing housing production, supporting economic development projects, increasing the number of commercial buildings accessible to persons with disabilities, conserving natural resources through targeted rehabilitation, and/or reuse of vacant and underutilized property.

(4,000 characters)

6.2 Community Support – Describe any community support for this project, including key stakeholder groups and their involvement in the project.

(2,000 characters)

6.3 Describe the impact that the project would have on the surrounding area.

(2,000 characters)

Show for Rehabilitation and Municipal Construction (predevelopment and implementation):

6.4 What additional work and/or adjacent but separate work does the applicant plan to do beyond the work funded by this requested grant? Describe the scope, estimated cost, and timeline. Provide a pro forma and/or business plan if available.

(2,000 characters)

ATTACHMENT HERE : *Attach a pro-forma and/or business plan demonstrating the additional construction work that is planned for this project. If Predevelopment, attach pro-forma or other relevant documents to the scope of the project.*

6.5 Do you own this property, for which you are applying?

Yes No

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6.5a If no, describe how you will acquire the property prior to grant award. Specify timing of closing and other key dates.

 (2,000 characters)

Building Rehabilitation Questions

6.6 Building Details – Complete the table to below to outline the specific characteristics of the building, particularly as they relate to the current vacancy rates and/or uses of the property.

In what year was the property built?	<i>(4-digit year)</i>	
How long (years) has the property been in its current ownership?		
What is the property’s current assessed value?	\$	
What is the property’s appraised value?	\$	
If known, what was the date of the most recent appraisal?		
How many floors (stories) does the property have?		
How many square feet of the property can potentially be occupied?		
Is the property currently vacant?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What is the property’s overall vacancy rate (%)?		
Check which floors exist in the building, and specify the vacancy rate and use(s) by floor.		
<input type="checkbox"/> Basement	% Vacant:	Present Use:
<input type="checkbox"/> 1 st Floor	% Vacant:	Present Use:
<input type="checkbox"/> 2 nd Floor	% Vacant:	Present Use:
<input type="checkbox"/> 3 rd Floor	% Vacant:	Present Use:
<input type="checkbox"/> 4 th Floor & Above	% Vacant:	Present Use:

6.7 Additional information/comments about the building details, as needed:

 (1,000 characters)

6.8 Can the entire property be used/occupied for the highest and best purposes?
 Yes No

6.8a If the entire property cannot be used/occupied for the highest and best purposes, describe whether any part of the property, and how much, can be used and/or developed. Note if not applicable.

 (1,000 characters)

6.9 Is the building (or any part of it) condemned?
 Yes No

6.9a If the building, or any part of it, is condemned, provide an explanation. Note if not applicable.

 (1,000 characters)

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6.10 Have there been any code enforcement actions taken in past 5 years?

- Yes No

6.10a If there have been any code enforcement actions in the past five years, provide an explanation. Note if not applicable.

(1,000 characters)

6.11 Are property taxes current?

- Yes No

6.11a If not, is the property currently in tax title?

- Yes No

6.11b If the property taxes are not current and/or the property is currently in tax title, provide an explanation. Note if not applicable.

(1,000 characters)

Building Rehabilitation and Municipal Construction Capital Questions

Only show 6.12 for Rehabilitation of a Blighted or Underutilized Property

6.12 For capital improvement request: A copy of each plan will be required if project is recommended. *(Check all that apply)*

Capital Improvement Item	Plans Available?
Building Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Fire/Life Safety Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Accessibility Improvements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Building Shell Repair	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Building Stabilization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
HVAC Improvements or Renovations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Interior Demolition or Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Other. Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

6.13 What percentage of the project design is completed? (Ex. 0%, 25%) _____

ATTACHMENT HERE : *Attach construction drawings and/or design documents that clearly demonstrate the proposed work.*

6.14 Which of the following permits, licenses, and/or approvals are required for this project? *(Check all that apply)* For selected items, indicate if secured and the actual or anticipated dates of filing and issuance.

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Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/>		
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Building Permit	<input type="checkbox"/>		
<input type="checkbox"/> Other. Specify:	<input type="checkbox"/>		

6.15 Is the financing or other funding sources for this project fully secured?

Yes No

6.15a If Yes, provide details on all sources and if there are any significant contingencies.

(1,000 characters)

6.15b If No, indicate the status of all sources, if there are any significant contingencies, and by when the applicant expects to secure the resources needed to proceed.

(1,000 characters)

6.16 What is the proposed plan for managing the construction?

(1,000 characters)

6.17 Describe the experience of the proposed construction team with similar projects:

(1,000 characters)

6.18 Indicate all of the applicable characteristics of the development project:

Total area (in acres) to be developed:	
Total value of private investment leveraged:	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of all commercial developments:	
Number of NEW market-rate housing units to be created:	

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Number of NEW affordable housing units to be created:	
Total number of housing units to be created:	
Number of NEW part time jobs to be created:	
Number of NEW full time jobs to be created:	
Total jobs to be created:	
Number of construction jobs that will be supported:	
Number of full time jobs to be retained as direct result of this project:	

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SECTION 7: Infrastructure (Horizontal Construction) Additional Questions

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

Development Continuum Category: Infrastructure
Project Type:
Project Focus:

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

As a designated Rural and Small Town, we recommend that you read the program guidelines for the [Rural and Small Town Development Fund](#). Please note that the maximum Rural and Small Town Development Fund award is \$500,000. Please complete Form 3.a. Special Designation Questions to be considered for funding.

- 7.1 Is the project site located at or within a half mile of a transit station (defined as a subway, light rail, ferry, or commuter rail station), and/or is located in a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?
 Yes No
- 7.1a If yes, identify the name of the transit station(s):
 (500 characters)
-

ATTACHMENT HERE: *Attach an aerial view map showing the limits of work of the public project site in relation to the limits of work of the private project site (if applicable). Clearly delineate the two.*

ATTACHMENT HERE: *Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location and proposed work.*

- 7.2 Is the project site publicly owned?
 Yes No
- 7.2a If Yes, describe the type of public ownership (*Check all that apply*).
- Public Land Right of Way Other. Specify: _____
 Leasehold Easement
- 7.2b If No, explain how the site will be publicly acquired/owned by the project start date or if public ownership is not applicable.
 (1,000 characters)
-

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7.3 If the applicant is not the municipality, does the applicant have a letter from the municipal CEO outlining knowledge of and support for the proposed project?

- Yes No N/A

If Yes:

ATTACHMENT HERE: *Attach the support letter from the municipal CEO.*

Do not show for STRAP:

7.4 Indicate which, if any, of the following housing and/or economic development tools have been adopted within the project site.

- 40R/40Y Smart Growth or Starter Home District
- 43D Expedited Permitting District
- Approved Urban Renewal Plan
- District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- Economic Opportunity Area (EOA)
- Current or ‘Graduated’ Transformative Development Initiative (TDI) District
- DHCD Approved Housing Production Plan

Infrastructure Predevelopment Questions

7.5 Will this predevelopment work support one or more specific private developments?

- Yes No

If yes:

7.5a Describe how the predevelopment work will support one or more specific private developments.
(1,000 characters)

7.6 When do you anticipate completing the design phase of the work? _____

7.7 When do you expect the public infrastructure to break ground?

(500 characters)

7.8 Do you have a private developer identified?

- Yes No

7.8a If Yes, provide information about private developer:

Proponent Entity/Company:		Contact Name/Title:	
Project Name:		Phone:	
Project Address:		Email:	

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7.8b When do you expect the private development (s) to break ground?

 (500 characters)

Infrastructure Construction Questions

7.9 Provide the planned schedule/timeline for the public infrastructure project.

Milestone	Start Date	End Date
Design / Engineering / Permitting		
Bidding Open / Close		
Construction Start		
50% Construction		
Construction Complete		

7.10 What percentage of the public infrastructure project design is completed? _____ %

7.11 Which of the following permits, licenses, and/or approvals are required for the public infrastructure project? For each selected item, indicate if secured and the actual or anticipated dates of filing and issuance. *Note: Please do not include any requirements related to associated private development.*

Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/>		
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Building Permit	<input type="checkbox"/>		
<input type="checkbox"/> Other. Specify:	<input type="checkbox"/>		

7.12 Is the construction work planned as a non-participating scope item on a MassDOT TIP project?
 Yes No

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7.12a If yes, identify the TIP Project Number, if available, and indicate whether this project will be entirely or partially included in the non-participating scope of work. _____

7.13 Will the project include work on a state roadway and/or at an intersection with a state roadway?
 Yes No

7.13a If Yes, identify the state roadway(s) involved:
(500 characters) _____

7.14 Does the public infrastructure project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03?
 Yes No

7.14a If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope.
(1,000 characters) _____

ATTACHMENT HERE: *Attach a copy of the project's output report from the Commonwealth's online Climate Resilience Design Standards Tool.*

The Climate Resilience Design Standards Tool guides users to input basic project information and will generate a downloadable report for attachment. Please note that only information related to the public infrastructure portion of the project should be entered into the tool. After clicking "Submit Project" inside the tool, the project information will be saved, and a "Download Report" icon will appear for the user. The entire process, exclusive of registration, should take no more than 15 minutes per project. Click [HERE](#) to register and access the Climate Resilience Design Standards Tool .

7.15 Does the project's Climate Resilience Design Tool report provide a "High" preliminary exposure score for either Sea Level Rise/Storm Surge, Extreme Precipitation - Urban Flooding, or Extreme Precipitation - Riverine Flooding (see above ATTACHMENT)?
 Yes No

7.15a If yes, please specify the design storm (return period) that the applicant intends to use in the engineering of the public infrastructure project (e.g., the 25-year storm or 4% storm). Additionally, please describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project's design, to mitigate the potential impacts of future flooding.
(1,000 characters) _____

7.16 Will the public infrastructure project result in a net increase in impervious area?
 Yes No

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7.16a If yes, please describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project’s design, to mitigate a heat island effect.

(1,000 characters)

Small Town Road Improvements to Enhance Public Safety Questions

7.17 If available, please provide the pavement condition rating for the road. _____

7.18 Describe existing infrastructure conditions and public safety concerns related to this road improvement project. If relevant, please specify accident hazards, traffic details, instances of road closure and impact on emergency vehicles, etc.

(2,000 characters)

ATTACHMENT HERE : *Attach images of the road, particularly focused on the areas that create the public safety hazards and areas in which the work will be focused.*

7.19 Please complete the below table with information from the last calendar year:

Vehicles Per Day	
Number of Accidents	
Number of Fatalities	
Number of Emergency Calls	
Number of Days Road was Fully Closed	
Number of Days Road was Partially Closed	

Public Infrastructure to Support Growth Questions

7.20 Does the public infrastructure project support an imminent private development?

Yes No

If yes show all remaining questions. If no add note for non-HC, non-Rural applicants:

Please be aware that to be competitive for a [MassWorks](#) Implementation grant, the project will need to be advanced in design and permitting, while also leveraging a private development that is imminent and closely linked to the public improvements. For projects that do not yet have private development identified, applicants should consider applying for an Infrastructure Predevelopment grant to support the creation of design and/or engineering documents.

7.21 Select the one category below that best describes the type of development that is being supported by the public infrastructure project proposed in this section:

Mixed-Use Development (Residential with office, retail, and/or commercial development)

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- Housing Development (Residential only)
- Economic Development with job creation and/or retention (No Residential/Housing)

7.22 Does the private development project, identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03?
 Yes No

7.22a If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope.
(1,000 characters)

7.23 Will the public infrastructure improvements directly serve or connect to the private development?
 Yes No

7.24 Will the public infrastructure project be on parcels of land that are either, a) part of the private development project site, or b) adjacent to the private development project site?
 Yes No

7.25 Will the public infrastructure project involve the construction of improvements that are required as a condition in a state/local permit or approval for a private development project, including Section 61 findings?
 Yes No

7.25a If Yes, please explain.
(500 characters)

7.26 Describe the private development project(s), including the scope of the development, expected public benefits, and project phasing, if any.
(4,000 characters)

7.27 Is this private development project allowed by-right in the municipality’s current zoning? **Note:** Uses requiring a special permit do not qualify as allowed by-right.
 Yes No

7.27a If no, is a zoning amendment required for this private development project to move forward?
 Yes No

7.28 What percentage of the project design is completed for the private development? %

7.29 Does the private development have all required permits and approvals to commence construction?
 Yes No

7.29a If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they will be secured.

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(2,000 characters)

7.30 Provide the anticipated schedule/timeline for the private development project.

Milestone	Start Date	End Date
Design/Engineering/Permitting		
Construction Start		
50% Construction		
Construction Complete		

7.31 Is the private development project’s financing fully secured?

Yes No

7.31a If No, indicate the status of the financing, if there are any significant contingencies, and by when the private developer expects to secure the resources needed to proceed.

(1,000 characters)

7.32 Complete the table below with the specific housing production and/or economic growth impact that is expected to result from the **primary private development project – the single private project that will be most directly leveraged by the public infrastructure work.**

General Information	
Development Address (or Parcel ID)	
Total estimated construction value (\$) of the private development project:	
Information on Commercial Development	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	
Information on Residential Development	
Lot area (acres) of the housing and/or mixed-used private development project:	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	
Total density (units/acre) of all NEW housing units:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Information on Job Creation	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	
Total construction jobs to be supported by the private development project(s):	
Total existing full-time jobs to be retained as direct result of this project:	

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7.33 Provide the following information for the primary private development project most directly leveraged by this infrastructure project, including the entity name and contact information.

Proponent Entity/Company:		Contact Name/Title:	
Project Name:		Phone:	
Project Address:		Email:	

7.34 Can the private development proceed independently without the public infrastructure project?
 Yes No

ATTACHMENT HERE : *Attach a letter from the private development proponent confirming and explaining this answer.*

7.35 Is the infrastructure project associated with any additional private development projects?
 Yes No

If yes:

7.35a Complete the table below with the specific housing production and/or economic growth impact that is expected to result from the additional private development project(s).

General Information	
Development Address (or Parcel ID)	
Total estimated construction value (\$) of the private development project:	
Information on Commercial Development	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	
Information on Residential Development	
Lot area (acres) of the housing and/or mixed-used private development project:	
Number of NEW market-rate units to be created for rent/lease:	
Number of NEW market-rate units to be created for homeownership:	
Number of NEW affordable units to be created for rent/lease:	
Number of NEW affordable units to be created for homeownership:	
Total number of all NEW housing units to be created:	
Total density (units/acre) of all NEW housing units:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Information on Job Creation	
Number of NEW permanent full-time jobs to be created:	
Number of NEW permanent part-time jobs to be created:	
Total number of all NEW permanent jobs to be created:	
Total construction jobs to be supported by the private development project(s):	

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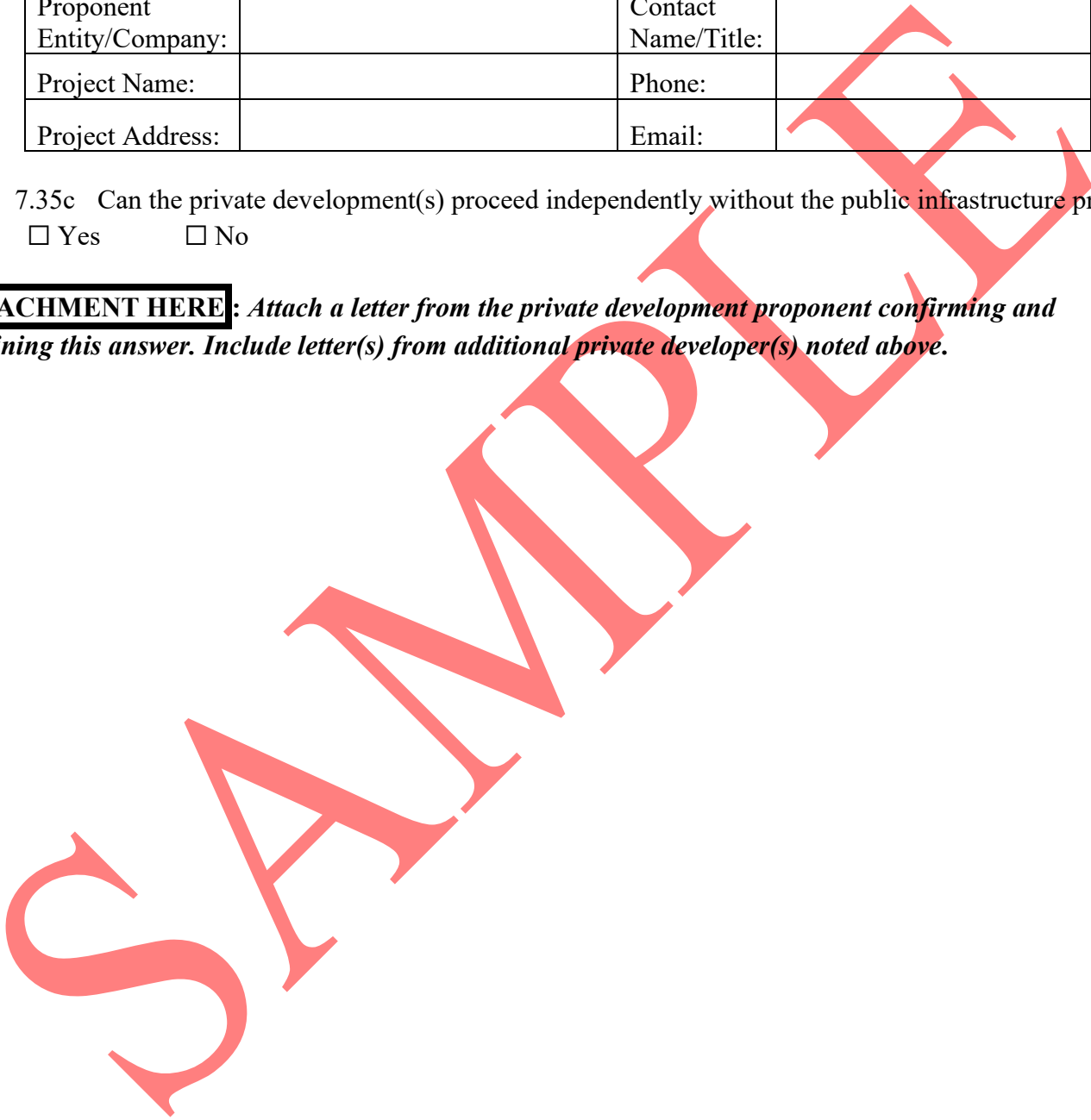
Total existing full-time jobs to be retained as direct result of this project:	
--	--

7.35b Provide the following information for the primary private development project most directly leveraged by this infrastructure project, including the entity name and contact information.

Proponent Entity/Company:		Contact Name/Title:	
Project Name:		Phone:	
Project Address:		Email:	

7.35c Can the private development(s) proceed independently without the public infrastructure project?
 Yes No

ATTACHMENT HERE: *Attach a letter from the private development proponent confirming and explaining this answer. Include letter(s) from additional private developer(s) noted above.*



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SECTION 8: Special Designation Additional Questions

SPECIAL DESIGNATION: RURAL AND/OR SMALL TOWN

Only Show if applicant is a Public Entity with Rural and/or Small Town designation that selects Planning and Zoning, Site Preparation, Building or Infrastructure in 2.3 and answers “Yes” to question 2.23:

If you would like this application to be considered for a Rural and Small Town award, you must complete the following questions related to strategies for rural and small town priorities.

R.1 Does the project involve more than one (1) community allowing for shared services and/or peer to peer learning opportunities and/or housing or economic development opportunities meaningful to all affected communities?

Yes No

R.1a If YES, describe how, including, where applicable, any impacts to infrastructure, housing, shared economic development, or other local impact that both communities will experience, and its significance to the region and partnering communities.

(1,000 characters)

R.2 Does the project directly relate to the design, enhancement or provision of water and sanitary sewer infrastructure?

Yes No

R.2a If YES, describe the expected impact, including, where applicable, how many housing units, businesses, and number of residents, consumers, workers, students, etc. may be impacted by this project, and its significance to the region.

(1,000 characters)

R.3 Does the project directly relate to transportation infrastructure and transportation mobility?

Yes No

R.3a If YES, describe how, where applicable, the project will create safer roads, greater multimodal transit access, greater opportunity for economic development or connectivity between homes and businesses, and its significance to the region.

(1,000 characters)

R.4 Does the project address the unique challenges faced by rural and small towns to create jobs, invest in their workforce, retain workers/jobs, and implement other economic development goals specific to rural communities and small towns?

Yes No

R.4a If YES, describe how, where applicable, the project will impact direct economic development including but not limited to job growth and/or retention, land use and working lands, population trends, and its significance to the region.

(1,000 characters)

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- R.5 Does the project directly relate to addressing the impacts of climate change and enhance the capacity to provide or create mitigative solutions in rural and small towns??
- Yes No

R.5a If YES, describe how, where applicable, the project equips the municipality with the resources to address the impacts of climate change and or improve resiliency for the health and safety of residents, and its significance to the region.
(1,000 characters)

SAMPLE

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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.