



Real Estate Services (RES) Technical Assistance

MassDevelopment works with municipal officials, planners, local stakeholders, and others to provide technical assistance aimed at addressing site-specific and/or district-wide economic development challenges. Through MassDevelopment's in-house expertise and contracts with third-party consultants, our real estate services team provides creative solutions and feasible steps for municipalities and other public entities to effectively address planning and development projects.

Real Estate Services Technical Assistance 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. 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.

Eligible Applicants and Uses

Applicants must be a municipality, municipal agency, or other public entity to apply for the RES Technical Assistance funding.

The Community One Stop for Growth will be accepting applications for funding in all eligible categories described below. For FY26, proposals must be tied either to the redevelopment of public surplus property or to the adoption of district redevelopment technical assistance. Available assistance includes the following activities:

- **Public Surplus Property Reuse**
Public surplus property projects should help a community find a new use for the property that result in the redevelopment of the property.
 - Site Concept Plans and Market Feasibility Studies – Including feasibility and planning studies in addition to concept-level master planning.
 - Request for Proposals / Qualifications – Development of materials to support the municipality's disposition process and the analysis of proposals to support their decision.

- **District Redevelopment Technical Assistance**
Early-stage projects to spur economic development activities within a commercial, industrial, or mixed-use district. Districts should have public surplus property and/or underutilized properties within the area. Examples of district redevelopment technical assistance projects:
 - District Redevelopment Strategies
 - Corridor Studies
 - District Improvement Financing (DIF)

Review Criteria

MassDevelopment will consider the following criteria when reviewing RES Technical Assistance applications. While few applications will satisfy every criterion, applications will be reviewed on a relative basis. Review criteria will be used to assess the potential for requested funding to advance a project towards project readiness, future development, and public benefits.

- Availability of budget and appropriate house doctor consultants
- Regional impact and regional appropriateness
- Municipal commitment to work in partnership with MassDevelopment on the project
- Municipal capacity to implement and advance next steps upon completion of work
- Project ability to:
 - Advance local plans and programming
 - Attract or retain jobs
 - Create housing opportunities
 - Result in the redevelopment of surplus public property
 - Assist historically disadvantaged communities
 - Advance smart growth
 - Advance planning and predevelopment activities to a point where the private sector is compelled to invest in the project area.
 - Availability of matching funds from a local contribution

Grant Terms and Conditions

Grantees will be required to execute a standard grant agreement. The agreement provides that in most instances, the Agency will be repaid from any net property sale proceeds, long-term lease revenue, or refinancing proceeds. If a grant does not result in new revenues, there is no repayment obligation.

RES program award provides Technical Assistance through a House Doctor consultant to provide services for the project. Funds are not provided directly to the grantee. Project services do not generally exceed a value of \$50,000. Projects must be completed by the end of the fiscal year on June 30, 2026.

For more information, contact:

Ben Murphy
 Vice President, Real Estate
 Email: bwmurphy@massdevelopment.com

One Stop Full Application

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 Real Estate Services Technical Assistance funding, applicants must include complete responses to all required questions.

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.
- 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 Planning & Zoning or 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 A

ACCESSING THE ONLINE APPLICATION

All applications to the Real Estate Services Technical Assistance program 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.

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 EOED, 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 EOED. 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 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 – Once accounts are registered and/or approved, a Grant Administrator can create a Full Application(s), from the "Start New Document" 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 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 for assistance.

NOTE: If an application is erroneously submitted, the applicant may contact 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.

APPENDIX B

One Stop Application Template

Real Estate Services - District Redevelopment Technical Assistance

COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE TEMPLATE

Planning & Zoning District Redevelopment Technical Assistance

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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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: _____
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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

FORM 2. PROJECT INFORMATION

PROJECT CORE

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

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.

The MBTA Community within which the project is located must be compliant with the Guidelines for Multi-Family Zoning Districts under Section 3A of the Zoning Act (MGL c. 40A) 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.

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 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, or
- 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 Guidelines will affect this application’s eligibility for funding.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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: Planning & Zoning
Project Type: District Redevelopment Technical Assistance
Project Focus: Planning for Growth in a Commercial/Industrial or Mixed-Use District

Show for Housing Choice Public Orgs only:

2.4.a. 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):

[Real Estate Services Technical Assistance](#)

NOTE: Real Estate Technical Assistance grant funds are to be used exclusively for up to \$50,000 worth of technical assistance. The consultant used to deliver the technical assistance will be chosen by MassDevelopment staff from a list of pre-qualified consultants. The consultant is paid directly by MassDevelopment.

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

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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”.

Housing Impacts				
Market Rate Housing Units currently in project area (estimate as needed): _____	Affordable Housing Units currently in project area (estimate as needed): _____	Total Housing Units in Project Area: X		
<p>Can the applicant reasonably and realistically estimate the number of potential new market rate and/or affordable housing units to be developed as a result of this project over the next 5 years?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If yes:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> Number of potential new market rate housing units to be developed in the project area over the next 5 years: _____ </td> <td style="width: 50%; border: none;"> Number of potential new affordable housing units to be developed in the project area over the next 5 years: _____ </td> </tr> </table>			Number of potential new market rate housing units to be developed in the project area over the next 5 years: _____	Number of potential new affordable housing units to be developed in the project area over the next 5 years: _____
Number of potential new market rate housing units to be developed in the project area over the next 5 years: _____	Number of potential new affordable housing units to be developed in the project area over the next 5 years: _____			
Business Impacts				
Total number of active businesses within project area (estimate as needed): _____	Total number of commercial vacancies within project area (estimate as needed): _____			

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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	_____
Other/Miscellaneous	_____
Total	

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? _____

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)

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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>
Total Project Cost	<i>Auto-populated</i>

2.13. 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

2.14. 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 who have been socially and economically disadvantaged, and/or historically underrepresented. (1,000 character limit)

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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)

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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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?

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 (MDFFA), 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

APPENDIX C

One Stop Application Template

Real Estate Services - Municipal Surplus Property Disposition

COMMUNITY ONE STOP FOR GROWTH FY26 FULL APPLICATION SAMPLE TEMPLATE

Site Preparation Municipal Surplus Property Disposition

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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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 | <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 |
| Cultural District Designation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

FORM 2. PROJECT INFORMATION

PROJECT CORE

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

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.

The MBTA Community within which the project is located must be compliant with the Guidelines for Multi-Family Zoning Districts under Section 3A of the Zoning Act (MGL c. 40A) 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/mbtacomunities.

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 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, or
- 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 Guidelines will affect this application’s eligibility for funding.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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:** Site Preparation
- Project Type:** Municipal Surplus Property Disposition
- Project Focus:** Municipal Surplus Property Disposition Study

Show for Housing Choice Public Orgs only:

2.4.a. 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):

[Real Estate Services Technical Assistance](#)

NOTE: Real Estate Technical Assistance grant funds are to be used exclusively for up to \$50,000 worth of technical assistance. The consultant used to deliver the technical assistance will be chosen by MassDevelopment staff from a list of pre-qualified consultants. The consultant is paid directly by MassDevelopment.

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

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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)

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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](#).

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	Total
New Affordable Units	_____	_____	X
New Market Rate Units	_____	_____	X
	Total New Housing Units		X
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:			_____
Total number of NEW permanent jobs to be created:			X
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:	_____
Total square footage of commercial space to be created:	X

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	_____
Other/Miscellaneous	_____
Total	

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? _____

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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>
Total Project Cost	<i>Auto-populated</i>

- 2.13. **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

- 2.14. **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

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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 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)

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.)	
Parcel ID(s) (If multiple parcels, enter the parcel ID for each individually)	
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.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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(1,000 character limit)

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*)

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

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

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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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.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)

SITE PREPARATION ADDITIONAL QUESTIONS

3.1. **Future Development Potential** – Indicate the development potential of the site:

Number of acres currently developed:	
Number of acres that cannot be developed:	
Number of acres with the potential to be developed:	

3.2. **Availability of Utilities**– Indicate the availability of utility services to the project site:

Public Water:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Public Sewer:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Electricity:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown
Natural Gas:	<input type="checkbox"/> Available <input type="checkbox"/> Not Available <input type="checkbox"/> Needs Upgrade <input type="checkbox"/> Unknown

3.3. **Describe Utilities** – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project: (1,000 character limit)

3.4. **Site Access** – Describe existing access to the project site and required improvements, noting whether the existing access can accommodate traffic volumes associated with the as-of-right build out of the site.

COMMUNITY ONE STOP FOR GROWTH – FULL APPLICATION

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(1,000 character limit)

3.5. Site Marketing Status – Summarize past and current site marketing efforts and indicate if the site has been on or is currently on the market. (1,000 character limit)

3.7. Occupancy Status – Is the property vacant?

- Yes No

3.7.a. If no, what are the current uses? (1,000 character limit)

3.8. Surplused Status – Has the property been officially surplused by the municipality?

- Yes No

If yes:

ATTACHMENT HERE: Attach declaration of surplus document

If no:

3.8.a. If No, estimated date to be declared surplus _____

3.8.b. Has the municipal legislative body (i.e. city/town council) discussed surplusing the property in a public meeting?

- Yes No

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If yes

ATTACHMENT HERE: Attach minutes of the meeting in which surplussing the property was discussed.

3.9. Site Studies – To-date, have any of the following activities taken place or reports/studies been produced?

- Site Survey
- Phase One Environmental
- Phase Two Environmental
- Building Condition Report
- Existing Conditions Report
- Community Engagement/Visioning Process
- Site Concept Plans
- Property Appraisal
- Market Feasibility Study
- Request for Proposals/Qualifications
- Neighborhood/District Plan

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

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