

COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE TEMPLATE

Community Activation & Placemaking Incentivize Business in Vacant Downtown Storefronts

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](#).

This sample template shows all questions within the FY26 One Stop Full Application. Project specific templates, showing only the questions pertinent to each type of project considered for funding through the One Stop, are available at www.mass.gov/onestop.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

FORM 1. APPLICANT INFORMATION

1.1. **Applicant Organization Name:** _____

1.2. **Organization Type:**

- ☐ Public Organization
☐ ~~Non Profit Organization~~
☐ ~~For Profit Organization~~

1.2.a. **Public Organization Type**

- ☐ Municipality (City/Town)
☐ Public Housing Authority
☐ Redevelopment Authority
☐ Regional Planning Agency
☐ Quasi-Governmental Agency
☐ Water, Sewer, or Service District

1.3. **Applicant Organization Legal Address**

Address: _____
State: _____

City/Town: _____
Zip Code: _____

1.4. **Organization CEO**

CEO Name: _____
CEO Tel.: _____

CEO Title: _____
CEO Email: _____

1.5. **Project Contact** (if different)

Contact Name: _____
Contact Tel: _____

Contact Title: _____
Contact Email: _____

1.6. **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

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

	Organization Name	CEO Name	CEO Title	Email
+				

ATTACHMENT HERE Attach a letter from the organization(s) affirming partnership.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

- 1.7. Community Housing Restrictions** - Does the community have any active housing restrictions or other restrictive bylaws, such as phased growth zoning, a sewer moratorium, or an active housing moratorium?

☐ Yes

☐ No

- 1.7.a.** If Yes, provide an explanation for why it was established. Include the date of restriction expiration and whether the restriction allows for at least 5% increase in housing units over a single year: (500 characters)

ATTACHMENT HERE

Attach a copy of by-law/ordinance/moratoria language that established the restriction .

- 1.8. 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](#)

☐ Yes

☐ No

[Property Assessed Clean Energy \(PACE\) Adoption](#)

☐ Yes

☐ No

[Municipal Digital Equity Planning Program](#)

☐ Yes

☐ No

[Cultural District Designation](#)

☐ Yes

☐ No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

FORM 2. PROJECT INFORMATION

PROJECT CORE

2.1. Project Name: _____

2.2. Project Location:

Show if in an MBTA Community:

ATTENTION

Based on the Project Location selection above, this project is located within an MBTA Community. The MBTA Community within which the project is located.

An MBTA Community must be compliant under Section 3A of the Zoning Act (MGL c. 40A) and corresponding regulations for Multi-Family Zoning Districts (760 CMR 72.00) for the project to be eligible for funding from the following programs: HousingWorks Infrastructure Program, Housing Choice Grant Program, MassWorks Infrastructure Program, Brownfields, Underutilized Properties Program, and Site Readiness Program. All other participating programs will take compliance status into consideration during application review.

View the compliance status of each MBTA community at: www.mass.gov/mbtacommunities.

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 (M.G.L. c.40A).

- ☐ Compliant: Community has adopted required zoning and/or submitted required materials, but has not received a district compliance determination letter from EOHLC,
- ☐ Interim Compliance: Community has adopted required zoning and/or submitted required materials, but has not received a district compliance determination letter from EOHLC
- ☐ Interim Compliance: Community has submitted an Action Plan by the February 13, 2025, deadline and the action plan was approved by EOHLC
- ☐ Interim Compliance: Community is designated as an "adjacent small town" and therefore has a deadline to adopt required zoning and submit required materials by December 31, 2025
- ☐ Non-Compliant: Community has been determined to be noncompliant by EOHLC

Acknowledgement

- ☐ I understand that this project is located within an MBTA Community and that the community's compliance status with the above stated Regulations will affect this application's eligibility for funding.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

2.3. **Short Project Abstract** – Provide a concise description of the project. (500 character limit)

2.4. **Project Category for Grant Consideration** – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project.

Development Continuum Category: Community Activation & Placemaking

Project Type: Incentivize Business in Vacant Downtown Storefronts

Project Focus: Access Tax Credits for Business to Occupy Vacant Storefronts

ATTENTION APPLICANT

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

Vacant Storefront Program

NOTE: The Vacant Storefront Program grants access to up to \$50,000 worth of 2026 refundable tax credits. Tax credits are assigned directly to businesses within the community by the EACC. Review the Vacant Storefront Program guidelines for more information.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

PROJECT OVERVIEW

- 2.5. Project Narrative** – Provide an overview of the project, describing the issues or opportunities that the project aims to address and why the project is critical to enhance community, housing, and/or economic development in the community. (2,000 character limit)

- 2.6. Scope of Work** – Provide a detailed description of the proposed work that would be carried out using the funds, or technical assistance, received through the grant, including the timeline to implement the project and key milestones. (2,000 character limit)

- 2.7. Progress to Date** – Describe any work that has been completed on this project so far, such as community/regional planning, design and engineering, prior project phases completed, etc. If applicable, include any prior state/federal funding received for the project. (1,000 character limit)

- 2.7.a.** Does the community have previously established a Vacant Storefront District?

☐ Yes

☐ No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

- 2.8. Anticipated Outcomes** – Explain how the project will catalyze community economic development, housing development, and/or provide other public benefit. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits. (1,000 character limit)

- 2.9. Project Impacts** – Complete the below table to show the expected impacts of the project. If a field is unknown or not applicable, enter “0”.

Housing Impacts		
Market Rate Housing Units currently in project area (estimate as needed): _____	Affordable Housing Units currently in project area (estimate as needed): _____	Total Housing Units in Project Area: X
Business Impacts		
Total number of active businesses within project area (estimate as needed): _____	Total number of commercial vacancies within project area (estimate as needed): _____	

GRANT FUNDING REQUEST

- 2.10. 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
Tax Credits	
Total	

- 2.11. Applicant Match** – Will the applicant provide a match to supplement any grant funds awarded?
- ☐ Yes ☐ No

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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

2.11.b. Describe the source(s) and status of all matching funds being provided by applicant, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds. (1,000 character limit)

2.12. 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.)? Do not include any applicant match.

☐ Yes ☐ No

2.12.a. If yes, what is the total amount being contributed by other sources? _____

2.12.b. Describe the source(s) and status of the additional funds, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds. (1,000 character limit)

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>

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

COMMUNITY DESCRIPTION

- 2.14. Project Location Map** – Attach a map showing the location of the project/project area. For site specific projects, the map should clearly identify the parcel(s) and/or structure(s) where the project will take place.

ATTACHMENT HERE

- 2.15. 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

- 2.16. Community Description and Engagement Plan** – Describe the community/population(s) that will be impacted by the project and the engagement efforts that will inform the project. Discuss how the project will promote an inclusive public 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. (1,000 character limit)

ENVIRONMENTAL SUSTAINABILITY AND RESILIENCE

- 2.17. Environmental Sustainability and Greenhouse Gas Reduction** – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the work for which the funding is requested. If applicable, describe what efforts will take place to reduce greenhouse gas emissions on site during the execution of the project in support of the [Massachusetts Clean Energy and Climate Plan for 2050](#). (1,000 character limit)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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.
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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

3.1. Vote Required - Does the submission of this application require a formal vote of any board, commission, or other local entity?

☐ Yes

☐ No

3.1.a. 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

3.1.b. If Yes, attach a certified copy of the vote taken by the relevant entity.

ATTACHMENT HERE

3.2. Certification:

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 Economic Development (EOED) 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