

# **COMMUNITY ONE STOP FOR GROWTH FY27 FULL APPLICATION SAMPLE TEMPLATE**

## **Infrastructure Small Town Road Improvements to Enhance Public Safety (aka STRAP)**

**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 FY27 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:  City/Town:   
State:  Zip Code:

1.4. Organization CEO

CEO Name	CEO Title	CEO Phone	CEO Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1.5. Project Contact (if different)

Contact Name	Contact Title	Contact Phone	Contact Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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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 organizations):

Organization Name	CEO Name	CEO Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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**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, sewer moratorium, or 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 and housing development tools offered by the Commonwealth of Massachusetts:

<a href="#">Chapter 43D Expedited Permitting Program Designation</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Property Assessed Clean Energy (PACE) Adoption</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Municipal Digital Equity Planning Program</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Cultural District Designation</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Mass Life Sciences Center Municipal Bootcamp</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Housing Development Incentive Program (HDIP)</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Urban Center Housing Tax Increment Financing (UCH-TIF)</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Urban Renewal</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Chapter 40R</a>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<a href="#">Chapter 40Y</a>	<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:** (*Select from drop-down*)

*Show if in an MBTA Community:*

### ATTENTION

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

The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c.40A, s.3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities (EOHLC).

View the current compliance status of each MBTA Community at: [www.mass.gov/mbtacomunities](http://www.mass.gov/mbtacomunities).

Choose the option below that reflects your municipality's compliance status with the law (M.G.L. c.40A, section 3A) and its Regulations (760 CMR 72.00).

- ☐ Compliant: Community has received a district compliance or conditional 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.
- ☐ 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 law and Regulations will affect this application's eligibility for funding.

2.3. **Short Project Abstract** – In one sentence, describe what the grant would fund and what the project would accomplish if funded. (*500 characters*)

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- 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:**

☐ Small Town Road Improvements to Enhance Public Safety (aka STRAP)

**Project Focus:**

☐ Construction of Road Improvements to Enhance Public Safety

### **ATTENTION APPLICANT**

Based on the selection above, your project is likely to be reviewed by the following program(s):

### **MassWorks Infrastructure Program**

Before you proceed, it is recommended that you visit the program website(s) and review program guidelines.

## **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 characters)

- 2.6. Scope of Work** – Provide a detailed description of the proposed work that would be carried out using the requested funds. (2,000 characters)

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- 2.7. Project Implementation Timeline** – Describe the timeline to implement the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. local approvals, procurement, hiring contractors, etc.), as well as information about any notable dates and/or milestones. (1,000 characters)

- 2.8. 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 local investment and/or state/federal funding received for the project. (1,000 character limit) (1,000 characters)

- 2.9. Leadership and Ability to Execute** – Describe the team that will lead the project and explain why they are well-positioned to carry it out successfully. If applicable, describe the role of other partners involved in the project. (1,000 characters)

- 2.10. 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 characters)

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### GRANT FUNDING REQUEST

- 2.12. 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.)	
Environmental Remediation	
Demolition	
Construction	
Construction Admin	
Contingency	
Other/Miscellaneous	
<b>Total</b>	

- 2.13. Applicant Match** – Will the applicant provide a match to supplement any grant funds awarded? An applicant match may include funds that will be committed to the project as well as expenses previously incurred (e.g., prior design or engineering). Do not include funds provided by outside parties.

☐ Yes ☐ No

**2.13.a.** If yes, what is the match amount?

**2.13.b.** Describe the source(s) and status of all applicant match funds being provided, including whether the funds are secured or awaiting approval. For any funds that have not been secured, provide a timeline for securing the funds. (500 characters)

- 2.14. 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

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- 2.14.a.** If yes, what is the total amount being contributed by outside organizations?

- 2.14.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. (500 characters)

- 2.14.c.** Does the “Other Match” amount include any federal funds?

☐ Yes

☐ No

### 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 Other Match Funding 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>

- 2.15. 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. **The cost estimate should include the following, as applicable:**

- The date the cost estimate was prepared
- The name of the company and/or individual that prepared the cost estimate
- How long the quoted price remains valid
- Contingencies should be clearly identified using a separate line item(s)

**ATTACHMENT HERE**

## COMMUNITY DESCRIPTION

- 2.16. 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**



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- 2.17. 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

- 2.18. 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 characters)

- 2.19. Relation to Other Projects** - Does the project align with and/or support any other housing or economic development projects happening in the community?

☐ Yes ☐ No

- 2.19.a.** If yes, briefly describe any direct or indirect support that the project provides. (500 characters)

- 2.20. District Management Models** – Indicate which, if any, of the following district management models have been established to support the community’s downtown, main street, village center, or other commercial corridors.

- ☐ Business Improvement District
- ☐ Designated Cultural District
- ☐ Parking Benefit District
- ☐ Tourism Destination Marketing Districts
- ☐ Transformative Development Initiative (TDI) District
- ☐ Voluntary District Management Organization
- ☐ Other

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### ENVIRONMENTAL SUSTAINABILITY AND RESILIENCE

- 2.21. 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 characters)

- 2.22. 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**

- 2.22.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

- 2.22.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

- 2.22.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

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- ☐ 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

### 2.23. 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.)

- 2.24. Project Site Description** – Describe the area where the grant-funded work will take place. Include 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 characters)

- 2.25. 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**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Industrial/Commercial                  | <input type="checkbox"/> Mixed – Use          |
| <input type="checkbox"/> Residential – Single Family / Townhome | <input type="checkbox"/> Other: Specify _____ |
| <input type="checkbox"/> Residential – Multi-family             |   |

- 2.28. 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
- ☐ Downtown/Village Center Plan
- ☐ Local Rapid Recovery Plan

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- ☐ Comprehensive Plan
- ☐ District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- ☐ Current or ‘Graduated’ Transformative Development Initiative (TDI) District

### 2.29. Site Ownership - Is the project site publicly owned?

- ☐ Yes ☐ No

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

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

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

- ☐ Remain Privately Owned ☐ Will be Publicly Acquired

#### 2.29.c. Explain how the site will be publicly acquired/owned by the project start date. (500 characters)

#### 2.29.d. Describe the site ownership. (500 characters)

## INFRASTRUCTURE ADDITIONAL QUESTIONS

### 5.5. Pavement Condition Rating - If available, please provide either the [Present Serviceability Index \(PSI\)](#) or [Pavement Condition Index \(PCI\)](#) pavement condition rating for the road.

Present Serviceability Index (PSI)

Scale of 0 to 5 with 0 being “failed” and 5 being “excellent”

Pavement Condition Index (PCI)

Scale of 0 to 100 with 0 to 10 as being “failed” and 85 to 100 being “very good” to “excellent”

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- 5.6. Public Safety Concern** – Describe existing infrastructure conditions and public safety concerns related to this road improvement project. If relevant, please specify accident hazards, traffic details, instances of road closure and impact on emergency vehicles, etc. (1,000 characters)

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- 5.7. Vehicles Per Day-** Indicate the average number of vehicles that travel the project area per day

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- 5.8. Incident Statistics** –Complete the below table with information from the last calendar year:

Number of Accidents	
Number of Fatalities	
Number of Emergency Calls	
Number of Days Road was Fully Closed	
Number of Days Road was Partially Closed	

- 5.8.a.** Attach police reports detailing the identified accidents and calls and/or DPW reports detailing the identified road closures.

**ATTACHMENT HERE**

- 5.9. Site Images** - Attach images of the road, particularly focused on the areas that create the public safety hazards and areas in which the work will be focused.

**ATTACHMENT HERE**

- 5.12. Infrastructure Construction Timeline** - Provide the planned schedule/timeline for the infrastructure project.

Milestone	Start Date	End Date
Design / Engineering / Permitting		
Bidding Open / Close		
Construction Start		
50% Construction		
Construction Complete		

- 5.13. Infrastructure Design Completion** - What percentage of the infrastructure project design is completed?

--

%

- 5.14. Infrastructure Permits/Licenses/Approvals** - Which of the following permits, licenses, and/or approvals are required for the **infrastructure** project? (Check all that apply.) For selected items, indicate if secured and the actual or anticipated dates of filing and issuance.

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Check if Required	Check if Secured	Filing Date (Actual or Anticipated)	Decision Date (Actual or Anticipated)
<input type="checkbox"/> Article 97 Land Disposition	<input type="checkbox"/>		
<input type="checkbox"/> Chapter 91 License	<input type="checkbox"/>		
<input type="checkbox"/> 401 Water Quality Certification	<input type="checkbox"/>		
<input type="checkbox"/> Superseding Order of Conditions	<input type="checkbox"/>		
<input type="checkbox"/> Water Management Act Permit	<input type="checkbox"/>		
<input type="checkbox"/> MassDOT Access Permit	<input type="checkbox"/>		
<input type="checkbox"/> Mass Historic Commission Review	<input type="checkbox"/>		
<input type="checkbox"/> Planning Board	<input type="checkbox"/>		
<input type="checkbox"/> Conservation Commission	<input type="checkbox"/>		
<input type="checkbox"/> Zoning Board	<input type="checkbox"/>		
<input type="checkbox"/> Sewer Extension Permit	<input type="checkbox"/>		
<input type="checkbox"/> Utility Relocation	<input type="checkbox"/>		
<input type="checkbox"/> Building Permit	<input type="checkbox"/>		
<input type="checkbox"/> Board of Health	<input type="checkbox"/>		
<input type="checkbox"/> Other. Specify:	<input type="checkbox"/>		

**5.15. Infrastructure Output** – Indicate the types and quantities of infrastructure to be constructed.

Infrastructure Type <i>(check all that apply)</i>	Output
<input type="checkbox"/> Roadway Repair or Construction	Linear Feet
<input type="checkbox"/> Streetscape Improvements	Linear Feet
<input type="checkbox"/> Bridge Repair or Replacement	Span
<input type="checkbox"/> Culvert Repair or Replacement	Span
<input type="checkbox"/> Water Infrastructure	Linear Feet
<input type="checkbox"/> Sewer Infrastructure	Linear Feet
<input type="checkbox"/> Public Utility - Gas	Linear Feet
<input type="checkbox"/> Public Utility - Electric	Linear Feet
<input type="checkbox"/> Public Utility - TeleComms	Linear Feet
<input type="checkbox"/> Public Utility - Other	Linear Feet

**5.16. Infrastructure Engineer Design Plan Set** – Attach a copy of the project’s engineering design plan set plan for the **infrastructure** project in its current state.

**ATTACHMENT HERE**

**5.17. MassDOT TIP** – Is the **infrastructure** construction work planned as a non-participating scope item on a MassDOT Transportation Improvement Program (TIP) project?

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☐ Yes ☐ No

**5.17.a.** If yes, identify the TIP Project Number, if available, and indicate whether this project will be entirely or partially included in the non-participating scope of work.

**5.18. State Roadway** - Will the **infrastructure** project include work on a state roadway and/or at an intersection with a state roadway?

☐ Yes ☐ No

**5.18.a.** If Yes, identify the state roadway(s) involved: (500 characters)

**5.19. MEPA Threshold** – Does the **infrastructure** project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03?

☐ Yes ☐ No

**5.19.a.** If Yes, list any filings that the proponent has made or plans to make with the MEPA Office for the project, and indicate whether the review is expected to be full scope or limited scope. (500 characters)

**5.19.b.** Attach a copy of the MEPA determination.

**ATTACHMENT HERE**

## 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. Please do not include attachments that were provided in other places within the application.

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