



Commonwealth of Massachusetts
Executive Office of Economic Development

Underutilized Properties Program (UPP) Guidance Webinar

FY26 Community One Stop for Growth



Road Map



1. Program Overview
2. Where does the Program Fit in the One Stop?
3. Application Instructions
4. Important Program Parameters
5. How to Be Competitive
6. Examples of Successful Applications
7. Key Dates and Opportunities to Get Guidance



Dennis – conversion of a vacant office building to 24 rental units including 6 Affordable in a seasonal community (Cape Cod)



Underutilized Properties Program Overview

Description: What is the purpose of the program? (goals, mission, etc.)

Assistance for projects that will improve, rehabilitate or redevelop blighted, abandoned, vacant or underutilized properties to achieve the public purposes of eliminating blight, increasing housing production, supporting economic development, creating new, permanent jobs, and increasing the number of commercial buildings accessible to persons with disabilities.

Eligibility: What types of organizations can receive funding

- Municipalities (Cities or Towns)
- Municipal agencies or authorities (Redevelopment Authority, Economic Development Industrial Corporation, Economic Development Authorities)
- Nonprofit and for-profit entities

The Underutilized Properties Program is administered through the **Community One Stop for Growth** - a single application portal and collaborative review process designed to streamline the experience for the applicant and better coordinate economic development programs and staff on engagement and grant-making.





Where Does UPP Fit in the One Stop?

Preparing for Growth			Catalyzing Specific Projects	
Community Activation & Placemaking	Planning & Zoning	Site Preparation	Building	Infrastructure
Technical Assistance for Downtowns <ul style="list-style-type: none">• Downtown Design Consultant Services• Downtown Mobility/Parking Consultant Services• Downtown Wayfinding/Branding Consultant Services• Economics of Downtown Consultant Services• Pedestrian Orientation/Placemaking Consultant Services• Small Business Support/E-commerce Consultant Services• Forming a Downtown Management District: Feasibility• Forming a Downtown Management District: Implementation Incentivize Business in Vacant Downtown Storefronts <ul style="list-style-type: none">• Access Tax Credits for Business to Occupy Vacant Storefronts	Community Plan <ul style="list-style-type: none">• Master Plan• Neighborhood/Downtown/Corridor Plan• Urban Renewal Plan• Housing Production Plan• Housing Plan Alignment with State Housing Plan/Regional Goals• Regional Plan• Other Community Plan Zoning Revision <ul style="list-style-type: none">• Zoning Revision to Comply with Section 3A of MGL c.40A• Zoning Revision related to Accessory Dwelling Unit to comply with revisions to MGL c40A section 3• Zoning Revision to adopt pro-housing revisions that qualify for simple majority voting threshold• Comprehensive Zoning Review & Revision• Other Zoning Revision Planning for Housing <ul style="list-style-type: none">• Housing Feasibility Plan• Housing Site Master Plan• Housing Infrastructure Plan• Housing Site Design Plan District Redevelopment Technical Assistance <ul style="list-style-type: none">• Planning for Growth in a Commercial/Industrial	Site Improvements to Unlock Development <ul style="list-style-type: none">• Site Readiness Pre-Construction• Site Readiness Construction Municipal Surplus Property Disposition <ul style="list-style-type: none">• Municipal Surplus Property Brownfield Site Clean Up <ul style="list-style-type: none">• Brownfields Site Assessment• Brownfields Remediation• Disposition Study	Underutilized Property Rehabilitation <ul style="list-style-type: none">• Underutilized Property Pre-Construction• Underutilized Property Construction Housing Production <ul style="list-style-type: none">• Support Housing Production• Support Housing Rehabilitation• Support Housing Preservation Revitalize Commercial Space in a TDI District <ul style="list-style-type: none">• Activation of Underperforming Commercial Space	Infrastructure to Support Residential Growth <ul style="list-style-type: none">• Pre-construction - Design / Engineering Documents Only• Construction Public Infrastructure to Support Mixed-Use Development <ul style="list-style-type: none">• Pre-construction - Design / Engineering Documents Only• Construction Public Infrastructure to Support Commercial/Industrial Development <ul style="list-style-type: none">• Pre-construction - Design / Engineering Documents Only• Construction Small Town Road Improvements to Enhance Public Safety (STRAP) <ul style="list-style-type: none">• Construction of Road Improvements to Enhance Public Safety



Application Instructions

In Section 2 of the Full Application, applicants are asked to indicate the Project Category. To be reviewed by Underutilized Properties Program applicants should make the following selections in question 2.4:

Development Continuum Category:	<div>Building</div>
Project Type:	<div>Underutilized Property Rehabilitation</div>
Project Focus:	<div><div><div>✓ Underutilized Property Pre-Construction</div><div>Underutilized Property Construction</div></div></div>

For more information on completing the Full Application, visit www.mass.gov/onestop to view *One Stop Webinar 2: Application Guidance*



Important Project Parameters

Project Budget	<ul style="list-style-type: none">• The maximum award for the Underutilized Properties Program is \$1,000,000 for construction and \$250,000 for preconstruction. Applications may be awarded partial funding.• While the Underutilized Properties Program does not require a match, projects that leverage other public and private investments may be more competitive.
Project Timeline Requirements	<ul style="list-style-type: none">• Projects scheduled to be completed within one year of award may be more competitive.• Projects ready to begin construction within (3) months of award may be more competitive.
Eligible Use of Funds	<ul style="list-style-type: none">• Underutilized Properties Program Funding can only be used to fund work within the envelope of an existing structure. Funds are not intended for site work, new construction or demolition (unless necessary for building stabilization).
Ineligible Activities	<ul style="list-style-type: none">• The Underutilized Properties Program will not reimburse any expenses incurred for work performed before the executed Grant Agreement date.• Funding for the Underutilized Properties Program is meant to support a municipality's efforts to bring new private development that can result in direct economic impact/benefits to the community. Redevelopment of buildings for general public or municipal use will not be as competitive as new private development, such as housing or commercial development.• To qualify for consideration by the Underutilized Properties Program in the building category, the applicant <u>must</u> demonstrate ownership or site control of the property.



How To Be Competitive

- The proposed use of the grant funds must be consistent with the categories of eligible uses.
- The applicant should convey how the use of grant funds will enhance the public purpose goals in the program's establishing legislation, including, but not limited to, eliminating blight, supporting the economic vitality of downtowns and town centers, facilitating the production of workforce and low-income housing and increasing the number of commercial buildings accessible to persons with disabilities.
- In addition to enhancing the public purposes outlined in the statute, the applicant should demonstrate the economic benefits of the funded improvements in terms of jobs/housing units enabled by the increased occupancy and spill-over benefits for the surrounding downtown community.
- Project timelines that can be completed within the fiscal year are preferred.
- Except for requests for design funding, applicants must demonstrate that the proposed improvements have been designed and permitted such that work can start within two months of a grant award. Successful applicants will demonstrate their experience (or the experience of their design and construction team) with similar projects.
- Applicants must demonstrate the financial need for the support. Attachments should include Uses and Sources of funding, a Pro-Forma, and a full list of the capital stack to show project's financial strength.



Successful Application Example

Applicant: New Vision Enterprises, Brockton

Project Description: This project is a three-story building with commercial on the first floor and 20 units of housing on floors 2 and 3. This grant leveraged the housing investment by activating 3500 sq ft commercial space on the first floor. The grant funded code compliance, accessibility and fire code/safety.

What Made the Project Successful:

- Leveraged private investment to redevelop a property that was vacant for 30 years.
- Strong demonstration of funding sources.
- Project was shovel ready.
- Developer had experience and successful project history.
- Brings new growth to the tax rolls.
- Generated new interest in investment by surrounding properties.



19 Main Street Brockton – Mixed Use
Multi-Family housing on floors 2 and 3
Commercial Space on first floor

FY26 Round Timeline



Jan.

- **Full Application and Expression of Interest Open (January)** – The Full Application is the official form for submitting all funding requests. Applicants may now begin to work on applications in the IGX system, however applications will only be accepted during the submission period.
- **One Stop Guidance Phase (January – April)** – A series of webinars will be hosted by both the One Stop Team and staff from each program within the One Stop. In addition, office hours will be hosted to answer applicant questions. Visit www.mass.gov/onestop for the full schedule of webinars and office hours.
- **Full Application Submission Period (May-June)** – Applicants may submit their Full Application(s) beginning May 5, 2025. All applications must be submitted by the **Full Application deadline of 11:59 p.m. on Wednesday, June 4.**
- **Review and Evaluation (July – September)** – All complete and eligible Full Applications submitted by the deadline will be reviewed and evaluated by the corresponding program managers at each state agency. The One Stop team will also conduct joint application reviews across agencies. Based on the program's criteria, each program will prepare its list of applications recommended for funding, to be further reviewed and approved by agency and Secretariat leadership.
- **Notification of Grant Decisions (October)** – Once final recommendations have been approved, applicants will be notified of grant decisions in writing, and announcement events will be scheduled.

Oct.



Opportunities for Guidance

Visit www.mass.gov/onestop for more information on:

- **Expression of Interest**
 - Complete an Expression of Interest form to see if your project(s) is eligible for funding through the One Stop and get tips for preparing your application
- **One Stop and Program Webinars**
 - Recordings of all One Stop webinars are now available on the One Stop website
- **Office Hours**
 - **One Stop General Guidance Office Hours** – One Stop staff will hold office hours to discuss general One Stop process and technology questions
 - **Program Office Hours** – Staff from each program will hold an office hour to answer applicant questions related to the program
 - The Underutilized Properties Program office hours will be held on April 8th



Important Links

- Community One Stop for Growth <https://www.mass.gov/guides/community-one-stop-for-growth>
- UPP Program Guidelines www.massdevelopment.com/upp
- Sign up for the IGX grant platform: www.eohed.intelligrants.com

Previous grant awards:

FY25 <https://www.mass.gov/info-details/fy25-community-one-stop-for-growth-awards>

FY24 <https://www.mass.gov/info-details/fy24-community-one-stop-for-growth-awards>

FY23 <https://www.mass.gov/info-details/fy23-community-one-stop-for-growth-awards>

Filter for the Underutilized Properties Program