Housing Choice Grant Program

Program Information and Guidelines FY2026

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Housing Choice Grant Program – FY2026

Introduction

The Housing Choice Initiative provides incentives, rewards, technical assistance, and targeted legislative reform to encourage and empower municipalities to plan and build the diverse housing stock that the Commonwealth needs to continue to thrive. The Housing Choice Grant Program is an exclusive grant program for municipalities currently designated as a Housing Choice Community to further their current housing efforts to meet our statewide, regional, and local housing needs and increase housing production in the Commonwealth. Grant funds may be used for a variety of activities related to planning and zoning, site preparation for development, housing development, and infrastructure.

Program Information and these Guidelines have been developed for Housing Choice Grant Program applicants. EOHLC may issue additional guidance, clarification, or revisions which shall be incorporated by reference into these Guidelines. This document is intended to clarify, interpret, and explain existing program requirements, and to provide guidance on EOHLC's applicant selection process. It is not intended to be exhaustive.

Maximum Award

Housing Choice grants provide single entity applicants up to:
- $500,000 in funding for projects that fall under the "Site Preparation," "Buildings," and "Infrastructure" One Stop development continuum categories, and
- $150,000 in funding for projects that fall under the "Planning and Zoning" One Stop development continuum category.

Funding over these limits will only be considered for joint or regional applications on a case-by-case basis, at EOHLC's discretion, based on project need, outcomes, impact, and scope of engagement plan and implementation.

While a local cash match is not required, projects that include at least a 10% cash match will receive bonus points in application review. Please note that staff time is not considered a "cash match."

EOHLC reserves the right to reduce the amount of the award from the original request, and to deny an award to applicants with existing or past violations of EOHLC contractual obligations. Funding availability is subject to the final state budget.

Project Examples

Examples of eligible projects include, but are not limited to:
Planning and Zoning
1. Planning for housing at specific parcel(s) including feasibility analysis, master plans, site plans, market assessments, and other parcel(s) specific planning projects.

2. Creation of a multi-family zoning district near a transit station to comply with M.G.L. Chapter 40A, Section 3A.
3. Review of current zoning to identify and remove language that excludes certain housing types.
4. Review of zoning ordinances, creation of a plan to update zoning rules to unlock potential housing production, and implementation of strategies defined in a Housing Production Plan or other municipal plan.

Site Preparation
1. Permitting and preparing engineering plans to address changes to existing water, sewer, and stormwater in a development site.
2. Conducting pre-development site master plan on an underutilized commercial property with the intent to create mixed use that includes affordable housing.
3. Demolishing a blighted building that cannot be recovered to prepare a portion of a parcel or an entire parcel for mixed-use redevelopment that includes affordable housing.

Buildings
1. Providing further subsidies to an affordable housing project to directly create affordable housing units or increase the number of affordable units in a new housing project.
2. Rehabilitation of housing to bring an underutilized property back onto the market.

Infrastructure
1. Permitting and construction of existing water, sewer, and stormwater.
2. Creation of engineering designs to replace an existing sewer pump station and increase water capacity to build additional housing.
3. Improvements to an intersection near newly built or permitted mixed-use project that will yield new affordable housing.
4. Physical infrastructure improvements to increase safety, mobility, accessibility, and quality of life between residential and commercial areas that increases and promotes alternative modes of transportation.

Eligible Applicants

Currently designated Housing Choice Communities, Regional Planning Agencies, and related municipal entities (Public Housing Authority, Redevelopment Authority, Water/Sewer or Service District, Economic Development Industrial Corporation, bodies created by legislative act to serve a municipality) serving a currently designated Housing Choice Community are eligible for consideration of an FY26 Housing Choice grant. Applications may be submitted by a single applicant, two or more eligible applicants in a joint application with one lead entity, or a regional entity for projects in Housing Choice Communities only.

- **Municipal applicants:**
  - ⁂ **Municipality must be a [currently designated Housing Choice Community](#).**
  - ⁂ Municipality must have conducted an ADA Self-Evaluation and Transition Plan or is willing to commit to conduct such planning by signing a Memorandum of Understanding with EOHLC and the Massachusetts Office on Disability.

- **Regional Planning Agencies and Related Municipal Entities applicants:**
    - Related municipal entities must be within, serve, plan to serve, and/or continue to serve a currently Designated Housing Choice Community.
    - Applications submitted directly by a Regional Planning Agency or related municipal entity must provide clear and evident support for their project by the Housing Choice Community/Communities.

Applicants with adopted housing moratoria or other restrictive bylaws that do not allow for at least a 5% increase in housing production over a single year are ineligible. Contact mckenzie.bell@mass.gov with questions about this eligibility factor.

MBTA Community Compliance:
Applicants that are MBTA Communities determined to be non-compliant under Section 3A of the Zoning Act (MGL c.40A) and corresponding regulations for Multi-Family Zoning Districts (760 CMR 72.00) are ineligible for this grant program for all activities other than to fund efforts to become compliant with MGL c.40A, Section 3A.

Use of Funds

Funding is available through the "Planning and Zoning," "Site Preparation," "Buildings," and "Infrastructure" categories of the Community One Stop for Growth development continuum. Grants will fund a variety of activities related to community planning, zoning revisions, and planning for housing (as defined in the FY26 Community Planning Grant Program Guidelines), feasibility, engineering, design, and construction of physical infrastructure and of existing and new buildings, rehabilitation, due diligence, plan designs, market studies, pre-permitting/permitting, engineering, acquisition, demolition, and site-related upgrades of future development sites. Construction projects should consider whether their budget should contain a contingency line item.

Grant funds shall not be used to support:
1. Any activities related to assertion of the General Land Area Minimum (GLAM) (1.5% of total land area) safe harbor under 760 CMR 56.03(b)(Chapter 40B); or
2. Routine administrative tasks of municipal staff including, but not limited to, grant application preparation, and other municipal staff time.

Timeline of Use of Funds

FY26 grants are expected to be awarded in the fall of 2025, and funded projects **must be completed by June 30, 2027**.

Special Considerations

- **Rural and Small Towns** (towns with populations less than 7,000 or density of less than 500 persons per square mile): At EOHLC's discretion, up to 10% of available Housing

Choice Grant Program funds will be set aside for Rural and Small Towns that are currently designated as Housing Choice Communities, depending on the number of applications received and competitiveness of the application round.

- **Gateway Cities:** At EOHCL's discretion, up to 10% of available Housing Choice Grant Program funds will be set aside for Gateway Cities currently designated as Housing Choice Communities, depending on the number of applications received and competitiveness of the application round.
- **Seasonal Communities:** At EOHLC's discretion, up to 10% of Housing Choice Grant Program funds will be set aside for Seasonal Communities, depending on the number of applications received and competitiveness of the application round.

Community One Stop for Growth Application

The Housing Choice Grant Program is part of the [Community One Stop for Growth](#), a single application portal and collaborative review process of community and economic development grant programs that make targeted investments based on a Development Continuum. For more information, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit www.mass.gov/onestop.

The One Stop Full Application is organized into the following sections:
- Form 1 – Applicant Information
- Form 2 – Project Information
- Form 3 – Certification of Application Submission Authority

In order to be considered for the Housing Choice Grant Program funding, applicants must include complete responses to all required questions.

Additional Information
- For information on the One Stop, including key dates, frequently asked questions, and instructions on submitting an Expression of Interest and Full Application, please visit www.mass.gov/onestop.
- The Expression of Interest is an optional, but highly recommended form that allows an applicant to seek guidance from the One Stop partner agencies. Applicants are encouraged to submit an Expression of Interest prior to starting their Full Application(s). Visit the [One Stop Expression of Interest webpage](#) for more information and access to the Expression of Interest form.
- All applications must be submitted electronically. The online application portal, IGX, can be accessed at https://eohed.intelligrants.com. An online webinar outlining the use of the system will be available on the site. The application form template and link to the portal will also be available on the [One Stop webpage](#).
- Eligible applicants may submit funding requests for more than one Development Continuum Category project in the same round. However, a separate application is required for each project. Each proposal will be evaluated independently against the criteria and will be competing directly with all other proposals.

- It is the responsibility of the applicant to be aware of all requirements and deadlines, and to ensure that their application is complete and submitted on time. All applications will be logged as to date and time received and kept on file as public record. Late submissions will not be considered.

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

Housing Choice Evaluation Criteria

Applications will be scored for the responsiveness to the following criteria. See [Appendix 1](#) for full Evaluation Criteria and Scoring:

- **Project Need:** What community and housing needs are met by the project? Evaluation will consider factors such as impact on housing development, preservation, and/or rehabilitation; impact on other municipally identified needs; and advancing opportunities for target populations.
- **Project Readiness:** Is the project scope reasonable and achievable within proposed timeline? Evaluation will consider factors such as feasible timeline and scope; identified leadership with experience and ability to execute the project; implementation readiness; and inclusion of a comprehensive public engagement plan.
- **Project Financial Feasibility:** Is the project's budget reasonable? Evaluation will consider factors such as whether project is fully or partially funded; reasonableness of cost estimate; and inclusion of cash match(es). In-kind contributions are not match eligible.
- **Progress & Commitment to Date:** Does the applicant show commitment to the project through past activity and investment? Evaluation will consider factors such as progress to date; and addressing a long-known need.
- **Project Outcomes & Impact:** What are the projected outcomes of this project and the impact this project may have on the community? Evaluation will consider factors such as impact of the project relative to the community and responsiveness to identified need; tangible housing outcomes; community engagement plan; zoning or local by-law changes related to the project; and implementation strategies.
- **Housing Choice Best Practices:** How many Housing Choice Best Practices are implemented by the Housing Choice Community? Evaluation will consider proof of how many Best Practices are implemented.

Grant Award Process

Contract with EOHLC and Award of Funds:
Successful applicants must be ready to enter into a contract with EOHLC within 30 days after receiving contract documents. Funding is subject to approval of the EOHLC operating and capital budgets. Grant projects may begin as of the execution of the contract. If selected, an awardee will be required to submit the following forms to complete a contract:

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- Commonwealth Standard Contract Form, filled out and signed by the Respondent.
- Commonwealth Scope and Budget Form (available from EOHLC).
- Completed Contractor Authorized Signature Listing Form.
- Completed Fiscal Exercise Form (available from EOHLC).

<u>Grant Distribution and Invoicing</u>:
Granted funds will be disbursed on a reimbursement basis. Only work completed during the period of the executed contract will be eligible for reimbursement. Upon receipt of all required deliverables the community will be reimbursed for the balance of any outstanding grant funds.

APPENDIX 1: HOUSING CHOICE EVALUATION CRITERIA AND SCORING

Applications to the Housing Choice grant program will be eligible to receive a **maximum of 134 points** through a panel review process.

Housing Choice Scoring Criteria (maximum 134 points)

Project Need (maximum 31 points):
Overall Project Need (Project will receive one of the following scores below)
- Project will advance 40A reforms (MBTA Communities or simple majority zoning votes) and/or housing development, preservation, and/or rehabilitation. **(18 points**)
- Project will advance a more livable community, economic development, and/or local transportation options, and has <u>documented evidence</u> of this community need. **(12 points)**
- Project either supports a different need or <u>lacks community-based evidence</u> of the need for project. **(7 points)**

Priority Project Need (Projects that meet the following criteria will receive bonus points)
- **BONUS:** The community does not have a full-time planner or project-related full-time municipal staff assistance; project will help addresses municipal staffing capacity and unlock further housing or economic development potential. **(4 points)**
- **BONUS:** Application is submitted by two or more eligible entities (joint or regional application). **(3 points)**
- **BONUS:** Project is located within an Environmental Justice census block group. **(3 points)**
- **BONUS:** Project will advance opportunities for community members who have been socially and economically disadvantaged, and/or historically underrepresented. **(3 points)**

Project Implementation (maximum total 15 points):
Overall Project Readiness
Scope and Timeline (Project will receive one of the following scores per criteria below)
- Project scope and timeline are feasible and within the grant timeline (end by 6/30/27). Project has identified a consultant and/or has a sample cost estimate. **(5 points)**
- Project scope and timeline may be feasible within the grant timeline (end by 6/30/27), but there is no sample cost estimate or identified consultant. Project is ready to release an RFP within 3 months of award. **(3 points)**
- Project may not be achievable within grant timeline (end by 6/30/27) and/or project is not ready to bid upon within 3 months of award. **(0 points)**

Ability to Execute (Project will receive one of the following scores per criteria below)
- Project leadership is clearly identified, and has requisite experience and ability to effectively manage and execute the project. **(5 points)**
- Project leadership may have experience to manage and execute the project, but may face some challenges with capacity and/or unclear leadership structure. **(3 points)**

- Project leadership is not identified and/or has little to no experience leading a similar project. **(0 points)**

Community Engagement – for planning & zoning projects only (Project will receive one of the following scores per criteria below)

- Project outlines a comprehensive public engagement plan that includes all the following: inclusive participation process, engagement of new voices, empowerment of diverse stakeholders, and feasible implementation plan. **(5 points)**
- Project outlines a public engagement plan that has at least one but not all of the following: inclusive participation process, engagement of new voices, empowerment of diverse stakeholders, and feasible implementation plan. **(3 points)**
- Project includes a limited public engagement plan and/or does not have a feasible implementation plan. **(0 points)**

Construction readiness – for site readiness/building/infrastructure projects only (Project will receive one of the following scores per criteria below)

- Project is either A) ready to bid and execute contract within 3 months of award for feasibility, design and/or engineering, or construction services by an identified contractor, or B) is ready to start within 3 months of contracting or in the most immediate construction season for construction. **(5 points)**
- Project can start within 3 months of award using established purchasing consortia, municipal material and equipment bid results or other immediately available sources for capital items, and the project has complete design and/or specifications and will proceed to bid upon grant award. **(3 points)**
- Project is not ready to commence as steps outside of the scope of this project are needed to be completed prior to start. **(0 points)**

Project Financial Feasibility (maximum 12 points):

Overall Project Financial Feasibility (Project will receive one of the following scores)

- The funding request fully funds the project or fills the last funding gap in an otherwise fully funded project, and, as applicable, unlocks private/partner spending match. **(6 points)**
- The funding request includes a draft warrant article or other recommended community funds request to pursue remaining funding with a funding award schedule that allows for project to be completed within the by grant timeline (6/30/27). **(4 points)**
- The funding request is a portion of the necessary funding to complete the project, and application provides evidence of other grant applications and potential award schedule to be able to complete project within the grant timeline (6/30/27). **(2 points)**
- The funding requests more funding than the applicant is eligible for, or is more funding than is justified or available to the entire grant program. **(0 points)**

Priority Project Financial Feasibility (Projects that meet the following criteria will receive bonus points)

- **BONUS:** The project includes at least a 10% local funding match. Note that only cash (including DLTA, ARPA, and other municipal appropriations) counts as a match; staff time does not count as a match. **(3 points)**

- **BONUS:** The project includes another match funding source. Note that only cash (including DLTA, ARPA, and other municipal/organizational appropriations) counts as a match; staff time does not count as a match. **(3 points)**

Progress & Commitment to Date (maximum 15 points):

Priority Project Progress Commitment to Date (Projects that meet the following criteria will receive points)

- Project is the result of another previously completed plan or community-based initiative/project that accomplished a community goal. **(4 Points)**
- Project has evidence of prior EOHLC support and/or follows up on ongoing commitment from other state/federal agencies and or grants. **(4 Points)**
- Project allows the community to either use a first-time tool or address a long known need that has not been tackled due to lack of resources. **(4 points)**

Project Outcomes & Impact (maximum 27 points):

Overall Project Outcomes & Impact (Project will receive one of the following scores)

- Project will create opportunities for tangible outcomes that advance housing development, preservation, and/or rehabilitation. Project clearly outlines how public engagement and/or implementation strategies will advance housing goals and clearly solves the identified project need. **(18 Points)**
- Project will result in recommendations or tactics/strategies/tools that may eventually advance housing development, preservation, and/or rehabilitation, but may face significant challenges due to mismatch of project scope, funding, and/or grant timeline (finish by 6/30/27). Project plans to solve the identified need may not be clearly defined. **(12 Points)**
- Project will advance another need to improve community wellbeing (such as more livable community, economic development, or local transportation options) and/or the project does not solve the identified need. **(7 Points)**

Priority Project Outcomes & Impact (Projects that meet the following criteria will receive bonus points)

- **BONUS:** Project includes focus and intent to produce affordable housing. **(4 points)**
- **BONUS:** Project will develop materials for compliance with M.G.L. Chapter 40A, Section 3A. **(5 Points)**
- **BONUS:** Project reasonably and realistically takes climate change and environmental sustainability into consideration. **(3 points)**

Housing Choice Best Practices (maximum 24 points):

Required Implemented Policies (maximum 4 points):

1. **Multi-Family Zoning:** Have at least one multi-family zoning district that allows for multi-family housing as of right (in addition to any 40R district/s) that does not restrict development by age of occupant or number of bedrooms. **(2 points)**
2. **Property Tax Relief/Community Impact Fee:** Adopted local option property tax relief programs for income-eligible seniors as provided for by statute (MGL c. 59 section 5) or

through a home rule petition; OR adopted a Community Impact Fee for short term rentals (MGL c. 64G, section 3D) where the community has committed in writing to using a portion of such revenues for affordable housing. **(2 points)**

Affordable Best Practices (maximum 18 points):

1. **Inclusionary Zoning:** Have Inclusionary Zoning that provides for reasonable density increases so that housing is not unreasonably precluded. **(2 points)**
2. **40R/40Y District:** Have an approved 40R Smart Growth or 40Y Starter Home district that remains in compliance with programs. Communities that repeal but do not replace a district do not qualify for this best practice. **(2 points)**
3. **Transit-Oriented Development:** Have created new districts, changed zoning, or dedicated local resources to incentivize transit-oriented development in the last 5 years. **(2 points)**
4. **Housing Rehab Funding:** Have designated local resources to owners/developers of vacant and dilapidated properties to rehab and bring properties online in the last 5 years, such as spending local funding, putting forth staff resources, allocating a significant portion of municipal funds (such as but not limited to CPA/CDBG/HOME) to housing rehab projects, or providing technical assistance. **(2 points)**
5. **Local Rehab Collaboration:** Demonstrated at least <u>two</u> of the following in the last 5 years: **(2 points)**
   a. Participated in a Housing Rehab Training Program for municipal rehabilitation staff,
   b. Promoted home efficiency or rehab programs such as MassSaves, the Neighborhood HUB, Habitat for Humanity, or statewide housing rehabilitation programs, or
   c. Worked with local organizations and home builders to complete rehabilitation projects.
6. **40B Approval:** Have a demonstrated pattern of accepting 40B projects without imposing conditions that render projects uneconomic or unfeasible. 40B projects that result from having a local comprehensive permit decision overturned by the Housing Appeals Committee (HAC) do not count towards this best practice. **(2 points)**
7. **SHI at/above 10%:** Have units currently eligible for inclusion in the Subsidized Housing Inventory (SHI) that equal or exceed 10% of total year-round housing stock according to the EOHLC subsidized housing inventory, where reaching such 10% threshold was not the result of having a local comprehensive permit decision overturned by the Housing Appeals Committee (HAC). **(2 points)**
8. **SHI Increase of at Least 2.5%:** Increased your community's SHI by at least 2.5% points in the last 5 years where such increase was not the result of having a local comprehensive permit decision overturned by the Housing Appeals Committee (HAC). **(2 points)**
9. **Local Actions that Support Housing:** Demonstrate at least <u>two</u> of the following local resources for housing: **(2 points)**

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     a. Established an Affordable Housing Trust,

     b. Re-used or redeveloped donated or surplus land for housing in the last 5 years, or

     c. Spent at least 25% of all Community Preservation Act (CPA) funds for housing in the last 5 years.

Other best practices (maximum 12 points):

1. **City/Town-Wide Multi-Family Zoning:** Have city or town-wide multi-family zoning that permits at least 2-family homes as of right. **(1 point)**
2. **Mixed-Use Zoning:** Have at least one zoning district that allows residential/mixed-use development as of right that is not part of a 40R district. **(1 point)**
3. **Cluster Development:** Have at least one zoning district that allows Cluster or Open Space Residential Development (OSRD) as of right. **(1 point)**
4. **Accessory Dwelling Units (ADU):** Have local zoning bylaws that are more permissive than MGL c. 40A section 3 and 760 CMR 71.00, such as reduced parking requirements, reduced dimensional standards, or expedited permitting. **(1 point)**
5. **Zoning Incentives:** Demonstrate at least <u>two</u> policies that incentivize housing production by removing zoning barriers to housing, such as: **(1 point)**
   a. Reduced parking requirements for multi-family units,
   b. No requirements for more than one parking space per unit for multi-family units,
   c. Reduced minimum lot sizes and set-back rules, or
   d. Allow for greater building height and density.
6. **Resilient Buildings:** Have development standards or programs that incentivize decarbonization, including energy efficiency for new construction and/or rehabilitation, such as low-impact development (LID) practices, Stretch Code, Opt-in Specialized Stretch Code, renewable energy integration, or participation in the Energy Star program. **(1 point)**
7. **Climate Resiliency Planning:** Have a climate resiliency plan that includes a vulnerability assessment, adaptation strategies, mitigation actions, governance and coordination strategies, and monitoring and evaluation processes. **(1 point)**
8. **EOHLC Housing Programs:** Participation in at least <u>one</u> of the following in the last 5 years: **(1 point)**
   a. Housing Development Incentive Program (HDIP),
   b. Have an Urban Center Housing Tax Increment Financing (UCH-TIF) district,
   c. Have an approved District Improvement Financing (DIF) related to housing, or
   d. Adopted or recently updated an Urban Renewal Plan that includes a significant housing production element.
9. **Housing Production Plan:** Have a Housing Production Plan (HPP) certified by EOHLC the time of designation application and that aligns with goals and priorities defined in the Statewide Housing Plan. **(1 point)**

10. **Housing Plan Implementation:** Demonstrated implementation within the last 5 years of at least 25% of identified strategies from a Housing Production Plan, housing component of a Master Plan, Housing Needs Assessment, or other housing-related plan or analysis. Note that the adoption of best practices listed here does not count toward the 25% of implemented strategies. **(1 point)**

11. **Land Use Board Training:** Have provided education and training in the last 5 years for <u>all members</u> on a land use board (Planning Board, Board of Appeals, Select Board, and/or City Council) from: **(1 point)**
    a. Citizen Planner Training Collaborative (CPTC),
    b. Massachusetts Housing Partnership's Housing Institute,
    c. Community Development Partnership's Lower Cape Housing Institute, or
    d. Urban Land Institute's (ULI's) Urban Plan Public Leadership Institute.

12. **Regional Collaboration:** Collaborated with neighboring municipalities and/or Regional Planning Agencies in the last 5 years to develop and implement housing plans and strategies that address housing needs regionally. **(1 point)**

BEST PRACTICE NOTE: If an applicant claims a Best Practice and its associated points but is unable to provide evidence to support their claim, EOHLC reserves the right to give no score (0 points) if claims are unsubstantiated.

APPENDIX 2: ACCESSING THE ONLINE APPLICATION

All applications to the Housing Choice Grant 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 entity should activate a primary account with the CEO and/or designee(s) as a "Grant Administrator." This person(s) can then add other users, as necessary.

Current Admin Users – Municipal CEOs and/or designees who have used the IGX system in past rounds may use their existing usernames to access the system. Applicants that have forgotten their username and/or password must use the "Forgot Username/Password" function on the IGX login page.

New Organizations – If your organization has not accessed the system in the past, a new registration is required. This should be done by the municipal CEO and/or a designee. Click the "New Organization? Register Here" link to complete and submit a registration request. When that account is approved by EOED, an email notification will be sent from the system confirming designation as a Grant Administrator.

> **NOTE**: All new requests for Grant Administrator must be approved by EOED. These will be reviewed as they are received. Applicants will get an email notification from the system confirming the approval. If confirmation not received after 48 hours, please contact onestop@mass.gov to request assistance.

New User in Existing Organizations – Once a Grant Administrator is established for your organization, that user(s) may then create and/or approve additional accounts for municipal staff and/or consultants, such as grant writers, engineers, etc. Requests for access to IGX should be made directly to your community's Grant Administrator.

Creating a new Full Application – Once accounts are registered and/or approved, a Grant Administrator can create a Full Application(s) from the "Start New Document" panel, and following the prompts in the portal. Any designated user may access, edit, and/or save an application on behalf of their organization, and are encouraged to save their work often, particularly after completing each section. Only a Grant Administrator will be able to create and submit the Full Application(s).

Submitting an application – Applications may be edited in IGX at any time up until the deadline. Official submissions to the Community One Stop for Growth will only be accepted during the posted dates. During that timeframe, Grant Administrators may submit the Full Application by selection the "Submit Full Application" option at the bottom of the left side menu to officially submit an application. Applicants will receive an email confirming receipt within 24 hours. If an email is not received after 24 hours, please contact onestop@mass.gov for assistance.

> **NOTE**: If an application is erroneously submitted, the applicant may contact onestop@mass.gov to reopen the application for further editing and completion, as long as it is before the deadline. Staff will try to accommodate these requests as they are received but may not be able to respond to all requests immediately. Once reopened, it is the responsibility of the applicant to resubmit prior to the deadline.

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