

**CITY OF FITCHBURG  
COMMUNITY DEVELOPMENT & PLANNING DEPARTMENT  
718 MAIN STREET FITCHBURG, MA 01420, SUITE 308  
Main Street Housing Grant**

**Program Manager: Liz Murphy | 978-829-1897 | [lmurphy@fitchburgma.gov](mailto:lmurphy@fitchburgma.gov)**

This Main Street Housing Grant program has been designed to encourage the production of housing on the upper floors of Main Street properties.

**Incentive** | \$20,000 per market rate unit, up to \$100,000 per property.

**Property Eligibility** | Main Street properties with vacant upper stories. Vacant space cannot currently be used as housing. This program is specifically for the creation of new market rate housing units

**Applicant Eligibility** | Property owner must have demonstrable housing development experience and be in good standing with the City of Fitchburg and other communities where developer has previously worked.

**Other Requirements** | Developer must provide:

- 1:1 matching support
- Evidence of site control
- Documentation of good standing in communities where other developed properties are located, as well as with the State of MA.
- A Development Pro-Forma detailing sources of financing and construction and soft cost expenses.
- An Operating Pro-Forma indicating ongoing revenues and expenses after completion.
- Evidence of other financing commitments
- Evidence of other local commitments
- Where applicable, evidence of past performance with similar projects

**Priority and Disbursement**

- Larger development projects, (total units) will be prioritized over smaller projects.
- Commitments will be conditional until documentation of all sources of funds necessary for the completion of the project are provided.
- Funds will be disbursed as “last in” to ensure the project reaches completion.

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Main Street Housing Grant Application**

**I. PROPERTY OWNER DETAILS**

Building Owner/Trust

Property Address

Applicant Name

Email

Applicant's Home Address

Phone

**II. HOUSING DEVELOPMENT DETAILS**

Total # of Units

Name of Registered Design Professional

Studio 1-BRs 2-BRs 3-BRs

Name of General Contractor

Projected Rents

Does the project require a Special Permit?

Total Project Cost

If Yes, has the project received Planning Board approval?

% of Funding Committed

Is the project mixed-use?

Total Square Footage Being Developed

If yes, what is the intended use?

Are the upper stories currently vacant?

If yes, has a commercial tenant been secured?

**III. APPLICATION CHECKLIST**

Please include the following materials with your application (check box to indicate completion):

- Development Pro-Forma, indicating sources and uses for construction
- Operating Pro-Forma, indicating project revenues and costs over a yearlong period
- Evidence of other sources of secured funding (e.g. bank statements, grant commitments, etc.)
- Floor Plans developed by a Registered Design Professional
- Signed Lease Agreement for mixed-use developments, if applicable
- Evidence of Local Approvals (e.g. Special Permit Decisions)
- Evidence of Site Control, if applicant is different from property owner
- Evidence of Past Performance, if applicable

**IV. APPLICANT CERTIFICATIONS**

**I certify that all information provided in this application is complete, accurate and true to the best of my knowledge and that, if approved, I will complete the housing project in accordance with plans approved by the City of Fitchburg. I will sign a preservation agreement authorizing the City of Fitchburg to encumber funds for my project and stipulating that I will abide by all program requirements. I further understand that the preservation agreement will be recorded with and held by the City of Fitchburg and requires me to complete the project within 2 years of signing this agreement**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date