

COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE TEMPLATE

Site Preparation Municipal Surplus Property Disposition

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.

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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~~

If Public 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.

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- 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	<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
Cultural District Designation	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.

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: Site Preparation

Project Type: Municipal Surplus Property Disposition

Project Focus: Municipal Surplus Property Disposition Study

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):

[Real Estate Services Technical Assistance](#)

NOTE: Real Estate Technical Assistance grant funds are to be used exclusively for up to \$50,000 worth of technical assistance. The consultant used to deliver the technical assistance will be chosen by MassDevelopment staff from a list of pre-qualified consultants. The consultant is paid directly by MassDevelopment.

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)

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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	Total
New Affordable Units	_____	_____	X
New Market Rate Units	_____	_____	X
	Total New Housing Units		X
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:			_____
Total number of NEW permanent jobs to be created:			X
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: _____		

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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:	_____
Total square footage of commercial space to be created:	X

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	_____
Other/Miscellaneous	_____
Total	

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? _____

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

- 2.13. Consultant/Contractor Cost Estimate** Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?

☐ Yes ☐ No

If yes:

ATTACHMENT HERE Attach a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project.

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

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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)

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.)	
Parcel ID(s) (If multiple parcels, enter the parcel ID for each individually)	
Current assessed value (\$) of the development site:	

- 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.

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(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

- 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

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2.25. Site Ownership - Does the applicant own the property?

☐ Yes

☐ No

ATTACHMENT HERE: Attach a copy of the online property card showing ownership.

2.25.b. If no, describe how the applicant will acquire the property prior to grant award. Specify timing of closing and other key dates. (500 character limit)

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SITE PREPARATION ADDITIONAL QUESTIONS

3.1. Future Development Potential – Indicate the development potential of the site:

Number of acres currently developed:	
Number of acres that cannot be developed:	
Number of acres with the potential to be developed:	

3.2. Availability of Utilities– Indicate 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

3.3. Describe Utilities – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project: (1,000 character limit)

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3.4. 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.

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(1,000 character limit)

- 3.5. Site Marketing Status** – Summarize past and current site marketing efforts and indicate if the site has been on or is currently on the market. (1,000 character limit)

- 3.7. Occupancy Status** – Is the property vacant?

☐ Yes ☐ No

- 3.7.a.** If no, what are the current uses? (1,000 character limit)

- 3.8. Surplus Status** – Has the property been officially surplus by the municipality?

☐ Yes ☐ No

If yes:

ATTACHMENT HERE: Attach declaration of surplus document

If no:

- 3.8.a.** If No, estimated date to be declared surplus _____

- 3.8.b.** Has the municipal legislative body (i.e. city/town council) discussed surplus the property in a public meeting?

☐ Yes ☐ No

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If yes

ATTACHMENT HERE: Attach minutes of the meeting in which surplussing the property was discussed.

3.9. Site Studies – To-date, have any of the following activities taken place or reports/studies been produced?

- | | |
|---|---|
| <input type="checkbox"/> Site Survey | <input type="checkbox"/> Site Concept Plans |
| <input type="checkbox"/> Phase One Environmental | <input type="checkbox"/> Property Appraisal |
| <input type="checkbox"/> Phase Two Environmental | <input type="checkbox"/> Market Feasibility Study |
| <input type="checkbox"/> Building Condition Report | <input type="checkbox"/> Request for Proposals/Qualifications |
| <input type="checkbox"/> Existing Conditions Report | <input type="checkbox"/> Neighborhood/District Plan |
| <input type="checkbox"/> Community Engagement/Visioning Process | |

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.

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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?

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?

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