



*Commonwealth of Massachusetts*  
**EXECUTIVE OFFICE OF ECONOMIC DEVELOPMENT**  
ONE ASHBURTON PLACE, ROOM 2101  
BOSTON, MA 02108

## **Community One Stop for Growth**

*An EOED initiative, in partnership with the Executive Office of Housing & Livable Communities and the Massachusetts Development Finance Agency*

### **Notice of Funding Availability FY2025**

Full Application Open Date: January 19, 2024

Virtual Information Sessions

- Webinar 1 - One Stop Overview: Feb. 5, 2024
- Webinar 2 - Application Guidance: Feb. 7, 2024
- Webinar 3 - Technology Webinar: Feb. 8, 2024 (Prerecording to be posted online)
- Individual Program Webinars: Feb. 16, 2024 (Prerecordings to be posted online)

Full Application Submission Period: May 6, 2024 – June 5, 2024

Full Application Deadline: June 5, 2024 at 11:59 p.m.

Email Questions to: [onestop@mass.gov](mailto:onestop@mass.gov)

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## **I. ABOUT THE ONE STOP**

### **A. Introduction**

The Executive Office of Economic Development is pleased to announce the availability of grant funds for the FY2025 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 Economic Development (EOED) partners with the Executive Office of Housing and Livable Communities (EOHLC) 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.

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

The first three rounds of the One Stop were met with positive reviews and, more importantly, have resulted in 869 grants across 243 communities, totaling \$396.3 million in funding. Largely based on feedback received from applicants, several exciting improvements were made for the FY25 Round of the One Stop to increase access to funding and further streamline the application process:

#### **1. New Program: The HousingWorks Infrastructure Program**

The HousingWorks Infrastructure Program, a new grant program offered by EOHLC, is now fully integrated into the One Stop. The HousingWorks Infrastructure Program is a competitive grant to municipalities and other public entities for a variety of infrastructure related activities to support and unlock housing opportunities. This grant program awards funds based on the project's nexus with housing, transportation, infrastructure, and community development needs. Visit the [HousingWorks Infrastructure Program](#) website for program guidelines and additional information.

#### **2. Simplified Development Continuum**

The Development Continuum was updated to make it easier for applicants to understand where their project fits within the One Stop and which program is most likely to review the application. The Development Continuum categories are now made up of multiple Project Types, each tied to a One Stop program and named to describe the purpose of the program. When answering question 2.4 of the Full Application, applicants will be able to see which program is tied to each available Project Type option by hovering over the accompanying radio button. See *Section III. Development Continuum Details* below for more information.

#### **3. Improved Expression of Interest Process**

The Expression of Interest (EOI) process has been updated for the FY25 round to make filling out an EOI form as easy and quick as possible for applicants. Improvements to the EOI process include:

- *Easier Access* - The EOI is now available as a simple webform accessed through the [One Stop website](#). Prospective applicants no longer need to register and/or log into the IGX system in order to access the EOI.
- *Applicants May Submit Multiple EOI Forms* - The former limit of one EOI submission per organization has been removed and applicants may return to submit additional EOI forms. Although there is no longer a limit to the number of submissions, applicants are still encouraged to prioritize their projects prior to submitting their EOI(s).
- *An Even Simpler EOI Form* - The EOI form has been simplified to only require a brief description and a multiple choice questions for each project proposed. Applicants will complete a separate EOI Form for each project that they would like feedback on.
- *Expedited Feedback Delivery* - The streamlined form reduces the time required for staff to review each EOI and allows for a prompt delivery of the EOI Feedback Report to the applicant.

#### **4. Staff Office Hours**

To supplement the guidance received in the EOI process, One Stop staff and program managers will now host two separate virtual office hour series to answer applicant questions:

- *One Stop General Guidance Office Hours* – One Stop staff, and a representative from each agency, will hold several office hours to answer general One Stop process and technology questions.
- *Individual Program Office Hours* – Each program in the One Stop will host a separate office hour session to allow applicants to ask program staff questions related to the program.

All office hours will be open to the public. Attendees are encouraged to submit questions ahead of time. Visit [www.mass.gov/onestop](http://www.mass.gov/onestop) for the full schedule of office hours and instructions on registering and submitting questions.

#### **5. Program Specific Webinars**

In addition to the three One Stop virtual sessions hosted each year, One Stop program managers will record a webinar specific to their respective program. Each webinar will provide an overview of the program, including information about eligibility, project competitiveness, and examples of past awards. All program webinars will be posted to the One Stop website on February 16, 2024.

#### **6. Consolidated Full Application**

The Full Application has been consolidated into three forms that all applicants must complete: Form 1. Applicant Information, Form 2. Project Information, and Form 3. Certification. The Project Information form now includes all questions related to the project; applicants will be able to view all questions required through the Project Core as well as any additional Development Continuum category and Housing Choice additional questions required, depending on the application. The former Additional/Optional Attachments section is now included at the end of Form 2 as well.

#### **7. Redundant Questions Removed**

Questions within the Project Core were altered and expanded to eliminate questions that produced similar answers throughout the application. This exercise allowed for the complete elimination of the Community Activation & Placemaking and Planning & Zoning additional questions. Applicants applying for funding through these categories will only see the questions in the Project Core on Form 2.

## **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 Economic Development**

[MassWorks Infrastructure Program](#)

[Massachusetts Downtown Initiative](#)

[Urban Agenda Grant Program](#)

[Rural Development Fund](#)

#### **Executive Office of Housing and Livable Communities**

[Housing Choice Grant Program](#)

[Community Planning Grant Program](#)

[HousingWorks Infrastructure Program](#)

#### **MassDevelopment**

[Brownfields Redevelopment Fund](#) (Municipal Competitive Round only)

[Site Readiness Program](#)

[Underutilized Properties 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**

Section 3A to the Zoning Act (Chapter 40A of the General Laws) requires each of the 177 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 noncompliant MBTA community is ineligible for funding from the Housing Choice Grant Program, the HousingWorks Infrastructure Program, and/or the MassWorks Infrastructure Program, and all other Community One Stop for Growth programs will take noncompliance with Section 3A into consideration when making grant award recommendations. For information on compliance with the MBTA communities law, please visit [www.mass.gov/mbtacomunities](http://www.mass.gov/mbtacomunities).

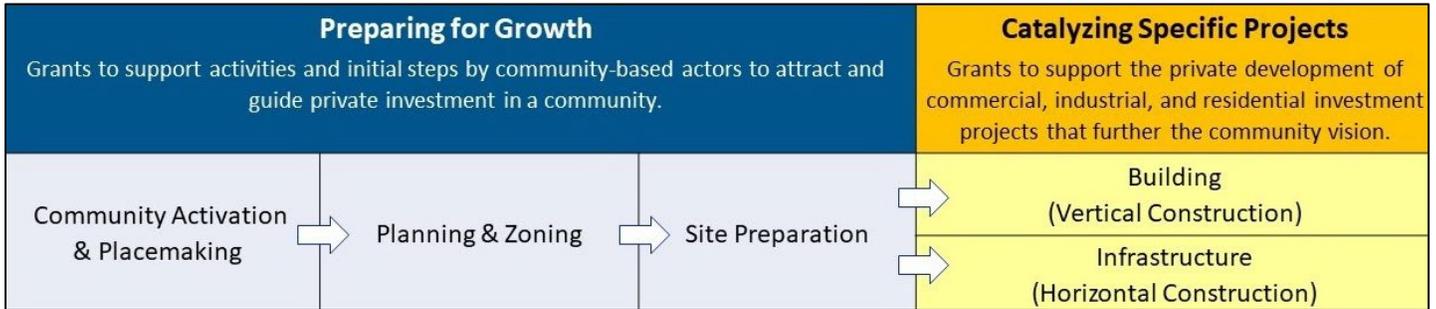
### **B. The Development Continuum**

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 (EOI) is an optional short form that gives prospective Community One Stop for Growth applicants the opportunity to receive guidance on priority projects before submitting a Full Application. The Expression of Interest is optional but highly encouraged.

The EOI Feedback Report informs the applicant whether their projects are a fit for the funding opportunities within the One Stop. If so, the report will indicate where the project falls on the Development Continuum, the program that best fits the project, tips on how to be competitive for the program, as well as important project budget and timeline considerations.

In other cases, the report may tell the applicant that their project is not a fit for the programs offered through the One Stop. If a state program offered outside of the One Stop is a better fit for the project, the EOI Feedback Report may include a referral to the program.

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 2024 for applicants to begin working on their applications. Applicants will be able to submit their application beginning May 6, 2024. The final submission deadline is 11:59 p.m. on June 5, 2024.

**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 (EOI) is an optional short form that gives prospective Community One Stop for Growth applicants the opportunity to receive guidance on priority projects before submitting a Full Application. Applicants complete a short form and receive a Feedback Report indicating whether the project is a fit for the funding offered through the One Stop. If so, the report will tell the applicant where the project falls on the Development Continuum, the program that best fits the project, tips on how to be competitive for the program, as well as important project budget and timeline considerations.

**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 6 and 11:59 p.m. on June 5, 2024.

**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. 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  | Feb. 9, 2024 – April 30, 2024                   |
| One Stop Official Launch of Full Application     | Jan. 19, 2024                                   |
| Webinar 1: One Stop Overview Webinar             | Feb. 5, 2024                                    |
| Webinar 2: One Stop Application Guidance Webinar | Feb. 7, 2024                                    |
| Webinar 3: Prerecorded Technology Webinar        | Feb. 8, 2024 (Prerecording to be posted online) |

|  |   |
|--|---|
| Individual Program Webinars            | Feb. 16, 2024 (Prerecordings to be posted online) |
| One Stop General Guidance Office Hours | February-April, 2024                              |
| Individual Program Office Hours        | February-March, 2024                              |
| Full Application Submission Period     | May 6, 2024 – June 5, 2024                        |
| Review & Evaluation                    | June-August, 2024                                 |
| Notification of Awards                 | September 2024                                    |
| Anticipated Contracting                | October/November 2024                             |

**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 & Placemaking**

Community Activation & 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

**Type/Focus of Projects Supported:**

*Technical Assistance for Downtowns*

- Downtown Design Consultant Services
- Downtown Mobility/Parking Consultant Services
- Downtown Wayfinding/Branding Consultant Services
- Economics of Downtown Consultant Services
- Pedestrian Orientation/Placemaking Consultant Services
- Small Business Support/E-commerce Consultant Services
- Forming a Downtown Management District
  - Phase 1 Feasibility
  - Phase 2 Implementation

*Equitable Workforce and Business Development Programming*

- Entrepreneurship and Small Business Development
- Workforce Development and Training Initiatives
- Community Organizing and Leadership Development

**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 & Zoning**

Applications for projects in the Planning & 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
- Real Estate Services Technical Assistance
- 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 Revision to Comply with Section 3A of MGL c.40A
- Comprehensive Zoning Review & Revision
- Other Zoning Revision

*Planning for Housing*

- Housing Feasibility Plan
- Housing Site Master Plan
- Housing Infrastructure Plan
- Housing Site Design Plan
- Other Housing Plan

*District Redevelopment Technical Assistance*

- Planning for Growth in a Commercial/Industrial or Mixed-Use District

**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:**

*Brownfield Site Clean Up*

- Brownfields Site Assessment
- Brownfields Remediation

*Site Improvements to Unlock Development*

- Site Readiness Pre-Construction
  - Site Due Diligence
  - Site Plan Design
  - Market Study
  - Civil Engineering
  - Pre-Permitting/Permitting
- Site Readiness Construction
  - Demolition
  - Site Acquisition, related tasks
  - Construction of site related upgrades

*Municipal Surplus Property Disposition*

- Municipal Surplus Property Disposition Study

**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. 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 designated municipalities to projects supporting the production, rehabilitation, or preservation of housing units within the community.

#### **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:**

##### *Underutilized Property Rehabilitation*

- Underutilized Property Pre-Construction
  - Building Condition Study
  - Development Feasibility Study
  - Code Compliance Study
  - Architectural or Engineering Plans
- Underutilized Property Construction
  - Code Compliance
  - Building Accessibility Improvements
  - Building Stabilization and/or Shell Repair
  - Interior Demolition or Remediation

##### *Creating Collaborative Workspace*

- Collaborative Workspace Feasibility Study
- Collaborative Workspace Fit-Out or Equipment

*Community Led Housing Production (Only Available to Public Organizations in Housing Choice Communities)*

- Support Housing Production
- Support Housing Rehabilitation
- Support Housing Preservation

**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
- HousingWorks Infrastructure Program
- Rural and Small Town Development Fund
- Housing Choice Grant Program

**Type/Focus of Projects Supported:**

*Public Infrastructure to Support Housing Growth (Residential Only)*

- Pre-Construction - Design / Engineering Documents Only
- Construction
  - Roadway / Streetscape Improvements
  - Bridge / Culvert Repair or Replacement
  - Water / Sewer Infrastructure
  - Public Utility Project (Gas, Electric, etc.)

*Public Infrastructure to Support Mixed-Use and/or Commercial/Industrial Growth*

- Pre-Construction - Design / Engineering Documents Only
- Construction
  - 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)*

- Construction of Road Improvements to Enhance Public Safety

**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 Development Fund. Only communities with current Housing Choice and/or Rural & Small Town designation are eligible for funding by the respective programs.

The Housing Choice Grant Program and Rural Development Fund may consider granting applications requesting funding through the following Development Continuum categories: Planning & 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 will be asked whether they intend to complete the *Housing Choice Additional Questions*. These questions must be completed in order for the project to be considered for funding by the Housing Choice Grant Program.

**IV. ELIGIBLE APPLICANTS AND FULL APPLICATION DETAILS**

**A. Eligible Applicants**

| Applicant Type                    | Preparing for Growth               |                   |                        | Catalyzing Specific Projects                                      |                |
|-----------------------------------|------------------------------------|-------------------|------------------------|---|----------------|
|                                   | Community Activation & Placemaking | Planning & Zoning | Site Preparation       | Building  | Infrastructure |
| <b>Public Entity</b>              |                                    |                   |                        |   |                |
| Municipal                         | All Programs                       | All Programs      | All Programs           | All Programs  | All Programs   |
| Other Public                      | All Programs                       | All Programs      | All Programs           | All Programs  | All Programs   |
| <b>Non-Public Entity</b>          |                                    |                   |                        |   |                |
| Non-Profit                        | Urban Agenda Grant Program         | N/A               | Site Readiness Program | Underutilized Properties Program, Collaborative Workspace Program | N/A            |
| Community Development Corporation | Urban Agenda Grant Program         | N/A               | Site Readiness Program | Underutilized Properties Program, Collaborative Workspace Program | N/A            |
| For-Profit                        | N/A                                | N/A               | N/A                    | Underutilized Properties Program, Collaborative Workspace Program | N/A            |

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 & 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 forms:

### **Form 1. Applicant Information/Background**

This form is where the applicant identifies information about the organization, including the organization type, contact information, and other organization details. Organizations located within an [MBTA Community](#) will be asked additional questions related to the community's compliance with Section 3A of MGL c. 40A.

### **Form 2. Project Information**

The Project Information form is where the applicant provides all detail related to the project. This form is broken up as follows:

#### *Project Core*

The Project Core includes the project information required by all programs in the One Stop. The applicant will identify the Development Continuum category, project type, and project focus that best fit the project in question 2.4, which will drive additional questions. The applicant will respond to questions about the grant funding request, community characteristics, the project implementation plan, and environmental considerations. This section also includes questions related to the project timeline and anticipated project outcomes. Applicants to the Site Preparation, Buildings and Infrastructure categories must also complete the Site Information questions, which include identification of the specific site, ownership, and zoning, as well as a details about climate resilience, as applicable.

#### *Additional Project Questions*

In addition to the Project Core, applicants applying through the Site Preparation, Building, or Infrastructure Development Continuum categories will be required to answer additional questions. The questions asked will vary depending on the Development Continuum, Project Type, and Project focus options selected in question 2.4.

#### *Housing Choice Additional Questions*

The Housing Choice Additional Questions are available to public organizations within Housing Choice designated municipalities. Eligible applicants applying for funding through the Planning & Zoning, Site Preparation (excluding Brownfields projects), Building (excluding Collaborative Workspace projects), or Infrastructure categories must opt in to answer these questions by selecting "Yes" on question 2.4.a. Eligible applicants applying for Community Led Housing Production funding through the Building category are automatically required to answer these questions in order to submit the application. These must be completed in order for the application to be reviewed by either program.

#### *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.

### **Form 3 - 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.

**All applications must be submitted electronically through the IGX system**, however Microsoft Word (.docx) templates of the Full Application are available at [www.mass.gov/onestop](http://www.mass.gov/onestop) to allow applicants to draft their application(s) ahead of time. A separate application template is available for each project type supported through the One Stop. 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 detailed 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](mailto: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](http://www.mass.gov/onestop). EOED, EOHLC, and/or MDFA reserve the right to respond only to questions relevant to the participating programs.

### **B. Notes about Application Submission**

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