

# **COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE TEMPLATE**

## **Infrastructure Infrastructure to Support Residential Development Pre-Construction - Design / Engineering Documents Only**

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

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## 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.

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?

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☐ 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

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# 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](http://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.

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### 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:** Infrastructure

**Project Type:** Infrastructure to Support Residential Development

**Project Focus:** Pre-Construction - Design / Engineering Documents Only

*Show for Housing Choice Public Orgs only:*

**2.4.a.** As a Housing Choice Community, this project may be eligible for the [Housing Choice Grant Program](#). To be considered, you must complete **Housing Choice Questions**. Housing Choice awards for planning & zoning projects is \$150,000, and \$500,000 for site preparation, building, and infrastructure projects.

Do you want to be considered by the Housing Choice Grant Program and answer Housing Choice Questions?

☐ 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.

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### 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)

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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- 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”.

Maximum Development Allowed by Zoning			
Maximum Housing Units Allowed on Site by Current Zoning:  _____	Square feet of commercial development allowed by current zoning:  _____	Square feet of industrial development allowed by current zoning:  _____	
Housing Impacts			
	New Rental Units	New Ownership Units	<b>Total</b>
New Affordable Units	_____	_____	<b>X</b>
New Market Rate Units	_____	_____	<b>X</b>
	<b>Total New Housing Units</b>		<b>X</b>
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):			_____
Employment Impacts			
Number of NEW permanent full-time jobs to be created:			_____
Number of NEW permanent part-time jobs to be created:			_____
<b>Total number of NEW permanent jobs to be created:</b>			<b>X</b>
Total construction jobs to be supported by the private development project(s):  _____	Total existing full-time jobs to be retained as a direct result of this project:  _____		

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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Business Impacts	
Square feet of office and/or retail space to be created, including restaurants:	_____
Square feet of industrial space to be created, including warehouses:	_____
<b>Total square footage of commercial space to be created:</b>	<b>X</b>

### 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
Consultant/Professional Fees	_____
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	_____
Other/Miscellaneous	_____
<b>Total</b>	

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

☐ Yes                      ☐ No

**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? \_\_\_\_\_

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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- 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>
<b>Total Project Cost</b>	<i>Auto-populated</i>

- 2.13. 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). The attachment should include the date the estimate was prepared, and the name of the person submitting it.

**ATTACHMENT HERE**

## 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

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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)

- 2.18. Climate Resilience Design Standard Report** – This report is required for responding to questions below and will be consulted by reviewers. The Climate Resilience Design Standards Tool is accessed via the following link: [https://resilientma.org/rmat\\_home/designstandards/](https://resilientma.org/rmat_home/designstandards/). For ease of completion, applicants should input only one asset into the Tool. A short step-by-step guide for accessing and inputting a project is available [here](#). The entire process, exclusive of registration, should take no more than 15 minutes using the guide provided. Applicants are advised to generate their project report as soon as possible and to budget at least three (3) business days prior to submission of their application to allow adequate time for resolution of any technical problem, should a problem arise.

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

**ATTACHMENT HERE**

- 2.18.a.** 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

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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**2.18.b.** If yes, please specify the design storm (return period) that the applicant intends to use or has used in the engineering of the asset used in the Tool (e.g., the 25-year storm or 4% storm).

- ☐ Less than 25-year (4%) storm
- ☐ 25-year (4%) storm
- ☐ 50-year (2%) storm
- ☐ 100- to 200-year (1 to 0.5%) storm
- ☐ Greater than 200-year (0.5%) storm

**2.18.c.** Flood and Heat Resilient Designs – Do engineering plans prepared for the project to date include any of the following flood- or heat resilient infrastructure designs? (Select all that apply)

- ☐ Porous pavers/pavement or color-treated “cool” asphalt
- ☐ Bench shelters, vegetated street benches, or solar-charging bus shelters
- ☐ Infiltration basin or grass/stone swale
- ☐ Tree-box filter stormwater treatment system
- ☐ Grass or stone swale
- ☐ Natural-bottom culvert
- ☐ None of the above

## SITE INFORMATION

### 2.19. General Site Information

Project Address

(If the work spans multiple addresses, or is within a public right of way, provide the address that best represents the project location.)

\_\_\_\_\_

**2.20. Project Site Description** – Describe the area within the limits of work for the project, including the size of the project area and any 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 character limit)

**2.21. Site Plan/Construction Drawing** – Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location of the proposed work that would be funded by this grant if awarded.

**ATTACHMENT HERE**

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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- 2.22. 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 within a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?

☐ Yes ☐ No

- 2.22.a.** If yes, identify the name of the transit station(s): (500 character limit)

- 2.22.b.** If yes, is the project located within an MBTA Community compliant zoning district?

☐ Yes ☐ No

- 2.23. Current Zoning** – What type of use does the zoning on the project site(s) currently allow? (*Check all that apply*)

☐ Industrial/Commercial ☐ Mixed – Use  
☐ Residential – Single Family / Townhome ☐ Other: \_\_\_\_\_  
☐ Residential – Multi-family

- 2.24. 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

- 2.25. Site Ownership** - Is the project site publicly owned?

☐ Yes ☐ No

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

☐ Public Land ☐ Right of Way ☐ Other. Specify: \_\_\_\_\_  
☐ Leasehold ☐ Easement

- 2.25.b.** If not, will the project site remain privately owned or be acquired by a public entity?

☐ Remain Privately Owned ☐ Will be Publicly Acquired

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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- 2.25.c.** Explain how the site will be publicly acquired/owned by the project start date. (500 character limit)

- 2.25.d.** Describe the site ownership. (500 character limit)

## INFRASTRUCTURE ADDITIONAL QUESTIONS

- 5.1. Design Status** - What percentage of the 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 infrastructure to break ground? (500 character limit)

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

☐ Yes

☐ No

*If no:*

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- 5.5.a.** If no, explain how the project will drive future development. (1,000 character limit)

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

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

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- 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. (1,000 character limit)

**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:

## COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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.
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

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## 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