

HLC Housing OneStop

Quasi User Guide

Quasi Admin & Quasi Standard User

*Executive Office of Housing & Livable Communities
Commonwealth of Massachusetts*

June 2026

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MODULE 1 – REGISTRATION AND FIRST LOGIN

1. Introduction

This user guide is intended for external Quasi-Governmental (Quasi) users who access the Housing OneStop portal to review housing development funding applications on behalf of their organization. It covers the complete first-time registration and login process, as well as how to navigate the portal and perform core review tasks.

The Housing OneStop portal is the external platform through which Quasi users review projects and applications that have been assigned to their organization by EOHLC. Quasi users do not have access to the Salesforce-based GMS used by EOHLC internal staff — all Quasi activity takes place exclusively within the Housing OneStop portal.

This guide applies to both Quasi user roles: Quasi Admin and Quasi Standard User. The registration and first-login process is the same for both roles. The differences between roles are described in Section 1.1 below.

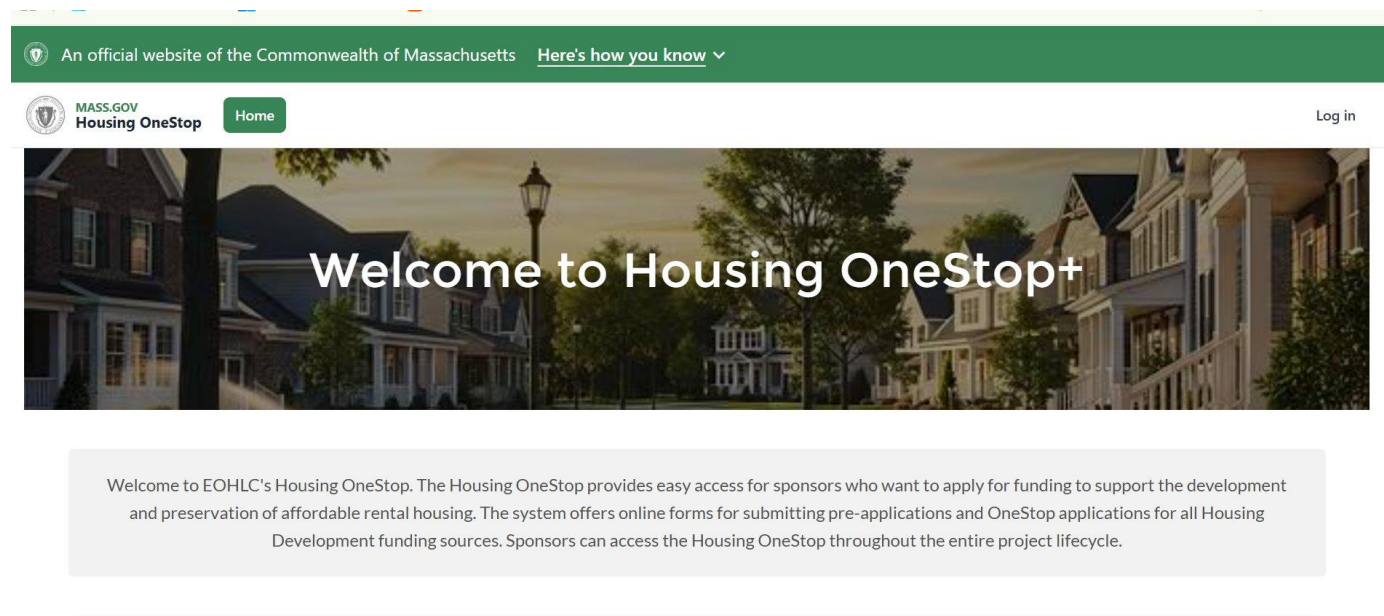


Figure 1 – Housing OneStop portal landing page

1.1 Key Facts

- Access to the Housing OneStop portal requires registration through the state's SSO (Single Sign-On) system and then through the GMS portal.
- Your organization must already be registered in GMS. If it is not, you will create a new organization during registration.

- After registering, your request must be approved by your Quasi Admin before you can access the portal as a Quasi Standard User.
- Quasi Admins are approved by EOHLC Super Admins or Admins.
- Once approved, you will access the Housing OneStop portal using your SSO credentials.

1.2 Understanding Quasi User Roles

The GMS supports two Quasi user roles. Your role determines what you can do within the Housing OneStop portal.

Role	Access Level	Description
Quasi Admin	Administrative access	Can approve or reject Quasi Standard User registration requests within their organization. Can activate or deactivate users in their organization. Can review all projects and submitted applications assigned to their organization.
Quasi Standard User	Standard access	Can view and review projects and submitted applications that have been assigned to them by a Quasi Admin or EOHLC. Can download PDFs of assigned pre-applications and full applications. Cannot manage users or assign projects.

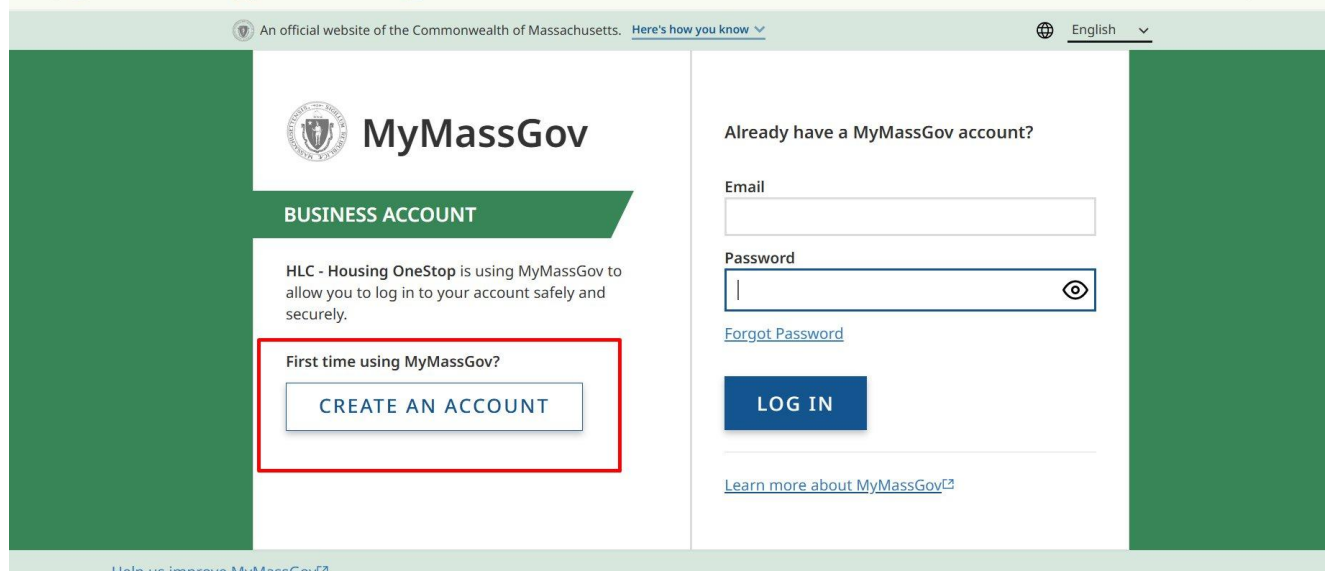
Note: Your role is determined during registration. If you believe your role is incorrect, contact your Quasi Admin or EOHLC for assistance.

2. First-Time Registration and Login

2.1 Step 1 – Create a MyMassGov Account (SSO)

Access to the Housing OneStop portal requires a MyMassGov account (the Commonwealth's Single Sign-On system). If you do not already have one, you will need to create one before registering in the GMS portal.

Navigate to the Housing OneStop portal and click Log in. You will be redirected to the MyMassGov login page. If you are a first-time user, click CREATE AN ACCOUNT to begin.



An official website of the Commonwealth of Massachusetts. [Here's how you know](#)

English

MyMassGov

BUSINESS ACCOUNT

HLC - Housing OneStop is using MyMassGov to allow you to log in to your account safely and securely.

First time using MyMassGov?

[CREATE AN ACCOUNT](#)

Already have a MyMassGov account?

Email

Password

[Forgot Password](#)

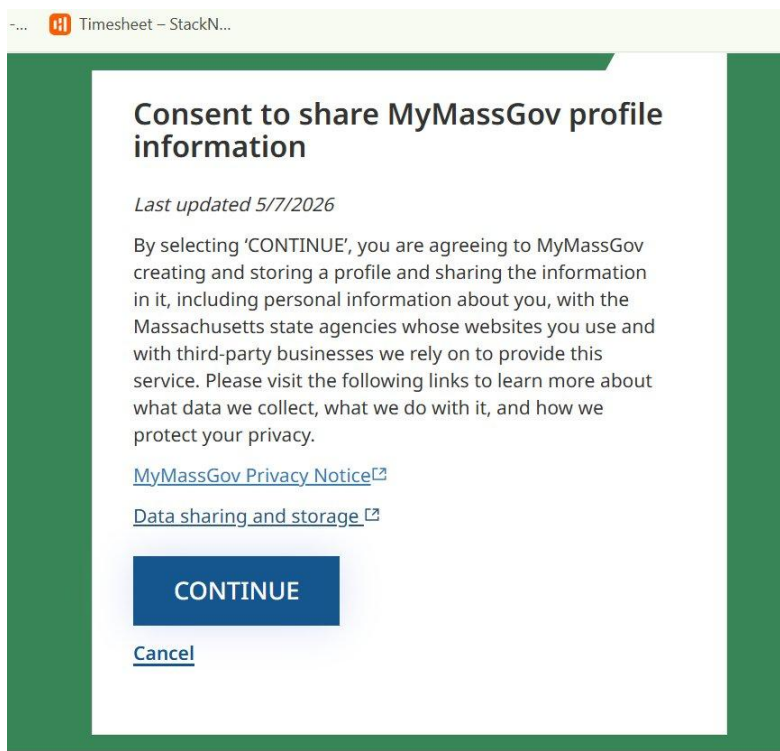
[LOG IN](#)

[Learn more about MyMassGov](#)

[Help us improve MyMassGov](#)

Figure 2 – MyMassGov login page with Create an Account option

You will be asked to consent to sharing your MyMassGov profile information with the Housing OneStop system. Click CONTINUE to proceed.



Timesheet – StackN...

Consent to share MyMassGov profile information

Last updated 5/7/2026

By selecting 'CONTINUE', you are agreeing to MyMassGov creating and storing a profile and sharing the information in it, including personal information about you, with the Massachusetts state agencies whose websites you use and with third-party businesses we rely on to provide this service. Please visit the following links to learn more about what data we collect, what we do with it, and how we protect your privacy.

[MyMassGov Privacy Notice](#)

[Data sharing and storage](#)

[CONTINUE](#)

[Cancel](#)

Figure 3 – Consent to share MyMassGov profile information

Account Creation Steps

1. Enter your organizational email address and click SEND VERIFICATION CODE. A six-digit code will be sent to your email.

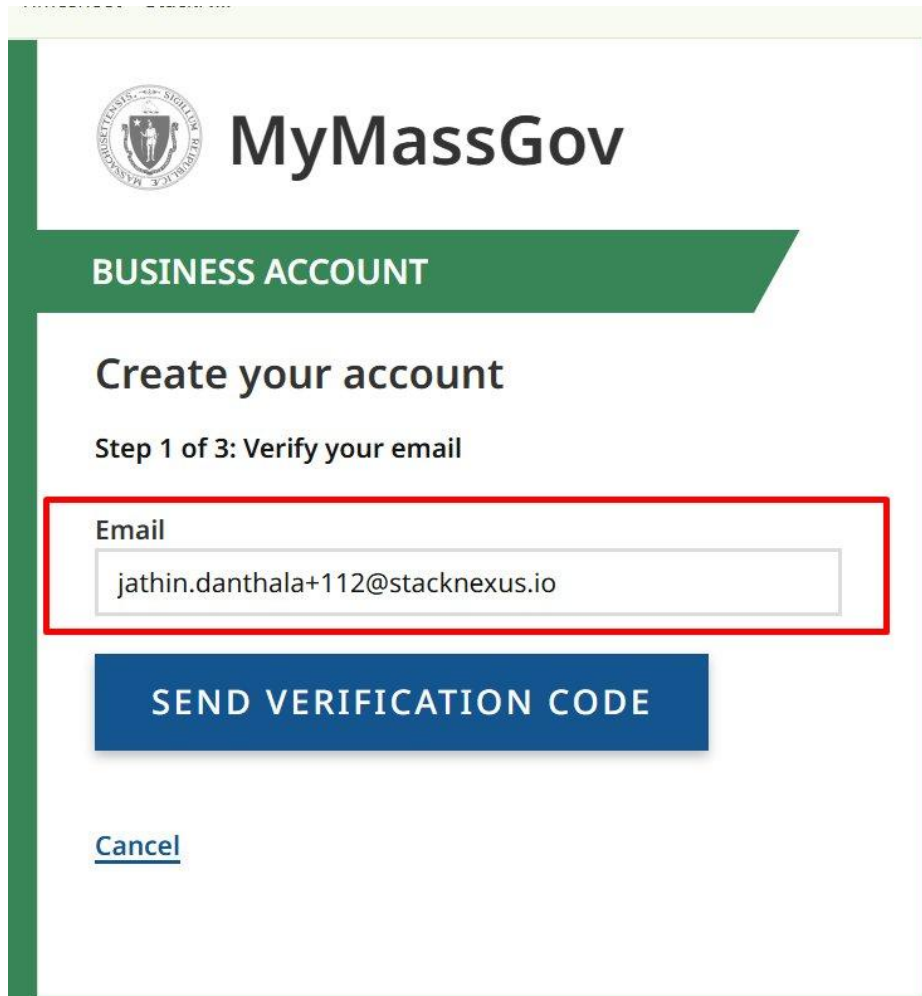
The screenshot shows the MyMassGov website interface for creating a business account. At the top left is the Commonwealth of Massachusetts seal. To its right is the 'MyMassGov' logo. Below this is a green banner with the text 'BUSINESS ACCOUNT' in white. Under the banner, the heading 'Create your account' is displayed, followed by 'Step 1 of 3: Verify your email'. A red rectangular box highlights the 'Email' input field, which contains the text 'jathin.danthala+112@stacknexus.io'. Below the input field is a large blue button with the text 'SEND VERIFICATION CODE' in white. At the bottom left of the form area is a blue link labeled 'Cancel'.

Figure 4 – Step 1 of 3: Verify your email address

2. Check your email for a verification code from the Commonwealth of Massachusetts. Enter the code on the verification screen to confirm your email address.

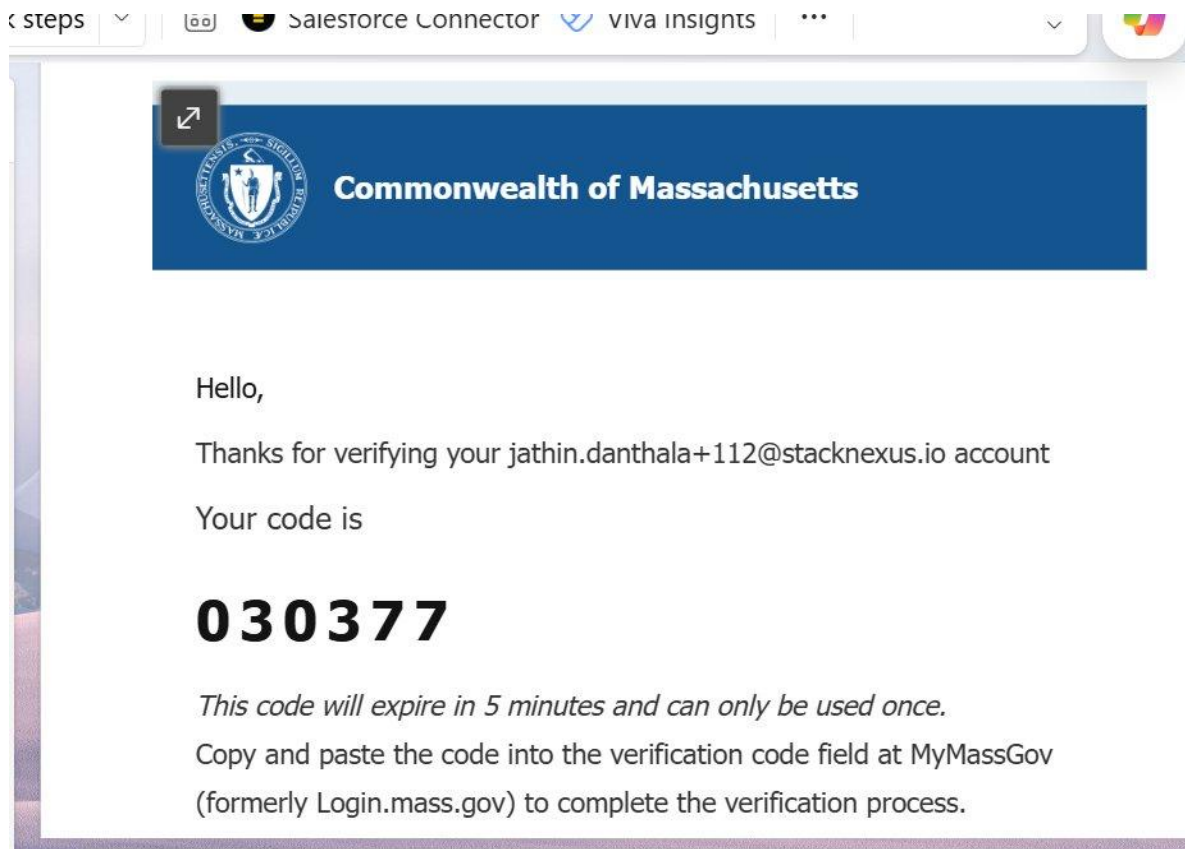
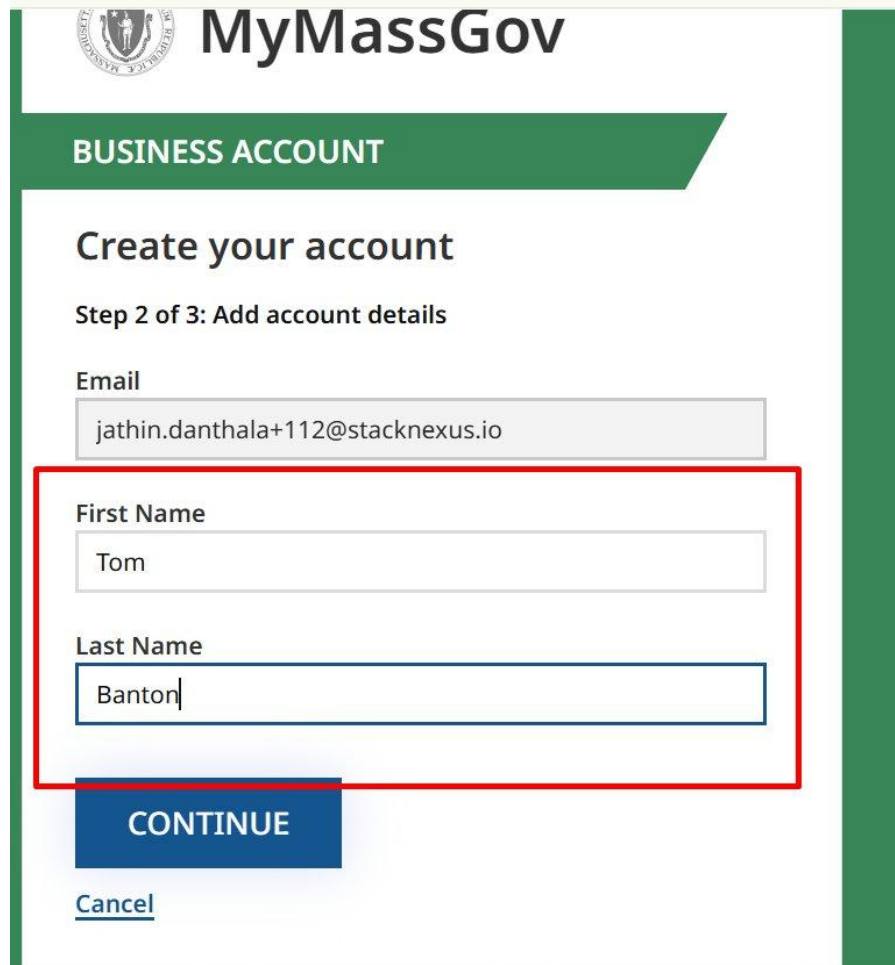


Figure 5 – Example verification code email from Commonwealth of Massachusetts

3. Enter your First Name and Last Name and click CONTINUE.



 **MyMassGov**

BUSINESS ACCOUNT

Create your account

Step 2 of 3: Add account details

Email

jathin.danthala+112@stacknexus.io

First Name

Tom

Last Name

Banton

CONTINUE

[Cancel](#)

Figure 6 – Step 2 of 3: Add account details

4. Set up Multifactor Authentication (MFA). MFA is required for all MyMassGov accounts. Click SET UP MFA to continue.



Figure 7 – MFA setup prompt

5. Choose your preferred authentication method(s): Authenticator App, Primary Phone (Voice & Text), or Secondary Phone. Select at least one method and click CONTINUE.

Set up multifactor authentication

Choose your authentication method

Multifactor authentication (MFA) helps keep your account secure. Select your MFA methods — we recommend using more than one.

☐ Authenticator App*

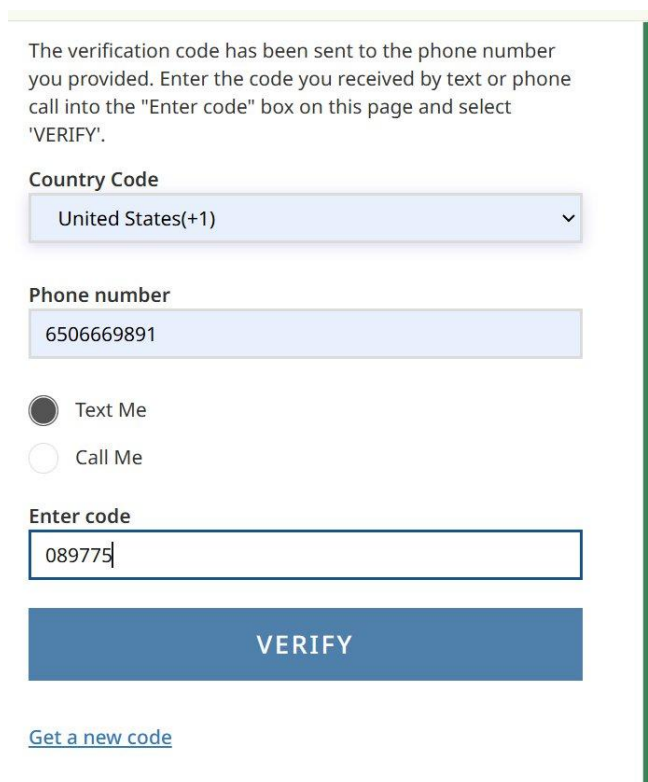
☐ PRIMARY PHONE (VOICE & TEXT)

☐ SECONDARY PHONE (VOICE & TEXT)

CONTINUE

Figure 8 – Choose your MFA authentication method

6. If you selected phone verification, enter your phone number, choose Text Me or Call Me, and enter the verification code you receive to complete MFA setup.



The verification code has been sent to the phone number you provided. Enter the code you received by text or phone call into the "Enter code" box on this page and select 'VERIFY'.

Country Code
United States(+1) ▼

Phone number
6506669891

☒ Text Me
☐ Call Me

Enter code
089775

VERIFY

[Get a new code](#)

Figure 9 – Example of Phone verification for MFA setup

Tip: Once your MyMassGov account is created and MFA is configured, you will be automatically redirected to the GMS portal to complete your registration.

2.2 Step 2 – Register in the GMS Portal

After your MyMassGov account is set up, you will be redirected to the GMS portal to complete your registration. This is a four-step process: Account, Org Type, Organization, and Preview.

Step 1 – Enter Your Account Details

On the Create an account screen, enter your personal and contact details: Prefix (optional), First Name, Last Name, Middle Name (optional), Email Address (pre-filled from MyMassGov), Title (optional), and Phone number. Click Continue when done.

GMS -... Timesheet - StackN...

Create an account

Enter your information to get started with the GMS Portal

Prefix	* First Name
Select an Option	Tom
Middle Name	* Last Name
	Banton
* Email Address	
jathin.danthala+112@stacknexus.io	
Title	
* Phone	

[Continue →](#)

Figure 10 – GMS portal account details form

Step 2 – Select Your Organization Type

On the Select your organization type screen, choose Quasi — Government Affiliate. This identifies your organization as a Quasi-Governmental entity with permissions to oversee and monitor housing projects and funding allocations.

LCD- GMS -... Timesheet – StackN...

Select your organization type

Choose the type that best describes your role in the grant process

**Sponsor** **Housing Developer** ☐

Apply for funding and manage housing development projects. Sponsors can submit applications, track progress, and manage project documentation.

**Consultant** **Advisory Role** ☐

Support and review applications on behalf of Sponsors. Consultants can assist with documentation but cannot submit applications directly.

**Quasi** **Government Affiliate** ☒

Oversee and regulate housing projects. Quasi-Governmental organizations have special permissions to monitor compliance and funding allocations.

Figure 11 – Select organization type: Quasi highlighted

After selecting Quasi, choose your role within the organization: Quasi Admin (full access including user management) or Quasi Standard User (view and interact with assigned applications). Then click Next.

submit applications directly.



Quasi **Government Affiliate**



Oversee and regulate housing projects. Quasi-Governmental organizations have special permissions to monitor compliance and funding allocations.

Select your role within this organization:

Quasi Admin
Full access including user management and submission privileges.

☐

Quasi Standard User
Can view and edit applications for this organization.

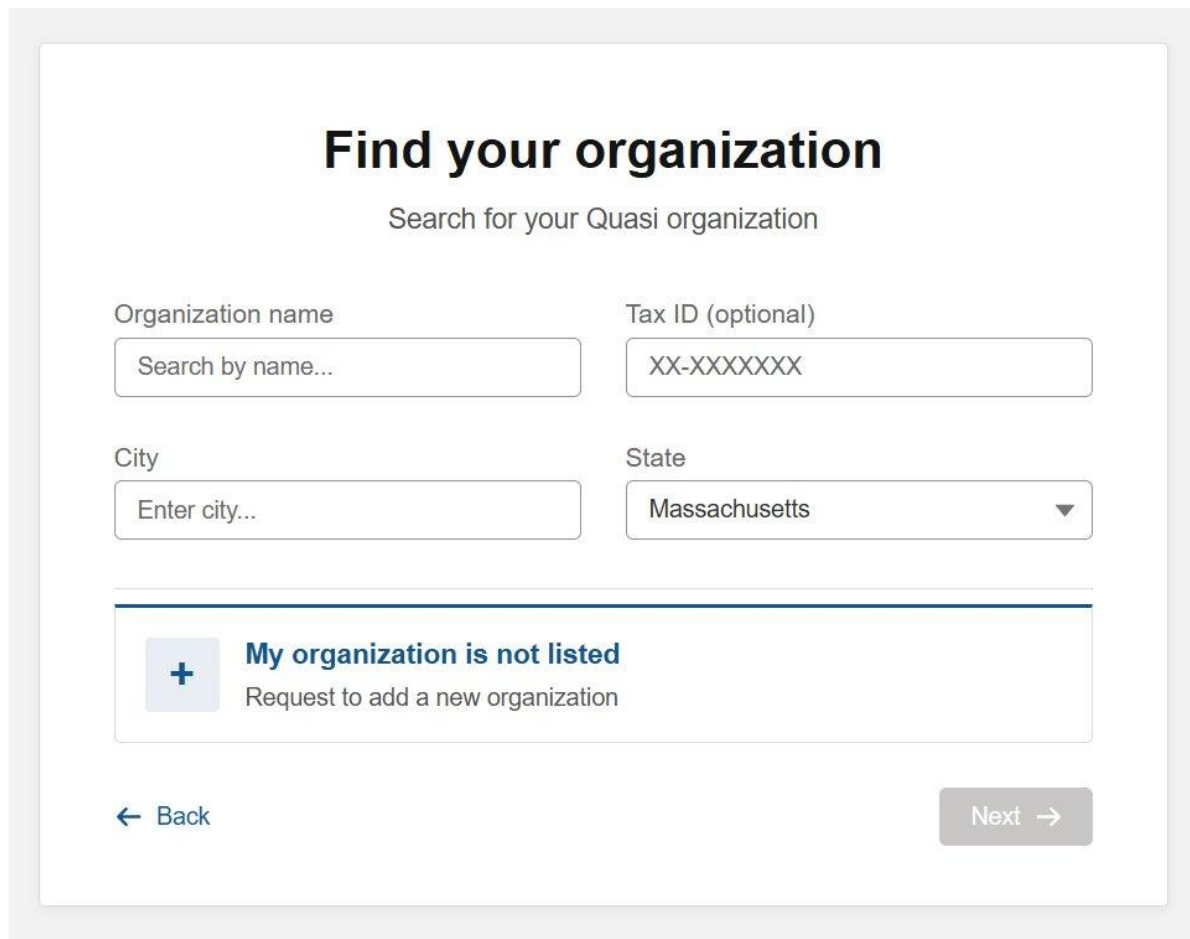
☐

[← Back](#) [Next →](#)

Figure 12 – Select your role: Quasi Admin or Quasi Standard User

Step 3 – Find or Create Your Organization

Search for your Quasi organization by name, Tax ID (optional), city, or state. If your organization appears in the results, select it and click Next.



The image shows a web form titled "Find your organization" with the subtitle "Search for your Quasi organization". The form contains four input fields: "Organization name" with a placeholder "Search by name...", "Tax ID (optional)" with a placeholder "XX-XXXXXXX", "City" with a placeholder "Enter city...", and "State" with a dropdown menu currently showing "Massachusetts". Below these fields is a section with a blue plus icon and the text "My organization is not listed" followed by "Request to add a new organization". At the bottom left is a "Back" link with a left arrow, and at the bottom right is a "Next" button with a right arrow.

Find your organization

Search for your Quasi organization

Organization name
Search by name...

Tax ID (optional)
XX-XXXXXXX

City
Enter city...

State
Massachusetts ▼

+ **My organization is not listed**
Request to add a new organization

[← Back](#) [Next →](#)

Figure 13 – Find your organization search screen

If your organization is not listed, click **My organization is not listed** and complete the Request new organization form. Provide the Organization name, Tax ID, Address, City, State, Zip Code, Website (optional), and a brief description of your relationship to the organization. Click Review registration request when complete.

Account Org Type **Organization** Preview

Request new organization

Provide details about the organization you want to add

Organization details

* Organization name
testing quasi

Organization type
Quasi

* Tax ID
123313133

* Address
1223

* City
Boston

* State
Massachusetts

* Zip Code
31231

Website (optional)

* Describe your relationship to this organization

← Back Review registration request →

Figure 14 – Request new organization form

Step 4 – Review and Submit Your Registration

Review all your details on the Review your registration screen, including User details, Organization, Requested role, and any Additional details or justification you provided. Use the Edit links to correct anything before submitting.

Review your registration

Review your selection and choose your access level

User details

[Edit](#)

FIRST NAME	LAST NAME
Tom	Banton
EMAIL ADDRESS	TITLE
jathin.danthala+112@stacknexus.io	
PHONE	
6506669891	

Organization

[Edit](#)

ORGANIZATION NAME	ORGANIZATION TYPE
testing quasi	Quasi
TAX ID	
123313133	
ADDRESS	
1223	
CITY	STATE
Boston	MA

Requested role at this organization

☒ Quasi Admin

Additional details or justification

test

Figure 15 – Review your registration screen

Once satisfied, submit your registration request. You will see a Registration submitted confirmation screen showing the four completed steps (Account, Org Type, Organization, Preview) and details of what happens next.

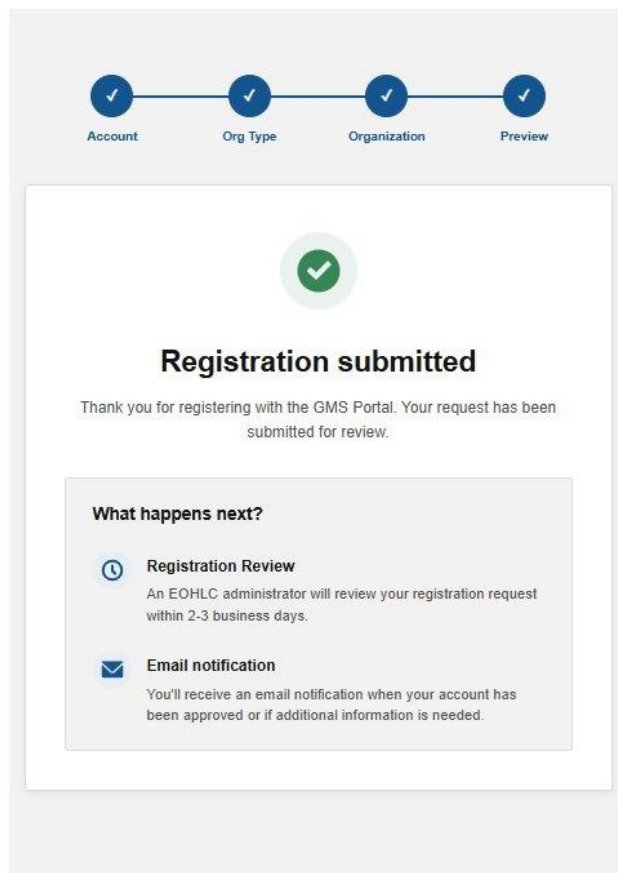


Figure 16 – Registration submitted confirmation screen

Important: Your registration will be reviewed by an EOHLC administrator within 2–3 business days. You will receive an email notification once a decision has been made.

2.3 Step 3 – Await Approval

After submitting your registration, you will immediately receive an acknowledgement email from EOHLC confirming your request is under review. You will not be able to access the Housing OneStop portal until your registration has been approved.

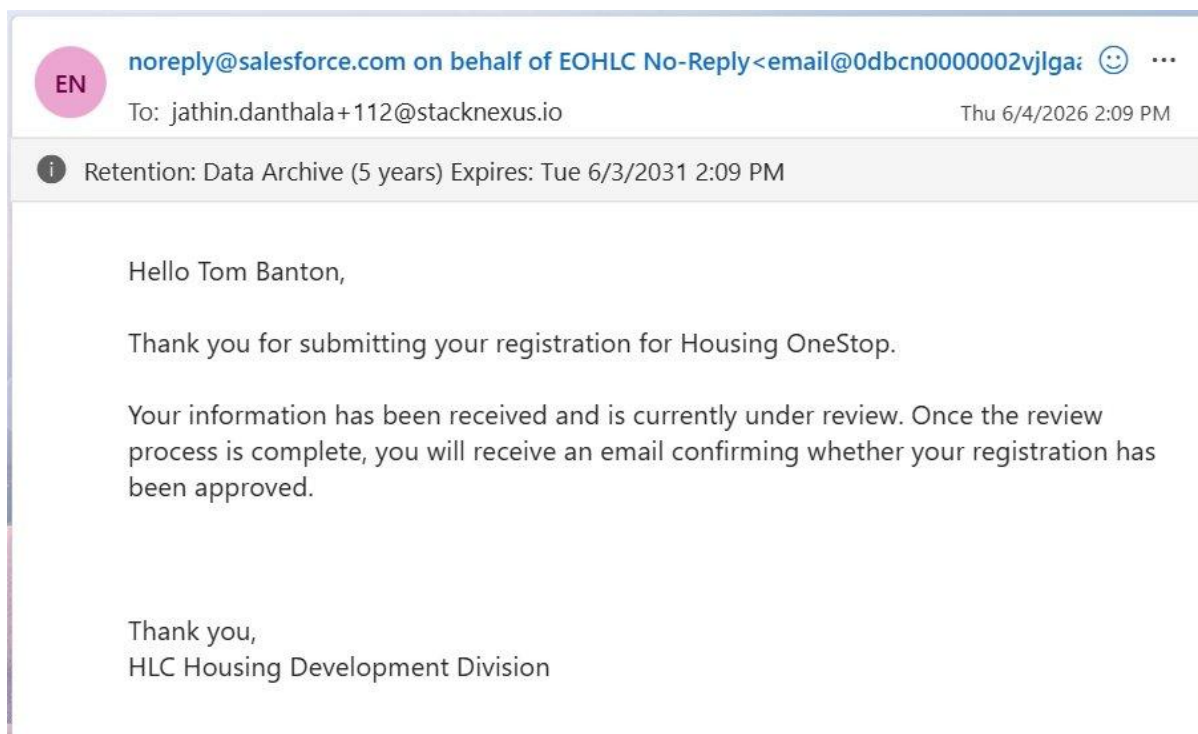


Figure 17 – Registration acknowledgement email from EOHLC

- Quasi Admin registrations are reviewed by EOHLC Super Admins or Admins.
- Quasi Standard User registrations are reviewed by the Quasi Admin of their organization.

You will receive a second email notification once your request has been actioned. If approved, the email will confirm your access. If rejected, the email will notify you of the outcome.

Tip: If you do not receive an email within a reasonable time, check your spam or junk folder. If you still have not received a response, contact your Quasi Admin (for Standard Users) or EOHLC (for Quasi Admins).

2.4 Step 4 – Log In to the Housing OneStop Portal

Once your registration has been approved, you will receive an approval email from EOHLC with a link to get started. Click the link in the email to access the portal.

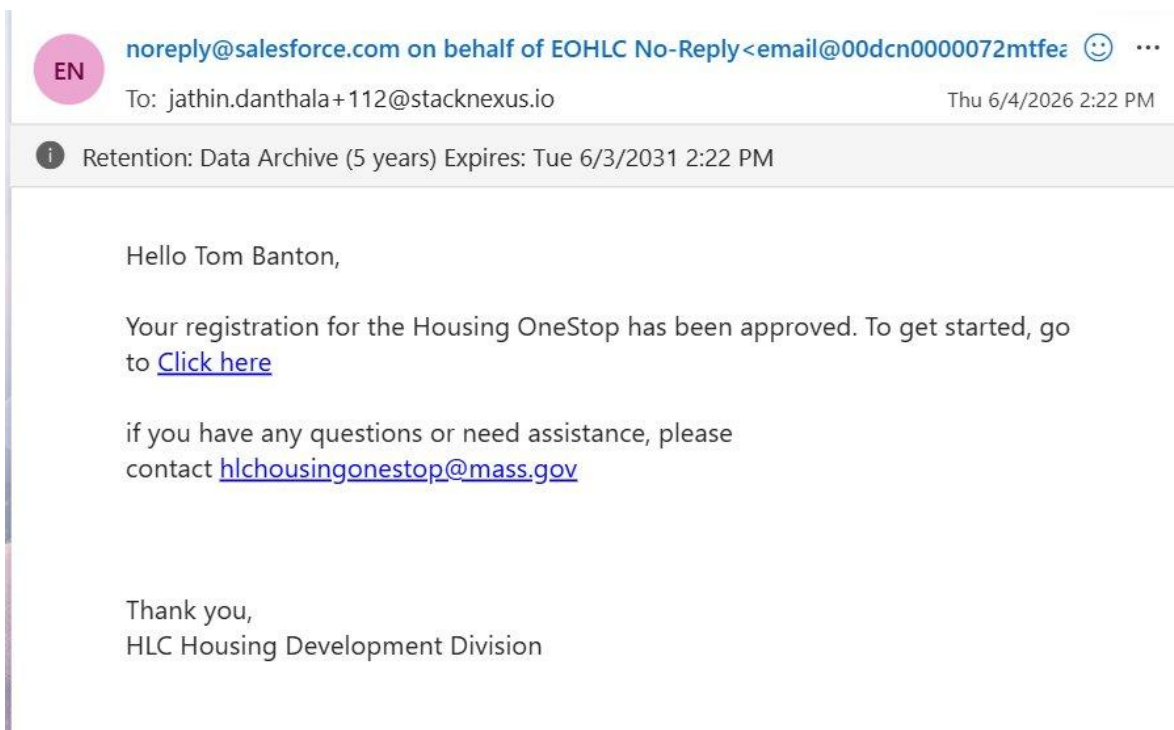


Figure 18 – Approval email from EOHLC with link to the Housing OneStop portal

Steps

7. Click the link in your approval email, or navigate directly to the Housing OneStop portal login page.
8. Click Log In and authenticate using your MyMassGov credentials.
9. You will be taken to the portal home screen. As a Quasi Admin, you will see the full navigation menu including Home, Funding Rounds, Projects, Pre Applications, Full Applications, and User Management.

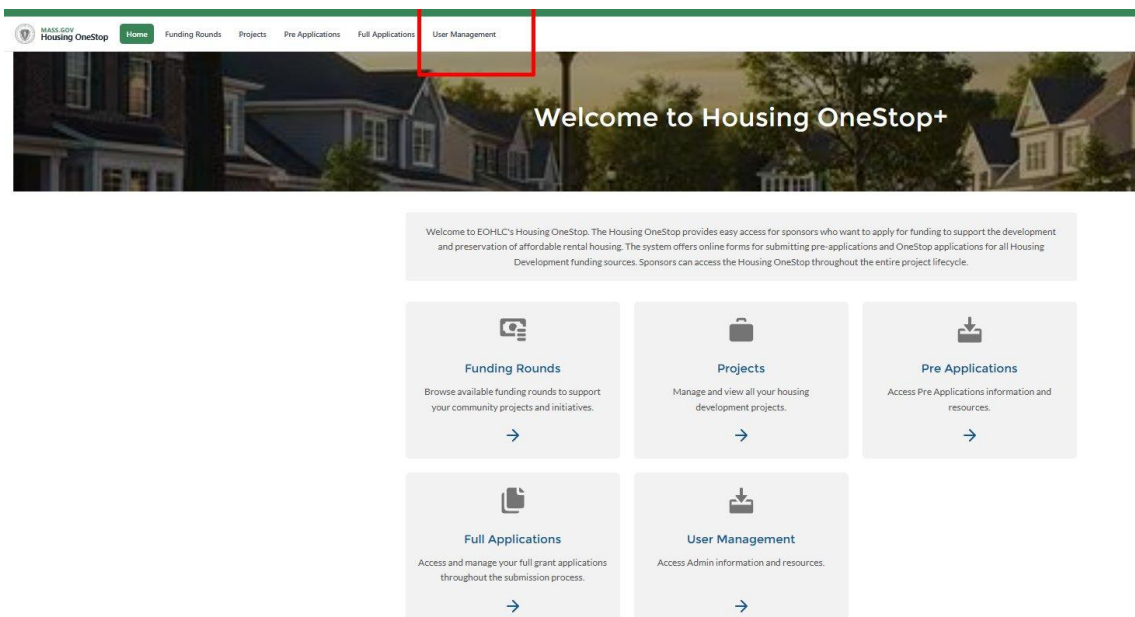


Figure 19 – Housing OneStop portal home screen after login, showing the Quasi Admin navigation menu

Tip: After your first login, you will be routed directly to the portal home screen on each subsequent login without needing to re-complete registration.

3. Quick Reference – Registration and Login Summary

3.1 First-Time Setup Process Summary

Step	Action	Notes
1	Register via SSO	Create a MyMassGov account using your organizational email address.
2	Complete GMS registration	Select or create your organization and choose your role (Quasi Admin or Quasi Standard User).
3	Await approval	Quasi Admin requests are reviewed by EOHLC. Quasi Standard User requests are reviewed by the Quasi Admin of their organization.
4	Receive confirmation email	You will receive an email confirming approval or rejection of your registration request.
5	Log in to Housing OneStop	Use your MyMassGov credentials to log in and access your assigned projects.

3.2 Help and Support

Issue	Resolution
Registration approval email not received	Check your spam or junk folder. Contact your Quasi Admin (Standard Users) or EOHLC (Quasi Admins) to follow up on your request.
Registration request rejected	Contact your Quasi Admin or EOHLC for clarification on the rejection reason and how to re-apply if appropriate.
Cannot find your organization during registration	If your organization is not listed, select the option to create a new organization and enter your organization's details.
Forgot MyMassGov password	Use the Forgot Password option on the MyMassGov login page and follow the instructions sent to your registered email.
Cannot access portal after approval	Ensure you are logging in with the same MyMassGov credentials used during registration. Contact EOHLC if the issue persists.

MODULE 2 – QUASI ADMIN

1. User Management

As a Quasi Admin, you are responsible for managing the users within your organization — approving or rejecting new registration requests, activating or deactivating existing users, and assigning projects to your team members.

1.1 Navigating to User Management

From anywhere within the Housing OneStop portal, click User Management in the main navigation menu. The User Management section contains three sub-tabs:

- **User Registration** — Displays all registration requests submitted by users who selected your organization. Use this tab to approve or reject pending requests.
- **User Management** — Displays all active and inactive users within your organization. Use this tab to activate, deactivate, and manage existing users.
- **Organization Management** — Displays and allows management of your organization's details within the GMS portal.

1.2 Approving or Rejecting Registration Requests

When a Quasi Standard User registers and selects your organization, their request will appear under the User Registration sub-tab for your review. You must approve or reject the request before the user can access the portal.

User Registration ID	First Name	Last Name	Organization Type	Organization Role	Organization Indicator	Organization	Status	Email
1 UR-0342	Tom	Benton	Quasi	Quasi Admin	New	testing-quasi	Approved	jehin.davhai@1120stadiums.io

Figure 20 – User Registration sub-tab showing a registration request with Approved status

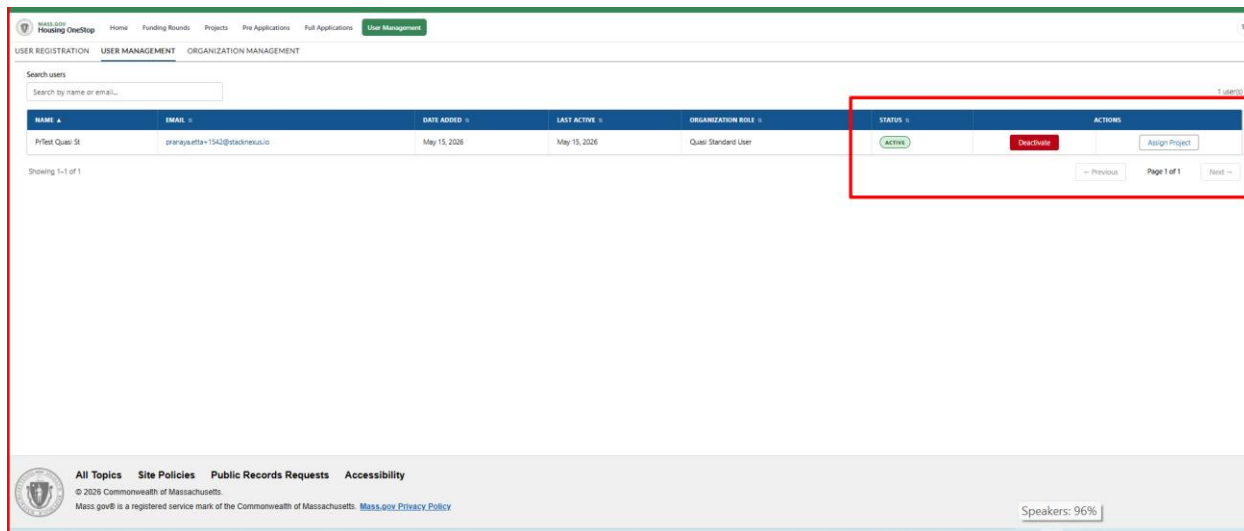
Steps

10. Navigate to User Management using the main navigation menu and click the User Registration sub-tab.
11. Locate the pending registration request in the list. Pending requests are displayed with a status of Pending.
12. Click the User Registration ID (e.g. UR-0142) to open the request details.
13. Review the applicant's information, including their name, organization type, organization role, and email address.
14. Click Approve to grant access, or Reject to deny the request.
15. The applicant will receive an automated email notification confirming the outcome of their request.

Note: Only Quasi Standard User registration requests are directed to the Quasi Admin for approval. Quasi Admin registrations are reviewed and approved by EOHLC.

1.3 Activating and Deactivating Users

Quasi Admins can activate or deactivate Quasi Standard Users within their organization. Deactivating a user removes their access to the portal without permanently deleting their account.



Steps

16. Navigate to User Management using the main navigation menu and click the User Management sub-tab.
17. Locate the user you want to activate or deactivate from the users list.
18. Click the user's name to open their user record.
19. Click Activate or Deactivate as appropriate. A confirmation prompt will appear.
20. Confirm the action. The user's status will update accordingly.

Tip: Deactivating a user prevents them from logging in to the portal, but their account and history are retained. You can reactivate a deactivated user at any time by following the same steps and selecting Activate.

1.4 Managing Your Organization Details

The Organization Management sub-tab displays your organization's registered details in the GMS portal, including Organization Name, Organization Type, Tax ID, Address, and Website. Quasi Admins can edit these details using the Edit button in the top-right corner of the page.

The screenshot shows the 'Organization Management' sub-tab in the GMS portal. The page has a green header with the 'Housing OneStop' logo and navigation links: Home, Funding Rounds, Projects, Pre Applications, Full Applications, and User Management (highlighted). Below the header, there are tabs for 'USER REGISTRATION', 'USER MANAGEMENT', and 'ORGANIZATION MANAGEMENT' (selected). The main content area is titled 'ORGANIZATION DETAILS' and contains the following information:

ORGANIZATION NAME testing quasi	ORGANIZATION TYPE Quasi
TAX ID 123313133	WEBSITE
ADDRESS	
STREET ADDRESS 1223	STATE MA
CITY Boston	
ZIP CODE	
ADDITIONAL INFORMATION	
RELATIONSHIP TO ORGANIZATION	

An 'Edit' button is located in the top-right corner of the form.

At the bottom of the page, there is a footer with the Massachusetts state seal and links: All Topics, Site Policies, Public Records Requests, and Accessibility. Below these links is the text: © 2026 Commonwealth of Massachusetts.

Figure 21 – Organization Management sub-tab showing organization details

Steps to Edit Organization Details

21. Navigate to User Management using the main navigation menu.
22. Click the Organization Management sub-tab.
23. Click the Edit button in the top-right corner to enter edit mode.
24. Update the relevant fields and save your changes.

Tip: Keep your organization's details up to date, particularly the address and Tax ID, as these are used by EOHLC to verify your organization's identity.

Note: Note that EOHLC Super Admins and Admins will assign projects to Quasi users directly from the project record in the GMS. Then the Quasi user gains access to the project and its associated submitted applications.

Important: Assigning a project grants the user read-only access. Quasi users cannot edit applications or project data — their role is to review and report back to EOHLC.

2. Reviewing Projects and Applications

Quasi Admins have access to all projects assigned to their organization by EOHLC. All accessible projects are visible from the Projects section of the navigation menu.

Project ID	Project Name	Sponsor Organization	Status	Created Date
PRJ-000130	Project May27	Dorset Housing Authority	In Construction	5/27/2026, 12:25 PM
PRJ-000054	Project May14A	Dorset Housing Authority	Pre-Application Created	5/14/2026, 4:19 PM
PRJ-000096	House Infrastructure	Braintree Housing Authority	Pre-Application Created	5/14/2026, 9:37 AM

2.1 How Projects Become Visible to Quasi Users

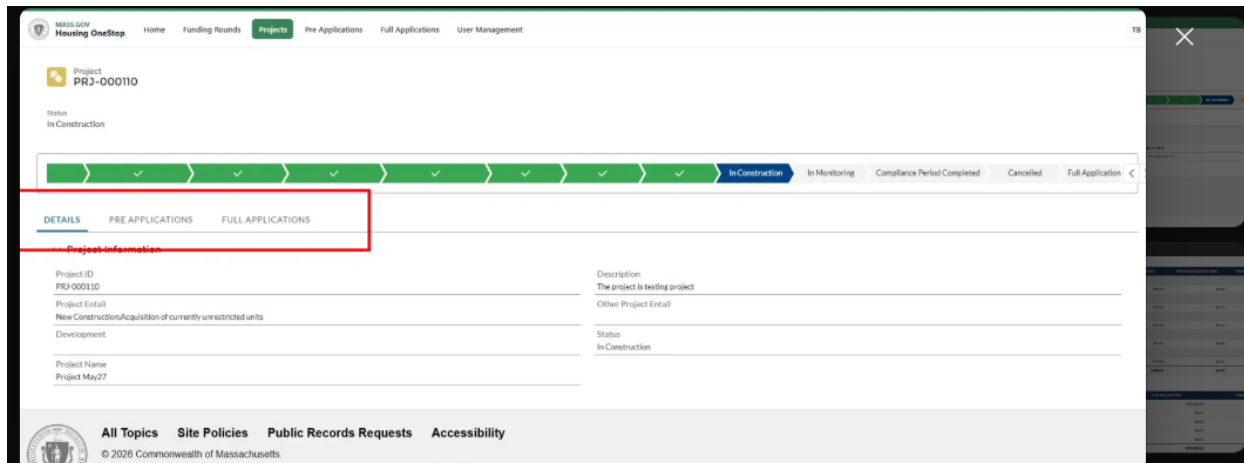
There are two ways a project can become visible to Quasi users in your organization:

How Access Is Granted	What Happens
Explicit Assignment	EOHLC Super Admin or Admin assigns the project directly to a Quasi Admin or Quasi Standard User via the User Management tab on the project record in the GMS.
Automatic via Funding Source	If a sponsor selects a funding source that is linked to your quasi organization, that project is automatically made visible to all Quasi users in your organization — without needing explicit assignment. This is configured by EOHLC at the funding source level.

Tip: Projects made visible through the automatic funding source mechanism are accessible to all Quasi users in your organization, not just those explicitly assigned. You do not need to take any action for these projects to appear — they will show up automatically once the sponsor selects the relevant funding source.

2.2 Navigating to Projects

From the Housing OneStop portal, click Projects in the main navigation menu. The list view displays all projects currently visible to your organization — both those explicitly assigned and those automatically visible due to a linked funding source — along with their Project ID, Project Name, and Status.



2.3 Viewing a Project Record

Click any project name or Project ID to open the project record. The project record provides a consolidated view of all information related to that project, including associated pre-applications, full applications, and funding details.

The project record contains the following tabs:

- **Details** — Core project information including Project ID, Project Name, Project Entail, Status, and Description.
- **Pre Applications** — Lists all Preliminary Application References (PARs) associated with the project, showing the PAR ID, Application Name, and Status.
- **Full Applications** — Lists all Full Applications (APPs) associated with the project, showing the Application ID, Account, Contact Email, and Applied Date.
- **Awards Summary** — A funding matrix showing all funding sources, requested amounts, closing awards, post-closing awards, and total awarded amounts.
-

2.4 Reviewing Pre-Applications

Quasi users can review all submitted pre-applications associated with projects assigned to their organization. Only submitted pre-applications are accessible — draft or in-progress applications are not visible.

Steps

25. Open the relevant project record by clicking its name or Project ID from the Projects list.
26. Click the Pre-Applications tab to view all associated pre-application records.

Project PRJ-000038

Status: In Construction

Progress: [In Construction] [In Monitoring] [Compliance Period Completed] [Cancelled] [Full Application]

DETAILS PRE APPLICATIONS FULL APPLICATIONS

Preliminary Application References (1)

Name	Application Name	Status
1 PAR-0000000041	Test Uat - Pre-Application	Approved

View All

27. Click the PAR ID of the pre-application you wish to review.

28. The pre-application record will open, displaying the submitted application content across the following tabs:

- **Application View** — A structured view of the pre-application as submitted by the sponsor, including General Information, Site Map Interface, Project Characteristics, Funding Sources, and Project Entitlement.
- **Details** — Field-level metadata including the PAR ID, application name, funding round, and address details.
- **Documents** — Documents uploaded by the sponsor as part of the pre-application submission.
- **Files** — Additional files uploaded by the sponsor.

Preliminary Application Reference PAR-0000000041

Project PRJ-000038 Status Approved Created Date 6/24/2026, 4:57 PM

Buttons: Resume Pre-App Clone Pre-App Apply For Full-App

Progress: [Approved] [Denied]

APPLICATION VIEW DOCUMENTS

Pre-Application

General Information Site Map Interface Project Characteristics Funding Sources Project Entitlement

Project Name: Test Uat

Sponsor Point of Contact:

Name	Email	Phone
Pranaya SA	pranaya.etta+2612@stacknexus.io	

Project Partners:

ROLE	PARTNER
Co-sponsor	
Architect	
Possible GC	
Management Agent	

Important: Quasi users have read-only access to pre-applications. You cannot edit, approve, or reject applications — those actions are reserved for EOHLC staff.

2.5 Reviewing Full Applications

Quasi users can also review submitted full applications associated with assigned projects. As with pre-applications, only submitted full applications are accessible.

Project
PRJ-000038

Status
In Construction

[✓](#)
[✓](#)
[✓](#)
[✓](#)
[✓](#)
[✓](#)
[✓](#)
[✓](#)
[In Construction](#)
[In Monitoring](#)
[Compliance Period Completed](#)
[Cancelled](#)
[Full Application Denied](#)

DETAILS PRE APPLICATIONS **FULL APPLICATIONS**

Business License Applications (1)

Application ID	Account	Contact Email	Applied Date
APP-000000003	EOHLC SN Organization	gdgds@gmail.com	6/24/2026, 8:00 PM

[View All](#)

APPLICATION VIEW DOCUMENTS REQUISITIONS

Summary Page General Information Development Team Site Map Interface Building Info Page Preservation Sources Uses Income Statement/Call Flow Permitting and Enforcement State/Dispute Tax Credit Data Green Checklist

Project Name: Project Map27
Project Number: PRJ-00019
Manuscript:
Business Contact: Information: gdgds@gmail.com, 253982342
Housing Tracts: [Click here](#)
Project Period: 25, 275
Total # of Affordable Units: 80
Pre-App Deadline: May 26, 2026
Date Received:
Project in Service: May 16, 2026

Parent Development:
Address:
Sponsor: Devco Housing Authority
Project Types: [New Community](#) [Renovation/Conversion/Expansion](#)
Funding Round: Community Housing Fund 2020 - Round 1
Total # of Units: 80
Commenced Square Footage: 23
Application Deadline: May 26, 2026
Defect Closed:
Project Description: This project is being pursued.

Funding Matrix

Funding Source	Amount (\$)	Cost (\$)	Profit (\$)	Total (\$)
CDM	\$175,000.00			
CDM	\$175,000.00			
Total	\$175,000.00	\$0.00	\$0.00	\$0.00

EOHLC Notes:

View Documents & Attachments

Search documents by name or file type (category, subcategory, document type)
1. Search by name: All Categories All Subcategories All Types

Document Name	Category	Subcategory	Document Type	Notes	File #	File Size	File Date	Actions
EOHLC 000000003-1	Pre-App	Information	Information/General Information		10.0 MB	2026-06-27	10.0 MB	Download
EOHLC 000000003-2	Pre-App	Information	Report/Report/Report/Report		10.0 MB	2026-06-27	10.0 MB	Download
EOHLC 000000003-3	Legal	401	EOHLC Organization Letter		10.0 MB	2026-06-27	10.0 MB	Download
EOHLC 000000003-4	General Project Info	Site Information	EOHLC to Site		10.0 MB	2026-06-27	10.0 MB	Download
EOHLC 000000003-5	General Project Info	Market Information	Site to Report		10.0 MB	2026-06-27	10.0 MB	Download
EOHLC 000000003-6	General Project Info	Tax Credit Certifications	Certification as in Period of Project Affordability		10.0 MB	2026-06-27	10.0 MB	Download

Steps

29. Open the relevant project record.
30. Click the Full Applications tab to view all associated full application records.
31. Click the APP ID of the full application you wish to review.
32. The full application record will open with the following tabs available:
 - Application View — A structured overview of the full application including Summary Page, General Information, Development Team, Site Map Interface, Building Info, Preservation, Sources, Uses, Income, and additional subtabs where applicable.
 - Details — Field-level information for the full application.
 - Documents — Documents uploaded by the sponsor as part of the full application submission.
 - Files — Additional files uploaded by the sponsor.
 - Requisitions — All requisitions submitted against this full application (visible once the application has reached In Construction status).

2.6 Reviewing Requisitions

Once a full application has reached In Construction status, sponsors may submit requisitions through the Housing OneStop portal. Quasi users can view these requisitions from within the full application record.

Full Application
APP-000000033

[Resume Full App](#)
[Request Closing](#)
[Create Requisition](#)

Saved Application Reference
PAR-0000000041

Project
PRJ-000038

Applied Date
6/24/2026, 8:00 PM

Application Status
In Construction

✓

✓

✓

✓

✓

In Construction

In Monitoring

Compliance Period Completed

Cancelled

Denied

APPLICATION VIEW DOCUMENTS REQUISITIONS

Requisitions (2)

Requisition Name	Requisition Number	Status	Requisition Date
Req-00018	1	Approved	6/25/2026

Steps

33. Open the relevant full application record.
34. Click the Requisitions tab on the full application record.
35. The Requisitions tab will display all requisitions submitted against that application, showing the Requisition Name, Requisition Number, Status, and Requisition Date.
36. Click a Requisition Name to open the individual requisition record and view its details.

Requisition
Req-00083

Requisition Number
1

Status
Approved

Business License Application
BLA-0000000299

DETAILS SUMMARY DOCUMENTS

BORROWER	REQUISITION #	PROJECT NAME	REQUISITION DATE	STATUS
Brockton Housing Authority	1	Test Project May11	6/5/2026	APPROVED

Line Items

#	CATEGORY	SUBCATEGORY	PAVES	INVOICE DATE	DESCRIPTION	FUNDING SOURCE	INVOICE AMOUNT	AMEND REQUISITION	REVISION COMMENTS	COMMERCIAL
1	Direct Construction Costs	Direct Construction	test	2026-06-24	test	4% Federal LHTC	\$50,000.00			✓
Total										\$50,000.00

DETAILS SUMMARY DOCUMENTS

Residential Budget Summary

COST	ORIGINAL BUDGET	CURRENT APPROVED BUDGET	PROPOSED BUDGET CHANGES	PROPOSED REVISED BUDGET	PREVIOUS REQUISITIONS	THIS REQUISITION	TOTAL REQUEST TO DATE	% DRAWN TO DATE	BALANCE TO COMPLETE
DIRECT CONSTRUCTION COSTS									
SUBTOTAL	\$0.00	\$0.00	\$777.00	\$780.00	\$0.00	\$0.00	\$0.00	0.00%	\$780.00
ACQUISITION									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
CONSTRUCTION CONTINGENCY									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
GENERAL DEVELOPMENT COSTS									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
RESERVES, OVERHEAD, FEE									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
TOTAL	\$0.00	\$0.00	\$1,088.00	\$1,088.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,088.00

Commercial Budget Summary

COST	ORIGINAL BUDGET	CURRENT APPROVED BUDGET	PROPOSED BUDGET CHANGES	PROPOSED REVISED BUDGET	PREVIOUS REQUISITIONS	THIS REQUISITION	TOTAL REQUEST TO DATE	% DRAWN TO DATE	BALANCE TO COMPLETE
DIRECT CONSTRUCTION COSTS									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$80.00	\$0.00	\$50,000.00	\$50,000.00	100.000.00%	\$49,920.00
ACQUISITION									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
CONSTRUCTION CONTINGENCY									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
GENERAL DEVELOPMENT COSTS									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
RESERVES, OVERHEAD, FEE									
SUBTOTAL	\$0.00	\$0.00	\$71.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00

Note: Quasi users can view requisitions but cannot approve or reject them. Requisition approvals are handled exclusively by EOHLC staff.

Commercial Budget Summary									
COST	ORIGINAL BUDGET	CURRENT APPROVED BUDGET	PROPOSED BUDGET CHANGES	PROPOSED REVISED BUDGET	PREVIOUS REQUISITIONS	THIS REQUISITION	TOTAL REQUEST TO DATE	% DRAWN TO DATE	BALANCE TO COMPLETE
DIRECT CONSTRUCTION COSTS									
SUBTOTAL	\$3.00	\$3.00	\$77.00	\$80.00	\$0.00	\$50,000.00	\$50,000.00	1666666.67%	\$49,920.00
ACQUISITION									
SUBTOTAL	\$0.00	\$0.00	\$77.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
CONSTRUCTION CONTINGENCY									
SUBTOTAL	\$0.00	\$0.00	\$77.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
GENERAL DEVELOPMENT COSTS									
SUBTOTAL	\$0.00	\$0.00	\$77.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
RESERVES OVERHEAD FEE									
SUBTOTAL	\$0.00	\$0.00	\$77.00	\$77.00	\$0.00	\$0.00	\$0.00	0.00%	\$77.00
TOTAL	\$3.00	\$3.00	\$385.00	\$388.00	\$0.00	\$50,000.00	\$50,000.00	1666666.67%	\$49,612.00
By Funding Source									
FUNDING SOURCE	ORIGINAL BUDGET	PREVIOUS REQUISITIONS	THIS REQUISITION	TOTAL DRAWN TO DATE	% DRAWN	BALANCE REMAINING			
4% Federal LHTC	—	\$0.00	\$50,000.00	\$50,000.00	—	—			
4% LHTC	\$555.00	\$0.00	\$0.00	\$0.00	0.00%	\$555.00			
AWTE	\$555.00	\$0.00	\$0.00	\$0.00	0.00%	\$555.00			
EOHLC Subsidy	\$55.00	\$0.00	\$0.00	\$0.00	0.00%	\$55.00			
Inv2222	\$2,222.00	\$0.00	\$0.00	\$0.00	0.00%	\$2,222.00			
TOTAL	—	\$0.00	\$50,000.00	\$50,000.00	—	—			

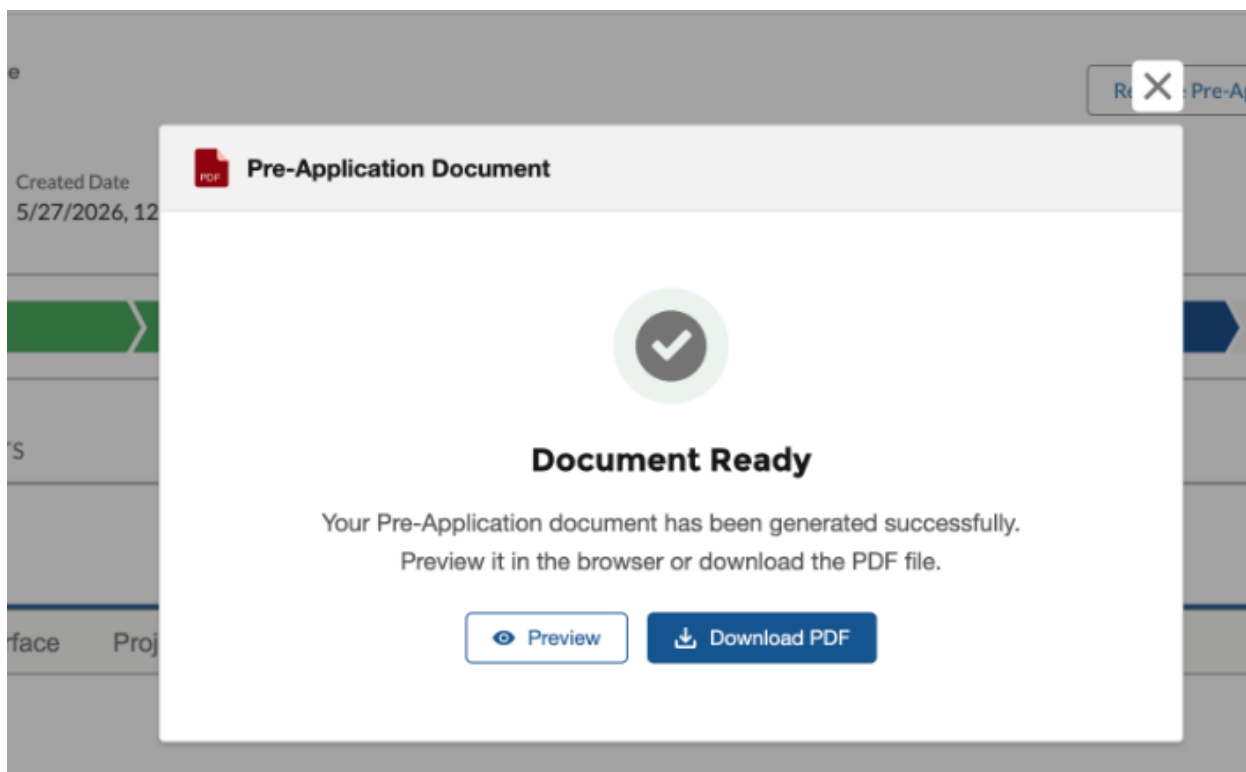
2.7 Generating and Downloading the Application Summary PDF

An Application Summary PDF can be generated for any pre-application or full application directly from the application page. This is done using the Generate PDF button available on both the Pre-Application and Full Application pages.

Steps

37. Open the pre-application or full application record.
38. Click the Generate PDF button on the application page.
39. The system will generate the Application Summary PDF. Once ready, download it to your device.

The screenshot shows the Housing OneStop web application interface. At the top, there's a navigation bar with links like Home, Funding Rounds, Projects, Pre Applications, Full Applications, and User Management. The 'Pre Applications' tab is active. Below the navigation bar, the application details for 'PAR-0000000097' are displayed, including the project name 'Project May27' and status 'Approved'. A progress bar shows the application is in the 'Approved' stage. On the right side, there are buttons for 'Resume Pre-App', 'Clone Pre-App', and 'Apply For Full App'. The 'Generate PDF' button is highlighted with a red rectangle. Below the progress bar, there's a section for 'Pre-Application' with tabs for 'General Information', 'Site Map Interface', 'Project Characteristics', 'Funding Sources', and 'Project Entitlement'. The 'General Information' tab is selected, showing fields for Project Name, Sponsor Point of Contact, Name, Email, and Phone.




1


2


3



EOHLC HDD GMS

Pre-App HLC View

General Information

Project Name: Project May27
Project Status: In Construction
Sponsor Point of Contact:
PrEight SpAdmin
pranaya.etta+8401@stacknexus.io

Project Partners:

Role	Partner
Co-sponsor	test
Architect	test
Possible GC	test
Management Agent	test
Consultant	test
Entity preparing cost estimates	test

Part of Larger Development (including projects applied for / received funding)

Tip: The Application Summary PDF reflects the application content at the time it is generated. To get the most up-to-date summary, generate a new PDF after any changes have been saved by the sponsor.

MODULE3 – QUASI STANDARD USER

1. Overview

As a Quasi Standard User, your primary role in the Housing OneStop portal is to review projects and applications that have been assigned to you by EOHLC. You do not have user management responsibilities — those are handled by your Quasi Admin.

This module covers the tasks available to Quasi Standard Users within the portal. Many of these tasks are identical to those available to Quasi Admins — the key difference is that Quasi Standard Users cannot manage other users in the organization.

Note: The registration and first login process for Quasi Standard Users is covered in Module 1. Please refer to that module if you have not yet completed your registration.

2. Accessing Your Assigned Projects

When you log in to the Housing OneStop portal, your home screen will display the projects currently assigned to you. You can also navigate to the full list of your assigned projects at any time.

2.1 Navigating to Projects

Click Projects in the main navigation menu to view all projects currently assigned to you. The list displays each project's Project ID, Project Name, and Status. Click any project name or Project ID to open the project record.

2.2 Viewing a Project Record

Clicking a project opens the full project record, which provides a consolidated view of all information related to that project. The tabs and content are identical to those described for Quasi Admins in Module 2, Section 2.3.

Note: You will only see projects that have been explicitly assigned to you by EOHLC. If you believe a project is missing from your list, contact your Quasi Admin.

3. Reviewing Applications and Requisitions

The process for reviewing pre-applications, full applications, requisitions, and downloading PDFs is identical for Quasi Standard Users and Quasi Admins. Please refer to the following sections in Module 2 for full step-by-step instructions:

Task	Refer To
Reviewing pre-applications	Module 2, Section 2.4
Reviewing full applications	Module 2, Section 2.5
Reviewing requisitions	Module 2, Section 2.6
Generating and downloading the Application Summary PDF	Module 2, Section 2.7

Important: Quasi Standard Users have read-only access to all assigned application records. You cannot edit, approve, or reject any application content. If you need to make changes or flag an issue, contact your Quasi Admin or EOHLIC directly.