

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

## **Building Underutilized Property Rehabilitation Underutilized Property Pre-Construction**

**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).

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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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*Show for Public Organizations only:*

- 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

*Show for Non-Public Organizations Only:*

- 1.9. Organization Classifications** - Indicate any applicable certifications and/or classifications for this organization:

☐ Women-Owned Business Enterprise  
☐ Minority-Owned Business Enterprise  
☐ Disadvantaged Business Enterprise  
☐ Veteran-Owned Business Enterprise

☐ LBGTQ-Owned Business Enterprise  
☐ Disability-Owned Business Enterprise  
☐ Emerging Developer  
☐ N/A

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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:** Building

**Project Type:** Underutilized Property Rehabilitation

**Project Focus:** Underutilized Property Pre-Construction

#### 2.4.a. **Project Sub-Focus:** Which of the following best describes the work to be conducted using the funding requested? (select one)

- ☐ Building Condition Study
- ☐ Development Feasibility Study
- ☐ Code Compliance Study
- ☐ Architectural or Engineering Plans

*Show for Housing Choice Public Orgs only:*

#### 2.4.b. 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):

### **[Underutilized Properties 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)

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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:  _____		

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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? \_\_\_\_\_

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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 a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) that will be performed with grant requested funds.

**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 stakeholders. If applicable, describe how the project advances opportunities for community members

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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

- 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).

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- ☐ 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)

- ☐ LEED Certification
- ☐ Solar roof or white (cool) roof
- ☐ Air-source heat pump systems or ground-source (geothermal) heat pump systems
- ☐ Bench shelters or solar-charging bus shelters
- ☐ Ground-mounted solar photovoltaic systems
- ☐ Two or more acres of contiguous publicly open green space
- ☐ Infiltration basin or rain garden
- ☐ 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.)	
Size of the project area within the building envelope (square feet)	
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. (1,000 character limit)

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- 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

*Public Only:*

- 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** - Does the applicant own the property?

☐ Yes ☐ No

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

- 2.25.a.** If no, does the applicant have a long-term lease for the property?

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☐ Yes

☐ No

**ATTACHMENT HERE**: Attach a copy of the fully executed lease agreement.

- 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)

**ATTACHMENT HERE**: If available, attach the purchase and sale agreement or other relevant site control documents.

## BUILDING ADDITIONAL QUESTIONS

*If For-Profit:*

- 4.1. Public Benefit** – Describe the project’s public purpose in one or more of the following categories: creating jobs, driving innovation, eliminating blight, increasing housing production, supporting economic development projects, increasing the number of commercial buildings accessible to persons with disabilities, conserving natural resources through targeted rehabilitation, and/or reuse of vacant and underutilized property. (1,000 character limit)

- 4.2. Building Details** – Complete the table to below to outline the specific characteristics of the building, particularly as they relate to the current vacancy rates and/or uses of the property.

In what year was the property built?	(4-digit year)
How long (years) has the property been in its current ownership?	
What is the property’s current assessed value?	\$
What is the property’s appraised value?	\$
If known, what was the date of the most recent appraisal?	
How many floors (stories) does the property have?	
How many square feet of the property can potentially be occupied?	

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Is the property currently vacant?		<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the property's overall vacancy rate (%)?		
Check which floors exist in the building, and specify the vacancy rate and use(s) by floor.		
<input type="checkbox"/> Basement	% Vacant:	Present Use:
<input type="checkbox"/> 1 <sup>st</sup> Floor	% Vacant:	Present Use:
<input type="checkbox"/> 2 <sup>nd</sup> Floor	% Vacant:	Present Use:
<input type="checkbox"/> 3 <sup>rd</sup> Floor	% Vacant:	Present Use:
<input type="checkbox"/> 4 <sup>th</sup> Floor & Above	% Vacant:	Present Use:

- 4.3. Additional Building Information** – Additional information/comments about the building details, as needed: (1,000 character limit)

- 4.4. Highest/Best Use** – Will the proposed project allow the entire property to be used/occupied for the highest and best purposes?

☐ Yes   ☐ No

- 4.4.a.** If the entire property cannot be used/occupied for the highest and best purposes, describe whether any part of the property, and how much, can be used and/or developed. Note if not applicable. (1,000 character limit)

- 4.5. Building Condemned** – Is the building (or any part of it) condemned?

☐ Yes   ☐ No

*If yes:*

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- 4.5.a.** If the building, or any part of it, is condemned, provide an explanation. Note if not applicable. (1,000 character limit)

- 4.6. Code Enforcement** – Have there been any code enforcement actions taken in past 5 years?

☐ Yes ☐ No

- 4.6.a.** If there have been any code enforcement actions in the past five years, provide an explanation. Note if not applicable. (1,000 character limit)

- 4.7. Property Taxes** – Are property taxes current?

☐ Yes ☐ No

*If no:*

- 4.7.a.** If not, is the property currently in tax title?

☐ Yes ☐ No

- 4.7.b.** If the property taxes are not current and/or the property is currently in tax title, provide an explanation. Note if not applicable. (1,000 character limit)

- 4.8. Additional Work** – What additional work and/or adjacent but separate work does the applicant plan to do beyond the work funded by this requested grant? Describe the scope, estimated cost, and timeline.

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- ATTACHMENT HERE**

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.

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## FORM 3. CERTIFICATION OF APPLICATION SUBMISSION AUTHORIZATION

*If Public Organization:*

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

☐ Yes ☐ No

*If Non-Public Organization:*

**3.1. Vote Required** - Does the submission of this application require the authorization of the entity's board of directors, or other governing body or bylaw?

☐ 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