

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](#).

FY25 DRAFT FULL APPLICATION

FORM 1. APPLICANT INFORMATION

1.1. Applicant Organization Name: _____

1.2. Organization Location: (Select from drop-down)

1.3. Organization Type:

☐ Public Entity:

☐ Municipality

☐ Public Housing Authority

☐ Redevelopment Authority

☐ Regional Planning Agency

☐ Quasi-Governmental Agency

☐ Water, Sewer, or Service District

☐ Non-Public Entity:

☐ Community Development Corporation

☐ Non-Profit Organization

☐ For-Profit Organization

1.4. Applicant Organization Legal Address

Address: _____

State: _____

City/Town: _____

Zip Code: _____

1.5. Organization CEO

CEO Name: _____

CEO Tel.: _____

CEO Title: _____

CEO Email: _____

1.6. Project Contact (if different)

Contact Name: _____

Contact Tel: _____

Contact Title: _____

Contact Email: _____

1.7. Organization Description – Describe your organization’s structure, including staff capacity, and housing, economic, and/or community development goals.

(1,000 Characters)

1.8. Joint Application - Is this a joint application between two or more applicants, which will entail a formal arrangement for a shared scope of work and allocation of funds?

☐ Yes ☐ No

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

	Organization Name	CEO Name	CEO Title	Email
+				

1.10. Community Housing Restrictions - Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

☐ Yes ☐ No

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If Yes, provide an explanation and date when moratorium expires:

(1,000 characters)

- 1.11. Community Development Tools** - Is your community interested in pursuing any of the following economic development tools offered by the Commonwealth of Massachusetts:

Chapter 43D Expedited Permitting Program Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Massachusetts Vacant Downtown Storefronts Program Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Property Assessed Clean Energy (PACE) Adoption	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Municipal Digital Equity Planning Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Shows for Any Public Entity in an MBTA Community:

MBTA COMMUNITY QUESTIONS

- 1.12.** Choose the option below that best reflects your municipality's compliance status with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A). If unsure you can find community compliance status at www.mass.gov/mbtacomunities. Has your municipality:

- ☐ Received a determination of District Compliance from EOHLC
- ☐ Submitted a District Compliance Application but have not yet received a letter of determination from EOHLC.
- ☐ Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance.
- ☐ Have a deadline of December 31, 2023 BUT not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts.

If "Have a deadline of December 31, 2023 but not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts", the following note shows:

An MBTA Community must be in compliance with the referenced guidelines in order to be eligible for funding from the MassWorks, HousingWorks Infrastructure Program, and/or Housing Choice Grant Program. All other One Stop programs will take non-compliance into consideration as part of their grant making process.

If "Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance", then the following shows:

- 1.12.a.** 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:

- 1.12.b.** Briefly describe the nature of the changes/delays.

(500 Characters)

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FORM 2. PROJECT INFORMATION

PROJECT CORE

2.1. **Project Name:** _____ (25 Characters)

2.2. **Project Location:** (*Select from drop-down*)

Housing Choice	(auto-filled)	Rural or Small Town	(auto-filled)
Region	(auto-filled)	Regional Planning Agency	(auto-filled)
MBTA Community	(auto-filled)		

2.3. **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)

2.4. **Project Category for Grant Consideration** – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

☐ Community Activation and Placemaking

☐ Planning and Zoning

☐ Site Preparation

☐ Building

☒ Infrastructure

Project Type (check one):

☒ Public Infrastructure to Support Housing Growth (Residential Only)

Project Focus (check one):

☒ Pre-Construction - Design / Engineering Documents Only

☐ Construction

☐ Public Infrastructure to Support Mixed-Use and/or Commercial/Industrial Growth

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

Show for Housing Choice Public Orgs only:

2.4.a. 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 \$500,000. To be considered for funding through this program, you must complete the **Housing Choice Additional Questions**.

Do you intend to complete the Housing Choice Additional Questions in order to be considered by the Housing Choice Grant Program?

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☐ Yes

☐ No

ATTENTION APPLICANT

Based on the selection above, your project is likely best fit for consideration by the following program(s):

HousingWorks Infrastructure Program

Before you proceed, it is recommended that you visit the program website and review program guidelines.

PROJECT OVERVIEW

- 2.5. 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)

- 2.6. Project Need** – Describe why this project is necessary in enhancing housing and/or job growth.

(2,000 characters)

GRANT FUNDING REQUEST

- 2.7. Grant Funding Request** – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Spending Category	Funding Request
Consultant/Professional Fees	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Other/Miscellaneous	
Total	

- 2.8. Justification of Request** – Provide line item explanations, justifications, and/or notes for the funding requested in question 2.7. Include an explanation of the methods for estimating project costs.

(1,000 characters)

- 2.9. Applicant Match** – Will the applicant provide a match to supplement any grant funds awarded?

☐ Yes

☐ No

2.9.a. If yes, what is the match amount? _____

2.9.b. Describe the source(s) and status of all matching funds.

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- 2.10. Other Match Funding Sources** – Is this project supported by additional funding being provided by outside parties (i.e. partner organizations, developer contributions, other state/federal grants, etc.)?

☐ Yes ☐ No

2.10.a. If yes, how much is being contributed by other sources? _____

2.10.b. Describe the source(s) and status of funds.

(1,000 characters)

Total Project Cost

If the below table does not accurately reflect the total cost to complete the scope of work described, adjust the Grant Funding Request, Applicant Match, and Funding From Other Sources accordingly.

Source	Amount
Grant Funding Request	<i>Auto-populated</i>
Applicant Match	<i>Auto-populated</i>
Other Funding Sources	<i>Auto-populated</i>
Total Project Cost	<i>Auto-populated</i>

- 2.11. Consultant/Contractor Cost Estimate** - Attach an engineer's cost estimate or similar document that details and substantiates the requested grant amount for construction. Applicant may submit a pre-filled worksheet, such as from the MassDOT Construction Project Estimator. Contingencies should be clearly identified using a separate line item(s).

ATTACHMENT HERE

COMMUNITY DESCRIPTION

- 2.12. Project Location Map** – Attach a map showing the location of the project/project area.

ATTACHMENT HERE

- 2.13. Environmental Justice** – Is the project site located within one mile of an Environmental Justice census block group? [CLICK HERE](#) to access the Commonwealth's Environmental Justice Map Viewer.

☐ Yes ☐ No

- 2.14. Community Description and Engagement Plan** – Describe the population that will be impacted by the project and describe the community engagement efforts that have or will inform the project. Include how the project will promote an inclusive participation process, engage new voices, and/or empower diverse stakeholders. If applicable, describe how the project advances opportunities for community members who have been socially and economically disadvantaged, and/or historically underrepresented.

(2,000 characters)

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PROJECT IMPLEMENTATION

- 2.15. 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 and describe the experience they have on previous similar or related project and their contribution to the successful completion of this project.

(2,000 characters)

- 2.16. Progress to Date** – What progress has the applicant/partner organization(s) made on this project to date? Include details such as planning (noting if the project is included in any adopted district, municipal, and/or regional plans), community engagement, prior State/Federal funding, development tools used, and any environmental remediation efforts.

(2,000 characters)

- 2.17. Project Implementation Timeline** – Describe the steps and timeline to implement the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. local approvals, procurement, hiring contractors, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2024 for contracts starting in FY25.

(2,000 characters)

ENVIRONMENTAL SUSTAINABILITY AND EMISSIONS REDUCTION

- 2.18. Environmental Sustainability** – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the project.

(2,000 characters)

PROJECT OUTCOMES

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

(2,000 characters)

- 2.20. Project Impacts** – Complete the below table to show the expected impacts of the project:

Housing Outcomes	
Number of housing units allowed on the project site by current zoning:	
Number of new affordable rental units to be created:	
Number of new affordable ownership units to be created:	
Number of new market-rate rental units to be created:	
Number of new market-rate ownership units to be created:	
Total number of all new housing units to be created:	

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If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Employment Outcomes	
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:	
Business Outcomes	
Commercial development allowed on site by current zoning (square feet)	
Industrial development allowed on site by current zoning (square feet)	
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:	

SITE INFORMATION

2.21. General Information

Project Address(es)/Parcel ID(s) (If multiple parcels, enter the address or parcel ID for each individually)	
---	--

- 2.22. Project Site Description** – Describe the area within the limits of work for the project, including the size of the project area and unique challenges that may exist. If applicable, include ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, etc.
(1,000 characters)
-

- 2.23. Site Plan/Construction Drawing** – Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location and proposed work.

ATTACHMENT HERE

- 2.24. Transit Oriented Development** – Is the project site located at or within a half mile of a transit station (defined as a subway, light rail, ferry, commuter rail station) or bus route, 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

2.24.a. If yes, identify the name of the transit station(s):
(500 characters)

- 2.25. Current Zoning** – What type of use is currently allowed by zoning on the project site(s)? *(Check all that apply)*

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- | | |
|---|---------------------------------------|
| <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 | |

2.26. Community Development Tools – 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)
- ☐ Current or ‘Graduated’ Transformative Development Initiative (TDI) District
- ☐ EOHLC Approved Housing Production Plan

2.27. Site Ownership - Is the project site publicly owned?

- ☐ Yes ☐ No

2.27.a. If Yes, describe the type of public ownership (*Check all that apply*).

- | | | |
|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Public Land | <input type="checkbox"/> Right of Way | <input type="checkbox"/> Other. Specify: _____ |
| <input type="checkbox"/> Leasehold | <input type="checkbox"/> Easement | |

2.27.b. If No, explain how the site will be publicly acquired/owned by the project start date or if public ownership is not applicable.

(2,000 characters)

Climate Resilience

2.28. Impervious Area – Will the project result in a net increase in impervious area?

- ☐ Yes ☐ No

2.28.a. If yes, please describe any design strategies that the 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)

2.29. Climate Resilience Design Standard Report – The Climate Resilience Design Standards Tool guides users to input basic project information and will generate a downloadable report for attachment. The Climate Resilience Design Standards Tool is accessed via the following link:

https://resilientma.org/rmat_home/designstandards/

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.

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

ATTACHMENT HERE

- 2.30. Exposure Rating** – 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

- 2.30.a.** If yes, 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. For Infrastructure projects, specify the design storm (return period) that the applicant intends to use in the engineering of the project (e.g., the 25-year storm or 4% storm). For Building projects, specify any dry floodproofing and/or improved conformance to flood-resistant building standards that the project will achieve and/or investigate.

(1,000 characters)

INFRASTRUCTURE ADDITIONAL QUESTIONS

- 5.1. Design Status** - What percentage of the public infrastructure project design is completed?

_____ %

- 5.2. Target Design** – What percentage of the design will be completed as a result of this project?

_____ %

- 5.3. Design Completion** – When do you anticipate completing the design phase of the work?

- 5.4. Anticipated Construction Start** - When do you expect the public infrastructure to break ground?

(500 characters)

- 5.5. Private Development** - Does this project support imminent private development, with a developer identified?

☐ Yes ☐ No

If no:

- 5.5.a.** If no, explain how the project will drive future development.

(2,000 Character Limit)

If yes: Open developer contact information and development description questions below

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LEVERAGED PRIVATE DEVELOPMENT

Provide information related to the leveraged private development cited in the “Project Outcomes” section above.

5.19. Private Development Address – Provide the address or parcel ID of the private development site.

5.20. Private Development Location - 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

5.21. Developer Contact Information – 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:	

5.22. Describe Private Development – Describe the private development project(s), including the scope of the development, expected public benefits, and project phasing, if any.

(2,000 characters)

Private Development Impacts

If the below table does not accurately reflect the total number of housing units, commercial space, and/or jobs created by this development, adjust the inputs in question 2.20. Project Impacts accordingly:

Category	Amount
Total number of all new housing units to be created:	<i>Auto-populated</i>
Total square footage of commercial space to be created:	<i>Auto-populated</i>
Total number of all new permanent jobs to be created:	<i>Auto-populated</i>

ADDITIONAL/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
Letters of Support	Attach any letters in support of the project.

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Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Site Images	Other site photographs, illustrations, and/or maps.
Other	Any other attachment.

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FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

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.*

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.*

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 Executive Office of Housing and Livable Communities (EOHLC) 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