



99 High Street
Boston, MA 02110
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Real Estate Services Program

Program Information and Guidelines



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 “house doctor” 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. 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.

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 FY24, proposals must be tied either to the redevelopment of public surplus property or to the adoption of district management tools. Available assistance includes the following activities:

- Public Surplus Property Reuse
 - 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.
- Local District Management Formation Technical Assistance
 - District Improvement Financing
 - Business Improvement District Formation

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.

For more information, contact:

Claire O'Neill

Senior Vice President, Real Estate Planning

Email: coneill@massdevelopment.com

APPENDIX A

ACCESSING THE ONLINE APPLICATION

All applications to the Site Readiness 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 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 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 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 - Creating District Support

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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](#).

FULL APPLICATION

SECTION 1. Applicant Information *(may be auto-filled from Expression of Interest)*

1.1 Primary Location: *(Select from drop-down)*

EOHED Region	<i>(auto-filled)</i>	MassDOT Highway District	<i>(auto-filled)</i>	Rural or Small Town	<i>(auto-filled)</i>
MDFA Regional Office	<i>(auto-filled)</i>	Gateway City	<i>(auto-filled)</i>	Housing Choice	<i>(auto-filled)</i>
Regional Planning Agency	<i>(auto-filled)</i>	MVP Community	<i>(auto-filled)</i>	MBTA Community	<i>(auto-filled)</i>

1.2 Organization Type: *(Select from following drop-down options)*

Public Entity:

- Municipality
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- Water or Sewer District

Non-Public Entity:

- Community Development Corporation
- Non-Profit Organization
- For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.
(2,000 characters)

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

- Yes No

1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

SAMPLE

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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](#).

SECTION 2: Project Information

- 2.1 Project Name: _____ *(50 Characters)*
- 2.2 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)
- 2.3 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**
Project Type (check one):
 - Early Stage Engagement
 - Action Grants**
Project Focus (check one):
 - Implementing a Community Economic Development Program
 - Creating District Support**
 - Business Improvement District (BID) Formation
 - District Improvement Financing (DIF)
 - Implementing Locally Driven Placemaking
 - Planning and Zoning
 - Site Preparation
 - Building
 - Infrastructure
- 2.4 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)
- 2.5 Project Need – Describe why this project is necessary in enhancing community economic development.

(1,000 characters)
- 2.6 Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor’s Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.

(2,000 characters)
- 2.7 Is the project area located within an Environmental Justice census block group? Click [HERE](#) to access the Commonwealth’s Environmental Justice Map Viewer.

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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Yes No

2.8 Anticipated Outcomes and Impacts – Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.

 (2,000 characters)

2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?
 Yes No

2.9a If Yes, provide an explanation:

 (1,000 characters)

2.10 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. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.

 (2,000 characters)

2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).

 (2,000 characters)

2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.

 (1,000 characters)

2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Category	Spending Description	Funding Request
Operating	Consultants / Prof. Fees	
Other	Other / Miscellaneous	
	Total	

Please note that 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.

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.
(1,000 characters)

2.15 Will the applicant provide a match to supplement any grant funds awarded?
 Yes No

2.15a If yes, what is the match amount? _____

2.15b Describe the source(s) and status of all matching funds.
(1,000 characters)

2.15c Does the match include local ARPA funds?
 Yes No

2.15d If yes, what amount of the match is from local ARPA funds? _____

SAMPLE

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 3: Community Activation and Placemaking Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Community Activation and Placemaking

Project Type: Action Grant

Project Focus: Creating District Support

Before you proceed, we recommend that you read the program guidelines for [Real Estate Services Technical Assistance](#).

- 3.1 Challenge and Vision – Describe the challenge and how it will be addressed by this project. Please explain how this project will impact the community, neighborhood, or district, as well as the target population. If applicable, include any relevant details about and/or unique challenges related to the downtown, neighborhood, or commercial district and how the proposed work impacts the neighborhood or community served.
(1,000 characters)
-
- 3.2 Community Engagement - Describe any community engagement efforts that have informed or will inform this project. Include how the project will promote an inclusive participation process, engage new voices, and/or empower diverse stakeholders. Please identify any stakeholders that have been engaged in this project to date.
(1,000 characters)
-
- 3.3 Sustainability – Describe how the work of this group will be carried out and how it will be sustained over time, particularly past the time of this grant or technical assistance request.
(1,000 characters)
-
- 3.4 Is there a strategic plan or master plan for the area that will be supported by the identified DIF/BID?
 Yes No

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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SECTION 9: Certification of Application Submission Authorization

9.1 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.*

9.2 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.*

9.3 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 Department of Housing and Community Development (DHCD) 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

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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SECTION 10: OTHER/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
Other Site Images	Other site photographs, illustrations, and/or maps.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
Other	Any other attachment.

APPENDIX C

One Stop Application Template

Real Estate Services - Municipal Surplus Property Disposition

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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](#).

FULL APPLICATION

SECTION 1. Applicant Information *(may be auto-filled from Expression of Interest)*

1.1 Primary Location: *(Select from drop-down)*

EOHED Region	<i>(auto-filled)</i>	MassDOT Highway District	<i>(auto-filled)</i>	Rural or Small Town	<i>(auto-filled)</i>
MDFA Regional Office	<i>(auto-filled)</i>	Gateway City	<i>(auto-filled)</i>	Housing Choice	<i>(auto-filled)</i>
Regional Planning Agency	<i>(auto-filled)</i>	MVP Community	<i>(auto-filled)</i>	MBTA Community	<i>(auto-filled)</i>

1.2 Organization Type: *(Select from following drop-down options)*

Public Entity:

- Municipality
- Public Housing Authority
- Redevelopment Authority
- Regional Planning Agency
- Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- Water or Sewer District

Non-Public Entity:

- Community Development Corporation
- Non-Profit Organization
- For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization’s structure, including staff capacity, and economic development goals.
(2,000 characters)

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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- 1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?
 Yes No

1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

SAMPLE

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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](#).

SECTION 2: Project Information

- 2.1 Project Name: _____ (50 Characters)
- 2.2 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)
- 2.3 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
 - Site Preparation
- Project Type (check one):*
- Site Predevelopment
- Project Focus (check one):*
- Preparing for Site Improvement Construction
 - Brownfields Site Assessment
 - Municipal Surplus Property Disposition Plan
- Sitework Implementation
 - Building
 - Infrastructure
- 2.4 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)
- 2.5 Project Need – Describe why this project is necessary in enhancing community economic development.

(1,000 characters)
- 2.6 Target Population Description – Describe the specific population(s), neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor’s Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.

(2,000 characters)
- 2.7 Is the project area located within an Environmental Justice census block group? Click [HERE](#) to access the Commonwealth’s Environmental Justice Map Viewer.
- Yes No

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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

2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?
 Yes No

2.9a If Yes, provide an explanation:
(1,000 characters)

2.10 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. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.
(2,000 characters)

2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).
(2,000 characters)

2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.
(1,000 characters)

2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Category	Spending Description	Funding Request
Operating	Consultants / Prof. Fees	
Other	Other / Miscellaneous	
	Total	

Please note that 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.

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.

(1,000 characters)

2.15 Will the applicant provide a match to supplement any grant funds awarded?

Yes No

2.15a If yes, what is the match amount? _____

2.15b Describe the source(s) and status of all matching funds.

(1,000 characters)

2.15c Does the match include local ARPA funds?

Yes No

2.15d If yes, what amount of the match is from local ARPA funds? _____

SITE INFORMATION:

2.16 Project Address(es): *(If multiple, enter the ID for each parcel individually. Add lines as necessary)*

2.17 Parcel ID(s): *(If multiple, enter the ID for each parcel individually. Add lines as necessary.)*

ATTACHMENT HERE: *Attach a map showing the project location.*

2.18 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.

(1,000 characters)

2.19 What type of use is currently allowed by zoning on the project site(s)? *(Check all that apply)*

Industrial/Commercial

Mixed - Use

Residential – Single Family / Townhome

Other: _____

Residential – Multi-family

None of the above

2.20 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? *(If site is already designated, check No) (Show only for public organizations)*

Yes No

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 5: Site Preparation Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Site Preparation
Project Type: Site Predevelopment
Project Focus: Municipal Surplus Property Disposition Plan

Before you proceed, we recommend that you read the program guidelines for [Real Estate Services Technical Assistance](#).

5.1 Site Information – provide the assessed value and acreage information. (Estimate as needed)

Current assessed value of the site:	
How many acres are currently developed:	
How many acres have the potential to be developed:	
How many acres cannot be developed:	
Total Site Acreage:	

5.2 Utilities – Describe 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

5.3 Utilities – Describe any other relevant information about existing utilities, deficiencies, and/or needed upgrades to support your project:
(1,000 characters)

5.4 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.
(2,000 characters)

5.5 Site Marketing Status – Summarize past and current site marketing efforts and indicate if the site is on the market now or has been on the market before.
(2,000 characters)

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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Municipal Surplus Property Questions

5.8 Is the property vacant?
 Yes No

5.8.a. If not, what are the current uses?
(1,000 characters)

5.9 Is the Surplus Property owned or controlled by the municipality, municipal agency, or other public entity?
 Yes No

5.10 Has the property been officially surplused by the municipality?
 Yes No

If yes:

ATTACHMENT HERE: Please attached declaration of surplus document

If no:

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

5.11 To-date, have any of the following activities taken place or reports/studies been produced?

- | | |
|---|---|
| <input type="checkbox"/> Site Survey | <input type="checkbox"/> Site Concept Plans |
| <input type="checkbox"/> Phase One Environmental | <input type="checkbox"/> Property Appraisal |
| <input type="checkbox"/> Phase Two Environmental | <input type="checkbox"/> Market Feasibility Study |
| <input type="checkbox"/> Building Condition Report | <input type="checkbox"/> Request for Proposals/Qualifications |
| <input type="checkbox"/> Existing Conditions Report | <input type="checkbox"/> Neighborhood/District Plan |
| <input type="checkbox"/> Community Engagement/Visioning Process | |
| <input type="checkbox"/> Site Concept Plans | |

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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SECTION 9: Certification of Application Submission Authorization

9.1 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.*

9.2 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.*

9.3 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 Department of Housing and Community Development (DHCD) 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

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

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](#).

SECTION 10: OTHER/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
Other Site Images	Other site photographs, illustrations, and/or maps.
Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
Other	Any other attachment.