

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](#).

FY25 DRAFT FULL APPLICATION

FORM 1. APPLICANT INFORMATION

1.1. Applicant Organization Name: _____

1.2. Organization Location: (Select from drop-down)

1.3. Organization Type:

Public Entity:

Municipality

Public Housing Authority

Redevelopment Authority

Regional Planning Agency

Quasi-Governmental Agency

Water, Sewer, or Service District

Non-Public Entity:

Community Development Corporation

Non-Profit Organization

For-Profit Organization

1.4. Applicant Organization Legal Address

Address: _____

State: _____

City/Town: _____

Zip Code: _____

1.5. Organization CEO

CEO Name: _____

CEO Tel.: _____

CEO Title: _____

CEO Email: _____

1.6. Project Contact (if different)

Contact Name: _____

Contact Tel: _____

Contact Title: _____

Contact Email: _____

1.7. Organization Description – Describe your organization’s structure, including staff capacity, and housing, economic, and/or community development goals.

(1,000 Characters)

1.8. 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

1.8.a. If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				

Show 1.9 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

LBGTQ-Owned Business Enterprise

Disability-Owned Business Enterprise

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- Disadvantaged Business Enterprise N/A
 Veteran-Owned Business Enterprise

Show 1.10-1.11 for Public Organizations only:

1.10. Community Housing Restrictions - Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?

- Yes No

If Yes, provide an explanation and date when moratorium expires:
 (1,000 characters)

1.11. 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
Massachusetts Vacant Downtown Storefronts Program Certification	<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

Show for 1.12 if organization is a Public Entity in an MBTA Community:

MBTA COMMUNITY QUESTIONS

1.12. 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 (MGL c. 40A). If unsure you can find community compliance status at www.mass.gov/mbtacomunities. Has your municipality:

- Received a determination of District Compliance from EOHLC
- Submitted a District Compliance Application but have not yet received a letter of determination from EOHLC.
- Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance.
- Have a deadline of December 31, 2023 BUT not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts.

If “Have a deadline of December 31, 2023 but not yet submitted an application for District Compliance in accordance with the Guidelines for Multi-family Zoning Districts”, the following note shows:

An MBTA Community must be in compliance with the referenced guidelines in order to be eligible for funding from the MassWorks, HousingWorks Infrastructure Program, and/or Housing Choice Grant Program. All other One Stop programs will take non-compliance into consideration as part of their grant making process.

If “Have a deadline of December 31, 2024 or later, AND have submitted an Action Plan to EOHLC, AND have received a letter confirming Interim Compliance, AND have not yet submitted application for District Compliance”, then the following shows:

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1.12.a. Does the community anticipate any changes to its approved Section 3A Action Plan that may result in delays to the plan’s schedule of more than 180 days?

Yes

No

If yes:

1.12.b. Briefly describe the nature of the changes/delays.

(500 Characters)

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FORM 2. PROJECT INFORMATION

PROJECT CORE

2.1. **Project Name:** _____ *(25 Characters)*

2.2. **Project Location:** *(Select from drop-down)*

Housing Choice	<i>(auto-filled)</i>	Rural or Small Town	<i>(auto-filled)</i>
Region	<i>(auto-filled)</i>	Regional Planning Agency	<i>(auto-filled)</i>
MBTA Community	<i>(auto-filled)</i>		

If Non-Public Entity in an MBTA Community:

ATTENTION

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

An MBTA Community must be in compliance with the Guidelines for Multi-family Zoning Districts Under Section 3A of the Zoning Act (MGL c. 40A) in order to be eligible for funding from the MassWorks, HousingWorks Infrastructure Program, and/or Housing Choice Grant Program. All other One Stop programs will take a community’s non-compliance into consideration as part of their grant making process.

The compliance status of each MBTA community can be viewed by here:
www.mass.gov/mbtacommunities.

Acknowledgement

I understand that this project is located within an MBTA Community and that the community’s compliance with the above stated Guidelines will be taken into consideration during the review of this application.

2.3. **Short Project Description / Abstract** – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.
_____ *(500 characters)*

2.4. **Project Category for Grant Consideration** – Select the [Development Continuum](#) category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

- Community Activation and Placemaking
- Planning and Zoning

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Site Preparation

Building

Project Type (check one):

Underutilized Property Rehabilitation

Project Focus (check one):

Underutilized Property Pre-Construction

Underutilized Property Construction

Code Compliance

Building Accessibility Improvements

Building Stabilization and/or Shell Repair

Interior Demolition or Remediation

Creating Collaborative Workspace

Community Led Housing Production (*Housing Choice Only*)

Infrastructure

2.4.a Shows for Public Organizations within a Housing Choice community:

2.4.a. By virtue of the applicant’s Housing Choice Designation, this project may be eligible for the [Housing Choice Grant Program](#). Please note that the maximum Housing Choice award is \$500,000. To be considered for funding through this program, you must complete the **Housing Choice Additional Questions**.

Do you intend to complete the Housing Choice Additional Questions in order to be considered by the Housing Choice Grant Program?

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.

PROJECT OVERVIEW

2.5. Narrative / Scope of Work – Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.

(4,000 characters)

2.6. Project Need – Describe why this project is necessary in enhancing housing and/or job growth.

(2,000 characters)

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GRANT FUNDING REQUEST

2.7. 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	
Personnel/Labor	
Pre-Construction (Design, Engineering, Permitting, Bidding, etc.)	
Environmental Remediation	
Construction (Including Demolition)	
Interior Building Improvements	
Building Stabilization/Shell Repair	
Other/Miscellaneous	
Total	

2.8. Justification of Request – Provide line item explanations, justifications, and/or notes for the funding requested in question 2.7. Include an explanation of the methods for estimating project costs.
(1,000 characters)

2.9. Applicant Match – Will the applicant provide a match to supplement any grant funds awarded?
 Yes No

2.9.a. If yes, what is the match amount? _____

2.9.b. Describe the source(s) and status of all matching funds.
(1,000 characters)

2.10. 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.)?
 Yes No

2.10.a. If yes, how much is being contributed by other sources? _____

2.10.b. Describe the source(s) and status of funds.
(1,000 characters)

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
--------	--------

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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>

2.11. 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

2.12. Project Location Map – Attach a map showing the location of the project/project area.

ATTACHMENT HERE

2.13. 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

2.14. Community Description and Engagement Plan – Describe the population that will be impacted by the project and describe the community engagement efforts that have or will inform the project. Include how the project will promote an inclusive 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.

(2,000 characters)

PROJECT IMPLEMENTATION

2.15. Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant’s project contact and describe the experience they have on previous similar or related project and their contribution to the successful completion of this project.

(2,000 characters)

2.16. Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details such as planning (noting if the project is included in any adopted district, municipal, and/or regional plans), community engagement, prior State/Federal funding, development tools used, and any environmental remediation efforts.

(2,000 characters)

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- 2.17. Project Implementation Timeline** – Describe the steps and 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. **Note:** Grants awards will be announced in Fall 2024 for contracts starting in FY25.
 (2,000 characters)
-

ENVIRONMENTAL SUSTAINABILITY AND EMISSIONS REDUCTION

- 2.18. Environmental Sustainability** – Describe how the applicant will take climate change and environmental sustainability into consideration in the execution of the project.
 (2,000 characters)
-

PROJECT OUTCOMES

- 2.19. Anticipated Outcomes and Impacts** – Explain how the project will catalyze community economic development and/or provide public benefit. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.
 (2,000 characters)
-

- 2.20. Project Impacts** – Complete the below table to show the expected impacts of the project:

Housing Outcomes	
Number of housing units allowed on the project site by current zoning:	
Number of new affordable rental units to be created:	
Number of new affordable ownership units to be created:	
Number of new market-rate rental units to be created:	
Number of new market-rate ownership units to be created:	
Total number of all new housing units to be created:	
If any affordable, specify lowest income limit used (65% AMI, 80% AMI, etc.):	%
Employment Outcomes	
Number of new permanent full-time jobs to be created:	
Number of new permanent part-time jobs to be created:	
Total number of all new permanent jobs to be created:	
Total construction jobs to be supported by the private development project(s):	
Total existing full-time jobs to be retained as direct result of this project:	
Business Outcomes	
Commercial development allowed on site by current zoning (square feet)	

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Industrial development allowed on site by current zoning (square feet)	
Square footage of office and/or retail space to be created, including restaurants:	
Square footage of industrial space to be created, including warehouses:	
Total square footage of commercial space to be created:	

SITE INFORMATION

2.21. General Information

Project Address(es)/Parcel ID(s) (If multiple parcels, enter the address or parcel ID for each individually)	
Size of the project area within the building envelope (square feet)	
Current assessed value (\$) of the development site:	

2.22. Project Site Description – Describe the area within the limits of work for the project, including the size of the project area and 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)

2.23. Site Plan/Construction Drawing – Attach a site plan, conceptual drawing, and/or construction design that clearly demonstrates the location and proposed work.

ATTACHMENT HERE

2.24. 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 in a zoning district that allows multi-family by right in accordance with Section 3A of MGL c.40A?
 Yes No

2.24.a. If yes, identify the name of the transit station(s):
(500 characters)

2.25. Current Zoning – What type of use is currently allowed by zoning on the project site(s)? *(Check all that apply)*

- Industrial/Commercial
- Residential – Single Family / Townhome
- Residential – Multi-family
- Mixed – Use
- Other: _____

Show 2.26 if Public Organization:

2.26. 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

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- 43D Expedited Permitting District
- Approved Urban Renewal Plan
- District Improvement Financing (DIF)/Tax Increment Financing (TIF)
- Current or ‘Graduated’ Transformative Development Initiative (TDI) District
- EOHLC Approved Housing Production Plan

2.27. Site Ownership – Does the applicant own the property?

- Yes No

If no, describe how the applicant will acquire the property prior to grant award. Specify timing of closing and other key dates.

(2,000 characters)

Climate Resilience

2.28. Impervious Area – Will the project result in a net increase in impervious area?

- Yes No

2.28.a. If yes, please describe any design strategies that the project will incorporate, and/or that the applicant plans to investigate as part of the project’s design, to mitigate a heat island effect.

(1,000 characters)

2.29. Climate Resilience Design Standard Report – The Climate Resilience Design Standards Tool guides users to input basic project information and will generate a downloadable report for attachment. The Climate Resilience Design Standards Tool is accessed via the following link:

https://resilientma.org/rmat_home/designstandards/

After clicking “Submit Project” inside the tool, the project information will be saved, and a “Download Report” icon will appear for the user. The entire process, exclusive of registration, should take no more than 15 minutes per project.

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

ATTACHMENT HERE

2.30. Exposure Rating – 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

2.30.a. If yes, describe any design strategies that the public infrastructure project will incorporate, and/or that the applicant plans to investigate as part of the project’s design, to mitigate the potential impacts of future flooding. For Infrastructure projects, specify the design storm

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(return period) that the applicant intends to use in the engineering of the project (e.g., the 25-year storm or 4% storm). For Building projects, specify any dry floodproofing and/or improved conformance to flood-resistant building standards that the project will achieve and/or investigate.

(1,000 characters)

BUILDING ADDITIONAL QUESTIONS

If For-Profit organization, show 4.1:

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.

(2,000 characters)

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?	<i>(4-digit year)</i>	
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?		
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 st Floor	% Vacant:	Present Use:
<input type="checkbox"/> 2 nd Floor	% Vacant:	Present Use:
<input type="checkbox"/> 3 rd Floor	% Vacant:	Present Use:
<input type="checkbox"/> 4 th Floor & Above	% Vacant:	Present Use:

4.3. Additional Building Information – Additional information/comments about the building details, as needed:

(1,000 characters)

4.4. Highest/Best Use – Can the entire property be used/occupied for the highest and best purposes?

Yes No

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- 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 characters)

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

Yes No

If yes:

If the building, or any part of it, is condemned, provide an explanation. Note if not applicable.

(1,000 characters)

- 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 characters)

- 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 characters)

- 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. Provide a pro forma and/or business plan if available.

(2,000 characters)

- 4.8.a.** If available, attach a pro-forma and/or business plan demonstrating the additional construction work that is planned for this project. If Predevelopment, attach pro-forma or other relevant documents to the scope of the project.

ATTACHMENT HERE

CONSTRUCTION INFORMATION

- 4.9. Building Improvements** - For capital improvement request: A copy of each plan will be required if project is recommended. *(Check all that apply)*

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Capital Improvement Item	Plans Available?
Building Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Fire/Life Safety Code Compliance	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Accessibility Improvements	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Building Shell Repair	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Building Stabilization	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
HVAC Improvements or Renovations	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Interior Demolition or Remediation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Other. Specify:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

4.10. Financing –Is the financing or other funding sources for this project fully secured?

Yes No

4.10.a. If No, indicate the status of all sources, if there are any significant contingencies, and by when the resources needed to proceed are expected to be secured.

(1,000 characters)

4.10.b. If Yes, provide details on all sources and if there are any significant contingencies.

(1,000 characters)

4.11. Construction Management Plan - What is the proposed plan for managing the construction?

(1,000 characters)

4.12. Construction Timeline - Provide the planned schedule/timeline for the project.

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

4.13. Design Completion - What percentage project design is completed? _____%

4.14. Permits/Licenses/Approvals - Which of the following permits, licenses, and/or approvals are required for this 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"/> Other. Specify:	<input type="checkbox"/>		

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

If the applicant is a public entity, does the submission of this application require a formal vote of any board, commission, or other local entity? If Yes, attachment required.

- Yes No Not Applicable

ATTACHMENT HERE : *If yes, attach a certified copy of the vote taken by the relevant entity.*

If the applicant is a non-public entity, does the submission of this application require the authorization of the entity’s board of directors, or other governing body or bylaw? If Yes, attachment required.

- Yes No Not Applicable

ATTACHMENT HERE : *If yes, attach a document demonstrating such authorization.*

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

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 Housing and Economic Development (EOHED) 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