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Brownfields Redevelopment Fund  
Municipal Competitive Round through  
the Community One Stop for Growth

Program Information and Guidelines

**FY2025**

## Brownfields Redevelopment Fund - Community One Stop Guidelines

### I. INTRODUCTION

#### A. About the Program

The Brownfields Redevelopment Fund (the "Fund"), created by M.G.L. c.23G, s.29A, finances the environmental assessment and remediation of brownfield sites ("Sites") in the Commonwealth. St. 2016, Ch. 219 authorized \$45 million over ten years from the Commonwealth's capital budget for the Fund, a portion of which is being made available through the Community One Stop application.

#### B. What's New in FY2025

The Program is now available to all communities with qualifying Sites in the Commonwealth.

### II. PROGRAM FEATURES AND REQUIREMENTS

#### A. Program Highlights

<b>Maximum Award</b>	Up to \$100,000 for site assessment, or up to \$250,000 for remediation.
<b>Total Funds Available</b>	<i>Subject to state budget appropriation</i>
<b>Grant Use</b>	Environmental site assessment or remediation activities conducted by a Massachusetts Licensed Site Professional (LSP) or by a licensed site remediation contractor in conformance with the Massachusetts Contingency Plan.
<b>Project Duration</b>	Project timeline should be no longer than one (1) year.
<b>Project Focus Examples</b>	Environmental site assessment or remediation activities undertaken to provide valuable Site information and better position Sites for redevelopment when development potential has been identified, but an end-user has not yet committed to a redevelopment project.
<b>Eligible Communities</b>	All Massachusetts communities are now eligible.

**Eligible Lead Applicant**

All municipalities, municipal agencies or authorities, economic development and industrial corporations, and economic development authorities.

**B. Eligible Applicants and Projects**

Through the Community One Stop, all municipalities, municipal agencies or authorities, economic development and industrial corporations, and economic development authorities, can apply for up to \$100,000 in site assessment funding, or up to \$250,000 in remediation funding to provide valuable Site information and better position Sites for redevelopment when development potential has been identified, but an end-user has not yet committed to a redevelopment project. Amounts requested must be supported by a detailed scope of services, including a Project timeline, prepared by a Massachusetts licensed Site Professional in good standing.

Funding will be awarded as a grant, subject to partial or whole repayment from any net land sale proceeds and/or long-term lease revenue realized at the Site. Grantees will be required to execute a standard Brownfields Grant Agreement.

Proposed Sites must meet the statutory criteria for designation, and applicants must demonstrate that redevelopment would be viable but for the impediment presented by real or perceived environmental contamination. A preference will be given to Sites located within one (1) mile of an environmental justice area. Sites that will be redeveloped for any municipal uses including, but not limited to, public safety buildings, schools, and public works facilities are not eligible.

Funding availability for approved Sites will be reserved for a limited time with the possibility of an extension period to be granted at the sole discretion of MassDevelopment and contingent upon demonstration by the awardee of significant progress or extenuating circumstances that justify the extension.

By submitting a request for funding from the Brownfields Redevelopment Fund through the Community One Stop, an Applicant is certifying that the Applicant, Site and Project meet the following **Statutory and Program Guidelines**:

- The Site has been previously used in a commercial or an industrial capacity;
- The proposed redevelopment Project will result in a significant economic impact in terms of the number of jobs or housing units to be created, or will contribute to the economic or physical revitalization of the area in which the Project Site is located, and a significant level of community benefits shall be associated with the Project;
- The Applicant qualifies as either an innocent owner or eligible person pursuant to the requirements contained within MGL c.23G, Section 29A;

- The Applicant did not cause or contribute to the release of oil or hazardous material at the Site;
- The Applicant did not own or operate the Site at the time of release;
- The Applicant does not have a familial relationship or any direct or indirect business relationship with a party potentially responsible for the contamination;
- The Applicant does not have any outstanding administrative or judicial enforcement actions pending against them regarding brownfields sites, or the Applicant must have a signed agreement with the Department of Environmental Protection or the Office of the Attorney General outlining a resolution for any existing enforcement actions;
- The costs for which an application is made are not eligible for reimbursement from the Underground Storage Tank Fund authorized by M.G.L. c. 21J;
- The Applicant shall transfer the results of the environmental assessment to the regional office of the Department of Environmental Protection if such Applicant does not proceed with development of the Project for which the Project Site was assessed with loan monies from the Fund.

### **III. APPLICATION AND EVALUATION**

#### **A. How to Apply**

The Brownfields Redevelopment Fund is part of the [Community One Stop for Growth](#), a single application portal and collaborative review process of community and economic development grant programs that make targeted investments based on a Development Continuum. It is designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a Project. For more information, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit [www.mass.gov/onestop](http://www.mass.gov/onestop).

The One Stop Full Application is organized into the following sections:

- Form 1- Applicant Information
- Form 2 - Project Information
- Form 3 - Certification of Application Submission Authority

In order to be considered for Brownfields Redevelopment Fund funding, Applicants must include complete responses to all required questions.

### **Application Evaluation and Scoring Overview:**

1. MassDevelopment staff will determine if all statutory and program guidelines are met;
2. A Review Committee will independently review and score the applications;
3. Reviewers may request additional information from any or all relevant sources during the application review process.

MassDevelopment will consider the following criteria when reviewing applications. While a particular application may not satisfy every criterion, applications will be reviewed based on the totality of the facts and circumstances. Review criteria will be used to assess the likelihood that the use of the requested funding will advance a Project towards increased marketability, site readiness, future development, and resulting public benefits:

- Evidence of Site control;
- Evidence of previous efforts to attract private development to the Site;
- Demonstrated community support and marketability of the Site;
- Availability of other funds to advance the Project in the form of grants, loans or abated property taxes from the municipality where the Project Site is located;
- The capacity of the Applicant to undertake and complete the assessment or remediation activity;
- A proposed redevelopment plan and timeline;
- The level of unemployment and/or need for housing in the community or census tract where Project Site is located;
- The location of the Site and its proximity to an environmental justice area;
- Community benefits associated with the potential redevelopment Project, including, but not limited to, job creation or retention, and/or the creation of housing opportunities consistent with the housing needs of the community;
- The potential level of private investment;
- The projected municipal tax revenues associated with redevelopment of the Site;
- The proximity of the Site to existing transportation and utility infrastructure appropriate to support the proposed redevelopment Project; and
- Demonstrable positive impacts of the proposed redevelopment Project and/or the preparation of the Site on the immediate neighborhood and region.

## **B. Award Decisions**

Applicants that are approved for funding will receive a commitment letter outlining the recoverable grant amount and any conditions of the award. All awards are subject to annual state budget appropriation and contingent upon full execution of a contract. Applicants that are not recommended for funding during the round will also be notified in writing, and invited to request feedback about their proposal, if interested.

### **Additional Information**

- For information on the One Stop, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit [www.mass.gov/onestop](http://www.mass.gov/onestop).
- The Expression of Interest is an optional, but highly recommended form that allows an applicant to seek guidance from the One Stop partner agencies. Applicants are encouraged to submit an Expression of Interest prior to starting their Full Application(s). Visit the [One Stop Expression of Interest webpage](#) for more information and access to the Expression of Interest form.
- All applications must be submitted electronically. The online application portal, IGX, can be accessed at <https://eohed.intelligrants.com>. An online webinar outlining the use of the system will be available on the site. The application form template and link to the portal will also be available on the [One Stop webpage](#).
- Eligible Applicants may submit funding requests for more than one Site Preparation Project in the same round. However, a separate application is required for each Project. Each proposal will be evaluated independently against the criteria and will be competing directly with all other proposals.
- It is the responsibility of the Applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.
- MassDevelopment reserves the right to request additional information from the Applicant or external sources as may be necessary in order to complete the application review. MassDevelopment also reserves the right to recommend partial grant awards, as deemed appropriate.

## APPENDIX: ACCESSING THE ONLINE APPLICATION

All applications to the Brownfields Redevelopment Fund must be submitted electronically through the Community One Stop for Growth application process. The application will be available and accepted through the IGX Platform, accessed at <https://eohed.intelligrants.com>. A user account is required. Below are the steps for getting into the system.

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The municipality should activate a primary account with the municipal CEO and/or designee(s) as a "Grant Administrator". This person(s) can then add other users, as necessary.

**Current Admin Users-** Municipal CEOs and/or designees who have used the IGX system in past rounds may use their existing usernames to access the system. Applicants that have forgotten their username and/or password must use the "Forgot Username/Password" function on the IGX login page.

**New Organizations** - If your organization has not accessed the system in the past, a new registration is required. This should be done by the municipal CEO and/or a designee. Click the "New Organization? Register Here" link to complete and submit a registration request. When that account is approved by EOHED, an email notification will be sent from the system confirming designation as a Grant Administrator.

**NOTE:** All new requests for Grant Administrator must be approved by EOHED. These will be reviewed as they are received. Applicants will get an email notification from the system confirming the approval. If confirmation not received after 48 hours, please contact [onestop@mass.gov](mailto:onestop@mass.gov) to request assistance.

**New User in Existing Organizations** - Once a Grant Administrator is established for your organization, that user(s) may then create and/or approve additional accounts for municipal staff and/or consultants, such as grant writers, engineers, etc. Requests for access to IGX should be made directly to your community's Grant Administrator.

**Creating a new Full Application or Expression of Interest-** Once accounts are registered and/or approved, a Grant Administrator can create an Expression of Interest or Full Application(s), from the "My Opportunities" panel, and following the prompts in the portal. Any designated user may access, edit, and/or save an application on behalf of their organization, and are encouraged to save their work often, particularly after completing each section. Only a Grant Administrator will be able to create and submit the Expression of Interest and Full Application(s).

**Submitting an Application** - Applications may be edited in IGX at any time up until the deadline. Official submissions to the Community One Stop for Growth will only be accepted during the posted dates. During that timeframe, Grant Administrators may submit the Full Application by selection the "Submit Full Application" option at the bottom of the left side menu, to officially submit an application. Applicants will receive an email confirming receipt within 24 hours. If an email is not received after 24 hours, please contact [onestop@mass.gov](mailto:onestop@mass.gov) for assistance.

**NOTE:** If an application is erroneously submitted, the applicant may contact [onestop@mass.gov](mailto:onestop@mass.gov) to reopen the application for further editing and completion, as long as it is before the deadline. Staff will try to accommodate these requests as they are received but may not be able to respond to all requests immediately. Once reopened, it is the responsibility of the applicant to resubmit prior to the deadline.