



MBTA COMMUNITIES CATALYST FUND APPLICATION

Municipalities are eligible to apply if they have received a District Compliance Determination Letter from EOHLC.

To be considered, eligible applicants must email a completed application form with required attachments (or a recently submitted Community One Stop for Growth application in any eligible categories) as a single PDF document to EOHLCMBTACommCatalyst@mass.gov. An application checklist is included below for guidance.

Find the MBTA Communities Catalyst Fund Application, a fillable PDF application, online at www.mass.gov/how-to/mbta-communities-catalyst-fund.

If you have recently applied for funds through the Community One Stop for Growth and the project was not funded, then you may utilize that application as a substitute for the MBTA Communities Catalyst Fund Application from the below list.

For a complete application, please make sure you have the following:

- ☐ Fully completed MBTA Communities Catalyst Fund Application (or recent Community One Stop for Growth application, if applicable)
- ☐ Copy of District Compliance Determination Letter from EOHLC
- ☐ If applicable: copy of housing restriction ordinance
- ☐ Project budget and/or cost estimate and/or pro forma
- ☐ Project location map
- ☐ If applicable: partner entity letter
- ☐ If applicable: certified copy of vote taken by relevant entity to certify application submission

APPLICANT INFORMATION

Applicant Information			
Municipality:			
Municipality Legal Address:			
City/Town:		Zip Code:	
Municipality CEO		Project Contact (if different than CEO)	
Name & Title:		Name & Title:	
Email:		Email:	
Tel. #:		Tel. #:	

MBTA Communities Date of District Compliance Determination: _____
**You must have received a district compliance determination letter at the time of application to be eligible for this fund and must attach a copy with your application.*

Community Housing Restrictions – Are there any active housing restrictions or other restrictive bylaws, such as phased growth zoning or an active housing moratorium?

☐ Yes* ☐ No

**If yes, you must provide a copy of the restriction with your application.*

PROJECT OVERVIEW

Project Category – Select the category and project type that best fits the proposed project.

- ☐ Acquisition of property/properties
 - ☐ Municipal acquisition of property
 - ☐ Private acquisition of property (passthrough funding)
- ☐ Housing Development
 - ☐ Housing production
 - ☐ Housing rehabilitation
 - ☐ Housing preservation
- ☐ Infrastructure
 - ☐ Pre-construction - Design / Engineering Documents Only
 - ☐ Construction

Project Name:	
Project Abstract – Provide a concise description of the project.	

Location Eligibility – Indicate the location of the project site in relation to the compliant 3A district*:

☐ Within ☐ Adjacent to ☐ 0.5 miles or farther

**Refer to published guidelines regarding project location eligibility definitions and criteria.*

Project Site: Describe the location of proposed project site and where it is located within/in relation to the approved 3A district. Provide a map of the project site with your application.
Project Address(es) & Parcel ID(s):

Grant Funding Request – In the table below, provide a breakdown by spending category of the total funding request for the proposed project. Include a copy of your project budget and/or cost estimate and/or pro forma with your application.

Grant Spending Description	Grant Request
Consultants/Prof. Fees	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Construction	
Construction Admin	
Contingency	
Other / Miscellaneous	
Total Grant Request	

<p>Justification of Request – Provide line-item explanations, justifications, and/or notes for the funding requested. Include an explanation of the methods for estimating project costs.</p>
<p>Applicant Match – If applicable, indicate if you will provide a match to supplement any awarded grant funds. If yes, detail the amount, source, and status of matching funds. <i>Note: staff time does not count as match funds.</i></p>
<p>Additional Funding – If applicable, indicate if there are any additional sources of funding provided by outside parties to support the project. provide a match to supplement any awarded grant funds. If yes, detail the indicate the amount, source, and status of additional funding.</p>
<p>Scope of Work & Project Implementation – Detail the proposed work to be funded by the grant. Describe the steps and timeline to implement the project, as well as any tasks that need to be completed before expending grant funds (i.e., procurement, hiring contractors, issuing RFPs, etc.) and any notable dates and/or milestones. If applicable, identify any necessary review and/or approval entities such as Planning Board, Council or Selectboard and/or subcommittee Committee, town meeting, etc.</p>

Project Expenditure Timeline – Detail the timeline of expending grant funds, if awarded.
Anticipated Outcomes and Impacts –Describe the project’s tangible outcomes on housing development, preservation, and/or rehabilitation.

Indicate characteristics of any planned and/or leveraged development, if applicable:

General Information	
Development Address (or Parcel ID)	
Lot area (acres) of the development site:	
Housing Impacts	
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:	
Number of EXISTING market-rate units to be preserved and/or rehabilitated:	
Number of EXISTING affordable units to be preserved and/or rehabilitated:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	

ACQUISITION PROJECT QUESTIONS

Site Description – Describe the parcel or property to be acquired, including ownership history, conditions, square footage, unique challenges that may exist at this location, etc. Indicate whether you will acquire and maintain ownership or passthrough funds to an entity to acquire and maintain ownership and, if so, to which entity.

Planned Development – Describe any planning or studies to date and/or what future planning or studies will be undertaken on the parcel or property that will advance housing development, preservation, and/or rehabilitation.

Letter from Partner Entity – If applicable, include a letter from the partner entity to which you will passthrough funds for the acquisition project with your application.

HOUSING DEVELOPMENT PROJECT QUESTIONS

Site Description – Describe the parcel or property being developed, including ownership history, conditions, square footage, unique challenges that may exist at this location, etc. Indicate whether you will fund work directly or passthrough funds to an entity to execute the project.

Planned Development – Describe any planning or studies to date and/or what future planning or studies will be undertaken on the parcel/property/development that will advance housing development, preservation, and/or rehabilitation.

Housing Development Information – Date the development project was submitted to the municipality for approval:		
Housing Developer Contact Information – Provide the following information for the housing development project, including the entity name and contact information.		
Proponent Entity/Company:		
Project Name:		
Project Address:		
Contact Name/Title:		
Contact Email:		
Contact Phone:		
Housing Development Overview – Describe the housing development project, including the scope of the development, expected public benefits, project phasing, and approximate date of when housing units will be occupied.		
Letter from Partner Entity – If applicable, include a letter from the partner entity to which you will passthrough funds for the acquisition project with your application.		

PUBLIC INFRASTRUCTURE PROJECT QUESTIONS

Site Ownership – Indicate if the infrastructure project site is publicly owned. If yes, describe the type of public ownership (i.e., public land, right of way, etc.).	
Provide information related to the leveraged private development as a result of this public infrastructure project.	
Developer Contact Information – Provide the following for the primary private development project most directly leveraged by this infrastructure project.	
Proponent Entity/Company:	
Project Name:	
Project Address:	
Contact Name/Title:	
Contact Email:	
Contact Phone:	

Private Development Overview – Describe the private development project(s), including the scope of the development, project phasing, status of financing and design/construction, and approximate date of when housing units will be occupied.

Reliance on Public infrastructure Improvements - Can the private development proceed independently without the public infrastructure project?

☐ Yes ☐ No

Letter from Private Development Proponent - Include a letter from the private development proponent confirming and explaining this answer with your application.

CERTIFICATION OF APPLICATION SUBMISSION

Does application submission require a formal vote of any board, commission, or other local entity? If yes, attachment required.

☐ Yes* ☐ No ☐ Not Applicable

**If yes, include a certified copy of the vote taken by the relevant entity with your application.*

If no or not applicable, 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 _____ (Municipality 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 Livable Communities (EOHLC) 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: _____