



Commonwealth of Massachusetts
EXECUTIVE OFFICE OF HOUSING & ECONOMIC DEVELOPMENT
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BOSTON, MA 02108

Community One Stop for Growth

An EOHD initiative, in partnership with the Department of Housing and Community Development and the Massachusetts Development Finance Agency

Notice of Funding Availability FY2024

Full Application Open Date: January 20, 2023

Virtual Information Sessions

- Webinar 1 - One Stop Overview: Jan. 31, 2023
- Webinar 2 - Application Guidance: Feb. 2, 2023
- Webinar 3 - Technology Webinar: Feb. 7, 2023 (Prerecording to be posted online)

Full Application Submission Period: May 1, 2023 – June 2, 2023

Full Application Deadline: June 2, 2023 at 11:59 p.m.

Email Questions to: onestop@mass.gov

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I. ABOUT THE ONE STOP

A. Introduction

The Executive Office of Housing and Economic Development is pleased to announce the availability of grant funds for the FY2024 round of the Community One Stop for Growth (One Stop). The One Stop is a single application portal and collaborative review process that allows applicants to access a series of grant programs that support community economic development. The Executive Office of Housing and Economic Development (EOHED) partners with the Department of Housing and Community Development (DHCD) and Massachusetts Development Finance Agency (MassDevelopment), to make targeted grant investments based on a Development Continuum.

This coordinated process is designed to provide a more streamlined experience for applicants and to make the programs more accessible to all types of organizations, large and small, in all regions of the state. The partner agencies have a long-standing and successful history of providing funding, through multiple programs, that support various stages and/or phases of economic development projects. The One Stop gives communities the ability to pursue, and in some cases stack, state resources in a more timely and strategic manner based on what stage they are at and how ready they are to implement a project. The goal of the One Stop is to support more efforts that result in economic growth for all cities and towns across the Commonwealth.

The impetus for the development of this initiative, and coordination between state agencies, was informed by the year-long process of researching and writing the Commonwealth's 2019 economic development plan - Partnerships for Growth: A Plan to Enable the Commonwealth's Regions to Build, Connect and Lead. In sessions across the state, the Economic Development Planning Council heard from both large and small communities about the resource-intensive work necessary to identify and apply for the myriad of state funding sources needed to tackle the broad range of economic development challenges.

B. What's New in FY2024

The first two rounds of the One Stop were met with positive reviews and, more importantly, have resulted in 532 grants across 205 communities, totaling \$231.9 million in funding. Based on the feedback that was received from applicants, several areas of improvement were identified to increase access to funding and further streamline the application process:

1. Improved Expression of Interest Feedback: Responses to the applicant survey following the FY23 Round of the One Stop indicated that applicants expected more detail from the Expression of Interest (EOI) Feedback Report. For the FY24 Round, the EOI Feedback Report has been revamped to provide more detailed comments in an easier to read format. The new EOI Feedback Report will include application directions, key questions, how to be competitive, and project implementation feedback.
2. One Stop Resources Full Application Page: The One Stop Team discovered that not all applicants knew where to find important information about the One Stop. To make it as easy as possible for all applicants to access this information, the Full Application now includes a page called "One Stop Resources" containing the critical information that applicants may need when competing their application(s). This page can be found on the left-hand menu within each Full Application on the online portal.
3. Improvements to the Full Application: Similar to last year, the Full Application was reviewed for any redundancies and opportunities to streamline further. This resulted in additional consolidation of questions into *Section 2. Project Information* and a major reduction in the number of questions asked in

the Development Continuum sections. Applicants will now enter key project information, such as the scope and budget, in Section 2, eliminating questions that were duplicative across sections.

4. Increased Focus on Project Scope: When selecting the Development Continuum category in *Section 2. Project Information*, applicants are now asked to also select a project type and a project focus. Identifying the project scope with the Development Continuum category will help applicants confirm that they are applying within the correct category and accessing the best funding sources for their project. In addition, applicants may now only select one Development Continuum category for their project. It is rare that a project truly spans multiple Development Continuum categories, so limiting the selection to one category keeps applicants from spending unnecessary time completing additional questions.
5. Development Continuum Category Renamed: The Community Capacity Building category has been renamed to Community Activation and Placemaking. This change was made to better represent the types of projects funded through this Development Continuum category and clear up confusion caused by the former name. The Community Activation and Placemaking section could include projects such as a request by a municipality to explore the feasibility of developing a Business Improvement District or a request by a non-profit organization to create an urban greenspace outside of their downtown art center.
6. Changes to the Special Designation specific questions: Public organizations in a Housing Choice community or Rural/Small town submitting a project that is eligible for review by the Housing Choice Grant Program and/or the Rural and Small Town Development Fund will be asked at the end of Section 2 whether they intend to complete *Form 3a. Special Designation Additional Questions*. Form 3a. must be completed in order for the project to be considered for funding by either program.
7. MBTA Community Questions: When completing the Full Application, public organizations in a municipality with MBTA Community designation will be asked questions in *Section 1. Applicant Information/Background* of the Full Application related to the community's compliance with Section 3A of MGL c. 40A. More information related to the MBTA Community Compliance Requirement can be found in the "Overview of the One Stop Process" section below.

II. OVERVIEW OF THE ONE STOP PROCESS

A. Programs Integrated into the One Stop

The One Stop allows applicants to apply to multiple grant programs at once with a standard application. The following programs are fully integrated into the One Stop application process:

Executive Office of Housing and Economic Development

[Mass Works Infrastructure Program](#)

[Urban Agenda Grant Program](#)

Department of Housing and Community Development

[Housing Choice Grant Program](#)

[Massachusetts Downtown Initiative](#)

[Community Planning Grant Program](#)

[Rural and Small Town Development Fund](#)

MassDevelopment

- [Brownfields Redevelopment Fund](#) (Municipal Competitive Round only)
- [Site Readiness Program](#)
- [Underutilized Properties Program](#)
- [Commonwealth Places Program](#)
- [Collaborative Workspace Program](#)
- [Real Estate Services Technical Assistance](#)

Applicants may visit program websites for guidelines and program-specific versions of the One Stop Full Application template.

MBTA Community Compliance Requirement

New section 3A to the Zoning Act (Chapter 40A of the General Laws) requires each of the 175 MBTA communities to have a zoning district in which multifamily zoning is permitted as of right, and that meets other requirements set forth in the statute. Any MBTA community that does not comply with Section 3A will not be eligible for funding from the Housing Choice Community Grant Program and/or the MassWorks Infrastructure Program. For information on how MBTA communities can remain compliant for the FY24 Round of the One Stop, please visit www.mass.gov/mbtacomunities.

B. The Development Continuum

To help guide applicants, the One Stop uses a Development Continuum that describes how a typical economic development project moves from concept to reality within diverse communities.

The One Stop requires applicants to think about their economic development priorities in the context of the Development Continuum, both to guide applicants towards best practices and strategies and to help applicants identify the types of projects that will support their economic development priorities. Applicants should consider this spectrum of activities as they prepare to submit applications to the One Stop, thinking fully about the steps necessary for progress in the development of a project.

This continuum separates economic development activities into two broad categories. The first, “Preparing for Growth,” includes the initial steps that typically need to occur before specific development projects can move forward, as well as community activation focused economic development activities. The second, “Catalyzing Specific Projects,” covers various forms of project-specific activities, particularly for projects that have private development identified.



C. Expression of Interest

The Expression of Interest is a simple form that allows an applicant to seek guidance from EOHED and partner agencies. The Expression of Interest is optional but highly encouraged.

Each organization may submit one (1) Expression of Interest form for the FY24 Round. The Expression of Interest period opens on December 14, 2022 and closes on March 17, 2023. All EOI forms may include up to two (2) project proposals, however forms submitted prior to 11:59 PM on February 3, 2023 are allowed to include a total of five (5) projects. The Expression of Interest must be submitted via the IGX system.

Once the Expression of Interest is submitted, staff at all partner agencies will review the submissions and provide guidance and insight to help prospective applicants strengthen their applications. Applicants may also be referred to other available programs that are not fully integrated into the One Stop application. All applicants are encouraged to submit an Expression of Interest early in the process to allow for the maximum amount of time for feedback.

It is important to note that any eligible applicant may submit a Full Application, regardless of whether they participated in the EOI process or not.

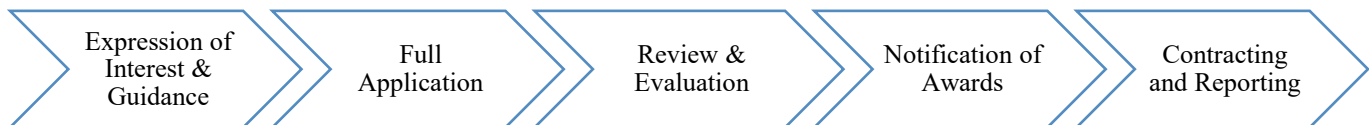
D. Full Application

The Full Application is the form that applicants must complete and submit to formally apply for funding. The Full Application must be submitted via the IGX system.

Applicants may submit multiple projects for consideration but must submit one application per project. The number of project applications submitted is not limited, but it is recommended that communities prioritize their requests. The Full Application opens in January 2023 for applicants to begin working on their applications. Applicants will be able to submit their application beginning May 1, 2023. The final submission deadline is 11:59 p.m. on June 2, 2023.

E. One Stop Process Steps

The One Stop is an opportunity for the state’s economic development agencies to work with communities to define their objectives, submit applications and obtain funding for projects following a collaborative process:



Step 1: Expressions of Interest & Guidance (Optional): The Expression of Interest is a simple form that allows an applicant to seek guidance from EOHEd and partner agencies. Each organization may submit one (1) Expression of Interest form for the FY24 Round. The Expression of Interest period opened on December 14, 2022 and closes on March 17, 2023. All EOI forms may include up to two (2) project proposals, however forms submitted prior to 11:59 PM on February 3, 2023 may include a total of five (5) projects. The Expression of Interest must be submitted via the IGX system.

Step 2: One Stop Full Application(s): After the guidance phase of the process concludes, the One Stop portal will open to accept applications. Applicants are able to submit multiple projects for consideration but must submit one application per project. The number of project applications submitted is not limited, but it is recommended that communities prioritize their requests to reflect the goals submitted in the Expression of Interest phase. Interested applicants will have full access to the online application the launch of the One Stop in January until the final submission deadline in June. During this time, applicants may draft and work on applications, but submissions will only be accepted between May 1 and 11:59 p.m. on June 2, 2023.

Step 3: Review & Evaluation: The participating agencies will review all applications. The agencies may also request additional information or clarification about applications submitted. All grants will be reviewed on the criteria noted in the Review Criteria section and the additional review criteria noted in specific program guidelines, linked to in the appendix. If an application is not fully clear, or the partner agencies have additional questions, the applicant will be notified to either have a follow up discussion with the partner agencies, amend the application submission or respond to questions via email.

Step 4: Notification of Award: The One Stop partners will review all applications and make determinations of grant amounts based upon availability of funds. All applicants will be notified of award decisions, and the contracting process for successful applicants will begin with the applicable partner agency. Reporting will be required.

Step 5: Contracting and Reporting: All grants in any category of funding are subject to appropriation. Once a project is approved, contracting for the project will be handled by the relevant partner agency including the specifications of the duration, scope and final budget. Routine reporting will be required by the agencies and will be specified at the time of contracting.

F. Timeline

Expressions of Interest (EOI) Submission Period	Dec. 14, 2022- March 17, 2023
One Stop Official Launch of Full Application	Jan. 20, 2023
Webinar 1: One Stop Overview Webinar	Jan. 31, 2023
Webinar 2: One Stop Application Guidance Webinar	Feb. 2, 2023
Webinar 3: Prerecorded Technology Webinar	To be posted online Feb. 7, 2023
Full Application Submission Period	May 1, 2023 – June 2, 2023
Review & Evaluation	June-September, 2023
Notification of Awards	October/November 2023
Anticipated Contracting	November/December 2023

III. DEVELOPMENT CONTINUUM DETAILS

Categories Related to Preparing for Growth

The development of certain districts, sites or the advancement of certain economic development initiatives requires a series of initial steps by applicants to attract and guide private investment. Recognizing that these initial steps are applicable for almost all communities, whether a strong or weak market, grants associated with “Preparing for Growth” help support activities related to:

A. Continuum Detail – Community Activation and Placemaking

Community Activation and Placemaking grants support projects and programs aimed at identifying and enhancing community assets. These assets can include the built environment, local business, or the community’s residents.

Eligible Applicants:

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations

Programs in this Category:

- Massachusetts Downtown Initiative
- Urban Agenda Grant Program
- Real Estate Services Technical Assistance
- Commonwealth Places Program

Type/Focus of Projects Supported:

Early Stage Engagement

- Consultant Services for Downtowns
- Community Visioning for Future Placemaking
 - Workshops/Community Feedback Sessions
 - Local Engagement Facilitation Training
 - Participatory Displays and Engagement Tools
 - Removing Barriers within the Placemaking Process
 - Compensation for labor-intensive engagement

Action Grants

- Implementing a Community Economic Development Program
 - Entrepreneurship, Small Business Development and Technical Assistance
 - Workforce Development, Training Initiatives, and Job Pipelines
 - Supporting Access to Opportunity
 - Community Organizing and Leadership Development
- Creating District Support
 - Business Improvement District (BID) Formation
 - District Improvement Financing (DIF)
- Implementing Locally Driven Placemaking
 - Place-Based Activities and Events
 - Creating Community Gathering Spaces
 - Sidewalk Retail Solutions
 - Reclaiming Roadways and Sidewalks for Pedestrians
 - Local Re-Granting for Micro-Projects

Example Projects:

- Request by a municipality to explore the feasibility of developing a Business Improvement District.
- A request from a community coalition to fund English language training and other prerequisite trainings, including coverage for childcare and transportation, to prepare low-income residents for new jobs available in the region due to the expansion of a major employer.

B. Continuum Detail – Planning and Zoning

Applications for projects in the Planning and Zoning category represent an early-stage project that requires a guiding plan, study, or assessment of project needs, prior to any construction or site preparation. These are planning grants and projects must produce a planning document or zoning revision.

Eligible Applicants:

- All Public Entities

Programs in this Category:

- Community Planning Grant Program
- Rural and Small Town Development Fund
- Housing Choice Grant Program

Type/Focus of Projects Supported:

Community Plan

- Master Plan
- Neighborhood Plan
- Downtown Plan
- Urban Renewal Plan
- Housing Production Plan
- Regional Plan
- Corridor Plan
- Other Plan

Zoning Revision

- Zoning to Comply with Section 3A of MGL c.40A
- Comprehensive Zoning Review & Revision
- Other Zoning Revision

Example Projects:

- Create a housing production plan to better understand housing needs of the community and identify strategies to reduce gaps in existing housing relative to identified needs.
- Study the area with a ½ mile of a commuter rail station and create strategies to intensify development in that area.
- Prepare a corridor study of a commercial area that runs through multiple towns and seeks land use alternatives to promote multi-modal access, introduce mixed-use and achieve more compact commercial development.
- Review current zoning to identify and remove language that excludes certain housing types.

C. Continuum Detail – Site Preparation

This category includes funding for an applicant working to progress a key site toward development; a final developer or end use is not necessarily identified at this phase.

Eligible Applicants:

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations

Programs in this Category:

- Site Readiness Program
- Brownfields Redevelopment Fund

- Real Estate Services Technical Assistance
- Rural and Small Town Development Fund
- Housing Choice Grant Program

Type/Focus of Projects Supported:

Site Predevelopment

- Preparing for Site Improvement Construction
 - Site Due Diligence
 - Site Plan Design
 - Market Study
 - Civil Engineering
 - Pre-Permitting/Permitting
- Brownfields Site Assessment
- Preparing for Municipal Surplus Property Disposition

Site Work Implementation

- Site Improvement Construction
 - Demolition
 - Site Acquisition, related tasks
 - Construction of site related upgrades
- Brownfields Remediation

Example Projects:

- The acquisition of land in an industrial zone to allow for business expansion.
- The remediation of a brownfield site to prepare it for the development of a new industrial complex for businesses

Categories Related to Catalyzing Specific Projects

In areas where “Preparing for Growth” activities may have already occurred, certain projects within a community may be ready for implementation by public and private investment. Grants associated with “Catalyzing Specific Projects” will be used to incentivize and leverage private commercial, industrial, and/or residential investment projects that further the community vision.

D. Continuum Detail – Buildings (Vertical)

Funding is available for predevelopment activities and capital improvements that are essential to the occupancy of a blighted and/or underutilized property, as well as those that support the creation of new coworking space. Funding in this category is limited to projects with a strong public purpose and benefit. These are predevelopment and implementation grants for construction ready projects. Projects in this category must have the building secured with building and/or site control, an identified end use, and a clear public purpose. Additional funding is available for eligible Housing Choice and Rural & Small Town designated municipalities to fund feasibility studies and construction related to housing and public facility projects.

Eligible Applicants:

- All Public Entities
- Non-Profit Organizations
- Community Development Corporations
- For-Profit Organizations

Programs in this Category:

- Underutilized Properties Program
- Collaborative Workspace Program
- Rural and Small Town Development Fund
- Housing Choice Grant Program

Type/Focus of Projects Supported:

Building Predevelopment

- Building Rehabilitation Feasibility Study
 - Building Condition Study
 - Development Feasibility Study
 - Code Compliance Study
 - Architectural or Engineering Plans
- Collaborative Workspace Feasibility / Predevelopment
- Municipal Building Construction Feasibility Study (*Housing Choice and Rural & Small Town only*)
 - Public Facility Construction Feasibility Study
 - Housing/Mixed Use Construction Feasibility Study

Building Construction

- Rehabilitation of a Blighted or Underutilized Property
 - Code Compliance
 - Building Accessibility Improvements
 - Building Stabilization and/or Shell Repair
 - Interior Demolition or Remediation
- Collaborative Workspace Fit-out or Equipment
- Municipal Building Construction (*Housing Choice and Rural & Small Town only*)
 - Public Facility Construction
 - Housing/Mixed Use Construction

Example Projects:

- A request to fit-out an incubator within a property that was previously vacant.
- A request to install an elevator in a city-owned property to open up second floor space for space for a new housing development.
- Fitting out a collaborative workspace that provides access to shared workshops and equipment.

E. Continuum Detail – Infrastructure (Horizontal)

The Infrastructure category supports improvements to public land and infrastructure that leverages and supports private investment in the community. These are predevelopment and implementation grants for projects that improve public infrastructure such as roadways, streets, bridges, culverts, water/sewer, other public utilities, etc. Investments will be targeted to projects that require the infrastructure improvements or expansion to support and/or facilitate new growth or address road safety issues.

Eligible Applicants:

- All Public Entities

Programs in this Category:

- MassWorks Infrastructure Program
- Rural and Small Town Development Fund

- Housing Choice Grant Program

Type/Focus of Projects Supported:

Infrastructure Predevelopment

- Preconstruction: Design / Engineering Documents

Infrastructure Construction

- Public Infrastructure to Support Growth
 - Roadway / Streetscape Improvements
 - Bridge / Culvert Repair or Replacement
 - Water / Sewer Infrastructure
 - Public Utility Project (Gas, Electric, etc.)
- Small Town Road Improvements to Enhance Public Safety (aka STRAP)

Example Projects:

- A request for water and sewer upgrades to a previously used site that will now be made into market rate housing.
- A request to update a culvert under a roadway leading to new private development for mixed use that creates new industrial space and rental housing.
- A request to repair at-risk municipal bridges that affect evacuation routes and/or access to commercial centers or transportation nodes.

Applications from Housing Choice Communities and Rural/Small Towns

The One Stop provides additional opportunities exclusively for Housing Choice Communities through the Housing Choice Grant Program and Rural and/or Small Towns through the Rural & Small Town Development Fund. Only communities currently designated as [Housing Choice](#) and/or [Rural and Small Town](#) are eligible for funding by the respective programs.

The Housing Choice Grant Program and Rural & Small Town Development Fund may consider granting applications requesting funding through the following Development Continuum categories: Planning and Zoning, Site Preparation (excluding Brownfields Assessment and Brownfields Remediation projects), Building (excluding Collaborative Workspace Predevelopment and Collaborative Workspace Fit-Out projects), and Infrastructure. Applicants submitting a project that is eligible for review by the Housing Choice Grant Program and/or the Rural and Small Town Development Fund will be asked at the end of Section 2 whether they intend to complete *Form 3a. Special Designation Additional Questions*. Form 3a. must be completed in order for the project to be considered for funding by either program.

IV. ELIGIBLE APPLICANTS AND FULL APPLICATION DETAILS

A. Eligible Applicants

Applicant Type	Preparing for Growth			Catalyzing Specific Projects	
	Community Activation and Placemaking	Planning and Zoning	Site Preparation	Buildings (Vertical Const.)	Infrastructure (Horizontal Const.)
Public Entity					
Municipal	X	X	X	X	X
Other Public	X	X	X	X	X

Non-Public Entity					
Non-Profit	X		X	X	
For-Profit				X	

All types of public entities are welcome and encouraged to submit a One Stop application. Municipalities and other public entities such as local housing or redevelopment authorities will have access to all grants administered through the One Stop process. However, non-municipal applicants are encouraged to open a discussion with their municipal leadership to ensure coordination and local support.

Non-public entities may submit an application jointly with a public entity or with the written letter of support of the public entity and will be considered for funding only under those programs that allow for financial assistance to non-public entities, specifically Community Activation and Placemaking, Site Preparation, and Buildings. Non-public entities are not eligible for the following categories: Planning & Zoning and Infrastructure. Non-public entities should partner with their municipality to submit applications in those categories.

For-profit entities are only eligible to apply to the Buildings category and must demonstrate a public benefit or purpose for the grant.

All applications should include a letter of support from the chief executive officer of the municipality in which the project is located or, if not available, an explanation of why the municipal letter was not included.

B. Structure of the Full Application

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

- **Form 1 – Section 1. Applicant Information/Background:** Identifying information of the applicant, and partners, if applicable.
- **Form 2 - Section 2. Project Information:** Identification of all the categories for which the applicant seeks funding support. This section includes the project name, abstract, and project type. The applicant will identify the Development Continuum category, project type, and project focus that best fit the project in question 2.3, which will drive additional questions. The applicant will respond to questions about leadership and the ability to execute the project, project budget and outline any notable progress made to date. This section also includes questions related to the project timeline and anticipated outcomes. Applicants to the Site Preparation, Buildings and Infrastructure categories must complete the Site Information questions, which include identification of the specific site, ownership, and zoning, as well as an option to indicate their desire to have a site considered for expedited permitting from the state through M.G.L. c. 43D.
- **Form 3 – Development Continuum Category Questions:** The questions shown on this form will be populated based on the Development Continuum category, project type and project focus selected by the applicant in question 2.3 on Form 2. Based on the selection to question 2.3, one of the following sets of questions will populate Form 3:
 - **Section 3. Community Activation and Placemaking Additional Questions:** This section is where applicants will provide detail about the project for which funding is requested. This section

includes questions about the project’s challenge and vision, community engagement efforts and the project’s sustainability.

- Section 4. Planning and Zoning Additional Questions: This section is where applicants will provide detail about the applicant’s public engagement plan and implementation strategy.
- Section 5. Site Preparation Additional Questions: This section is where applicants will provide detail about the specific project site for which funding is requested. Includes additional site details such as developable land, utilities and site access. Additional questions are required for Brownfields related applications.
- Section 6. Building Additional Questions: This section is where applicants will provide detail about the specific capital building project for which funding is requested. Includes questions related to the project’s public purpose, details about the property, planned use, and construction. Additional questions are required for Collaborative Workspace related applications.
- Section 7. Infrastructure Additional Questions: This section is where applicants will provide detail about the specific public infrastructure project for which funding is requested. Includes design and permitting status, project impact and for non-Small Town Road Assistance Program (STRAP) requests, questions about the specific private development being leveraged.
- **Form 3a – Special Designation Additional Questions**: This section includes questions specific to the Housing Choice Grant Program and Rural and Small Town Development Fund. At the end of Form 2, eligible applicants applying for funding through the Planning and Zoning, Site Preparation (excluding Brownfields projects), Building (excluding Collaborative Workspace projects), or Infrastructure categories will be asked whether they intend to complete Form 3a for consideration by the relevant program(s). Form 3a must be completed in order for the application to be reviewed by either program.
- **Form 4 - Certification of Application Submission Authority**: Signature page certifying the authority to submit the application on behalf of the applying entity and attesting that all responses are true and accurate.
- **Form 5 - Other/Optional Attachments**: This section allows applicants to submit other attachments to support the application, including other site images, partner letters or support letters. Please note that these items will generally not be scored or assessed as part of the formal evaluation of the proposal.

All applications must be submitted electronically through the IGX system, however a .docx template of the Full Application is available at www.mass.gov/onestop to allow applicants to draft their application(s) ahead of time. Program specific versions of the Full Application, showing only the questions relevant to that program, may be available on the respective program’s website. The online application portal, *IGX*, can be accessed at <https://eohed.intelligrants.com>.

V. APPLICATION EVALUATION

A. Core Review Criteria

All applications submitted through the One Stop will be reviewed by program staff to determine which One Stop program is best suited to achieve the applicant’s objective. This review will include an initial screening based on statutory and regulatory eligibility requirements and program guidance (See Appendix for links to

program guidelines). All applications will then be evaluated based on the following core review criteria, in addition to the criteria noted in each respective program’s guidelines:

- **Achievable Project Scope:** Is the project feasible and achievable?
- **Ability to Execute & Leadership:** Does the project have appropriate leadership with the requisite experience and ability to execute the project?
- **Achievable Timeline:** Is the timeline of the project reasonable and achievable? For construction projects, is the project advanced in its design and permitting.
- **Reasonable Budget, Showing Commitment:** Is the project budget reasonable? While not required, preference will be given to projects that leverage match funding outside of the requested grant funds, but outside funding is not a prerequisite.
- **Outcomes and Impact:** What are the projected outcomes of this project and the impact this project may have on the community? Outcomes related to equitable opportunity and environmental impact will also be taken into consideration.
- **Progress to Date, Showing Commitment:** Does the applicant show commitment to the project through past activity and investment?

VI. ADDITIONAL INFORMATION

A. Submitting Questions

If you have questions, please submit them in writing to OneStop@mass.gov with the subject line “One Stop for Growth Question.” The One Stop partners will review and aggregate responses and post them regularly on the One Stop website: www.mass.gov/onestop. EOHED, DHCD, and/or MDFA reserve the right to respond only to questions relevant to the participating programs.

B. Notes about Application Submission

- All Expressions of Interest and Full Applications must be submitted electronically. The online application portal, *IGX*, can be accessed at <https://eohed.intelligrants.com>.
- All applicants must set up a user account on *IGX* in order to submit an application for the Expression of Interest and/or Full Application. Staff reviews of user accounts may be conducted periodically to determine the accuracy of user access designations. If necessary, action shall be taken to change, revoke, or grant user access to reflect the appropriate designation.
- The application form template and link to the portal will also be available on the EOHED webpage. Applicants will have at least 12 weeks to review the application questions and prepare their project proposal.
- 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.

- EOHEd reserves the right to request additional information from the applicant or external sources as may be necessary in order to complete the application review. EOHEd also reserves the right to recommend partial grant awards, as deemed appropriate.