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Collaborative Workspace Program Competitive Round through the Community One Stop for Growth

Program Information and Guidelines

FY2024

I. INTRODUCTION

A. About the Program

Through the Collaborative Workspace Program, MassDevelopment awards matching grants for the planning, development, and build-out of different types of collaborative workspaces. These grants are made possible by St. 2016, Ch. 219, (*"An Act Relative to Job Creation and Workforce Development"*), championed by Governor Baker and enacted by the legislature, which authorized funding for this program.

Collaborative workspaces are shared work environments that catalyze community, inspiring collaboration, exploration and experimentation among and between local entrepreneurs, artists, designers, scientists, inventors, and small business owners. Collaborative workspaces provide users with access to resources, ideas and networks. These spaces are critical to the growth of the Massachusetts innovation economy, and the proliferation of entrepreneurial activity that they support fosters economic health in their host communities.

MassDevelopment is committed to achieving three goals: stimulating business, driving economic growth, and helping communities across Massachusetts, all through the lens of access, diversity, equity, and inclusion.

B. How to Apply

The Collaborative Workspace 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. It is designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. 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, and Site Information (if applicable)
- Form 3 – Development Continuum Category Questions (Sections 3 through 7)
  Based on the development continuum, project type and project focus selected by the applicant
- Form 3a – Special Designation General Questions
  Only for municipalities designated as a Housing Choice Community and/or Rural/Small Town
- Form 4 – Certification of Application Submission Authority
- Form 5 – Other Attachments

In order to be considered for the Collaborative Workspace Program funding, applicants must include complete responses to all required questions. Please see the attached the Collaborative Workspace specific Full Application template for required sections and 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).
- 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 Building 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.

II. PROGRAM FEATURES AND REQUIREMENTS

A. Program Highlights

Maximum award	Up to $100,000 for fit-out grants, or up to $15,000 for seed grants.
Total funds available	*Subject to state budget appropriation*
Grant use	Fit-out: Grants for fit-out (improvements to owned or leased buildings) and equipment purchases. Seed: Grants for predevelopment and feasibility work performed by third party consultants. Grants must be matched 1:1. This match must be in the form of financial contributions, non-state grants, loans, free/discounted rent, donated building improvement materials, equipment, or other quantifiable (and certifiable) contributions to the project.
Project duration	Project timeline should be no longer than one (1) year. **All grant funds must be fully disbursed by June 30, 2024. Invoices and contracts for the specific Collaborative Workspace project budget work may not be dated prior to July 1, 2023 in order to be eligible for reimbursement or payment using grant funds.**

Project focus examples	Renovations, equipment purchases or feasibility work to support existing or proposed collaborative workspaces, including coworking spaces, makerspaces, shared kitchens, arts-related collaborative workspaces, accelerators or venture and innovation centers.
Eligible communities	Any community within the Commonwealth.
Eligible lead applicant	Applicants may be the operator of the collaborative space or the owner of a building that will host a collaborative space. Applicants should be able to describe their existing or potential membership community and anticipated economic impacts with a specific focus on how they do or will support people underserved in the innovation community, especially those from diverse backgrounds, economically distressed backgrounds or other communities of need. Applicants that have received state funding from other state agencies, such as the Massachusetts LifeSciences Center or the Massachusetts Clean Energy Center, should be aware that preference may be given to applicants that do not have access to other potential state funding sources. MassDevelopment's commitment to access, diversity, equity, and inclusion means we welcome all eligible applicants to apply.

B. Eligible Applicants and Projects

Through the Community One Stop, building owners hosting collaborative workspaces and/or operators of Collaborative Workspaces registered with the Secretary of State can apply for up to $100,000 in matching fit-out grant funding, or up to $15,000 in matching seed grant funding. This will be a HIGHLY competitive application process. In reviewing applications and project budgets, MassDevelopment may award less than the requested amount. Applicants should apply only for funding for which they can show a demonstrated mission critical need that will provide essential benefits for their member/user community.

Funding availability for approved spaces will be reserved for a limited time with the possibility of an extension period to be granted at the sole discretion of MassDevelopment and contingent upon demonstration by the awardee of significant progress or extenuating circumstances that justify the extension.

All grantees will be required to submit detailed annual reports to MassDevelopment quantifying membership, outcomes, partnerships and impacts of the project by July 30th of every year.

C. Elements of Proposal

To be considered, an applicant must complete and submit an application. Applications should be succinct

and responsive to the questions. Only one grant application should be submitted per applicant. If an applicant has previously received a grant under the Collaborative Workspace Program, the previous project must have been completed, funds must have been fully disbursed and an annual report detailing the previously completed project must have been received by MassDevelopment prior to July 15, 2023.

All grants require a minimum match equal to the grant amount (details below). Grants may be either 'Fit-out Grants' or 'Seed Grants'. Applicants may apply for one or the other. An applicant may choose to apply for a 'Seed Grant' in this round, and then apply for a 'Fit-out Grant' in a future round (funds permitting) but applicants may not apply for both types of grants in the same application round.

Fit-out Grants: Although grant amounts will vary, the maximum Fit-out Grant amount per collaborative workspace will not exceed One Hundred Thousand Dollars ($100,000.00) and may be smaller.

Fit-out grants can be used to purchase materials and to pay for third-party labor for workspace improvements including, but not limited to, interior fit-out costs, soft costs, and the purchase of equipment.

Seed Grants: The maximum Seed Grant per collaborative workspace is not anticipated to exceed Fifteen Thousand Dollars ($15,000) and may be smaller.

Seed Grants shall be used for identified predevelopment costs including, but not limited to, third-party costs of feasibility studies, design work, and construction estimates. Documentation of consultant and vendor qualifications, scopes of work, and cost estimates should accompany Seed Grant applications.

Collaborative Workspace grants (Seed and Fit-out) cannot be used for administrative overhead, staff time/payroll, other consultant services unrelated to the project described in the application, educational programming fees, permanent leasing, legal fees, utility or other operating costs.

Match Requirement

All grants must be matched one-to-one. Proposals must demonstrate, to MassDevelopment's satisfaction, that the applicant is able to match the dollar value of the grant with cash, non-state funded grants, loans, free/discounted rent, donated materials, building improvements and/or other quantifiable and verifiable contributions to the project. To qualify toward the match, all non-cash contributions to the project must have been received or committed no earlier than May 1, 2023. Applicants must specify each source of funds included in the match amount, and when it was, or will be, received by the applicant. ***Matches must be received and in-hand before the grant agreement will be executed.***

Forms of eligible matches:

- Funds raised: Cash raised by the operator to fund costs of the project. Funds may be raised from a variety of sources, including online crowd-funding, donations, events, and other sources, but all funds must be documented and set aside for the same project costs for which the grant is sought. Paid invoices demonstrating cash committed to the project may not be dated earlier than May 1, 2023 for matching purposes.

- Rent Discount: The amount by which a lease for a space has been discounted below market rate may be counted towards the match, in an amount not to exceed the cumulative discount for a period, starting on July 1, 2023, equal to the shorter of 24 months or the remaining months on the lease. The lease term must extend through at least December 31, 2024. Any matches in the form of rent discount must be documented with a signed lease between unrelated entities in the name of the collaborative workspace with a letter from the landlord verifying the discount and at least three rent comparisons that support the value of the rent discount. **The rent discount cannot represent more than 50% of the required match amount. Applicants that have previously been awarded a cowork grant may not use the same rent discount that matched any previous award.**

- Donated equipment and materials: Equipment donated for the use of the members and materials donated for improvements made to the space must be quantifiable and verifiable; applicants must submit a list of the donated items, with a date that said donation was received, and documentation substantiating its value. Final value of the items will be determined by MassDevelopment. Any such donations must have been received on or after May 1, 2023.

Evidence of applicant's ability to raise the match with sufficient time to close and request disbursement of grant funds within the grant period must be provided at the time of application through donation commitment letters, signed leases, bank statements, or other forms acceptable to MassDevelopment.

III. APPLICATION AND EVALUATION

A. Application Components

The Community One Stop for Growth is a single online application portal designed to allow applicants to apply for consideration of multiple sources of funding to support multiple phases and facets of a project. The application is organized into the following sections:

- Core Questions (Sections 1 and 2), plus site information, if applicable,
- Additional Questions (Sections 3 through 7), based on the development continuum and the project components selected by the applicant,
- Additional Questions for Housing Choice Communities (Sections 8), only for communities designated as Housing Choice,
- Certification of Application Submission Authority (Section 9),
- Other Attachments (Section 10), for attachments related to special projects.

A full proposal packet for consideration of Collaborative Workspace Program funding must include complete responses to all applicable questions in the following sections:

Core Questions (Sections 1 and 2), plus site information, if applicable,

- Section 1 - Applicant Information/Background: Identifying information of the applicant,

and partners, if applicable. Applicants may include a discussion of the diversity of ownership/management/workforce of the applicant.

- Section 2 - Project Information: In this section, applicants will provide general project information, such as the project name, description, leadership and the ability to execute the project, timeline and anticipated outcomes. Applicant will indicate the category of funding for which they would like the project to be considered in question 2.1, which will drive additional questions. The applicant is encouraged to discuss any plans to utilize diverse/minority contractors or consultants for work related to the project. Those applying to the Site Preparation, Buildings and Infrastructure categories must complete the Site Information questions, which include identification of the specific site, ownership, and zoning.

Additional Questions (Sections 3 through 8), based on the development continuum and the project components selected by the applicant in Section 2, Question 2.1,

- Section 6 – Building Additional Questions: This section is where applicants will provide detail about the specific capital building project for which funding is requested. Includes detailed scope(s) of work, public purpose, details about the property, planned use, and budget. Additional questions are required for Collaborative Workspace Program applicants.

Certification of Application Submission Authority (Section 9),

- Section 9 - 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.

Other/Optional Attachments (Section 10),

- Section 10 - Other/Optional Attachments: This section allows the applicant 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.

IMPORTANT: The sections outlined above relate only to the Buildings category. Applicants may be required to complete other sections of the Community One Stop application, depending on the other categories they may have selected. Please review the instructions for the One Stop carefully.

B. Application Evaluation and Scoring Overview:

1. MassDevelopment staff will determine if all statutory and program guidelines are met;
2. A Review Committee will independently review and evaluate the applications;
3. Reviewers may request additional information from any or all relevant sources during the application review process;

MassDevelopment will consider the following criteria when reviewing applications. While a

particular application may not satisfy every criterion, applications will be reviewed based on the totality of the facts and circumstances. Review criteria will be used to assess the likelihood that the use of the requested funding will advance a project towards increased public benefits:

- **Clarity, Purpose and Users of the Space**

Applications will need to clearly articulate their purpose, functionality, users, internal leadership, and capacity to execute a collaborative workspace project.

- **Ecosystem Analysis and Partnerships**

Applications will need to show an understanding of the local and regional innovation ecosystem and how the space fits into that ecosystem with clear partnerships and support.

- **Goals of the Project**

Applicants will need to demonstrate a clear understanding of the value of the proposed project and expected outcomes in addressing the needs and opportunities of their user community.

- **Economic Impact**

Applicants will need to clearly articulate anticipated outcomes of their project, including job growth, economic opportunity and business growth, and how the project will support the host municipality by enhancing innovation, entrepreneurial activity and creativity. **Outcomes related to equitable opportunity demonstrating the inclusion of, and programming for, a diverse community of users will be strongly considered.**

- **Project Execution**

Applicants will need to convincingly demonstrate the ability to execute the project and operate a collaborative workspace, and will be required to provide detailed information about both the ability to execute the project, and the project itself, including scopes of work, timeline, budgets, matching funds, and other relevant documents.

C. Award Decisions

Applicants that are approved for funding will receive a commitment letter outlining the grant amount and any conditions of the award. All awards are subject to annual state budget appropriation and contingent upon full execution of a contract. Applicants that are not recommended for funding during the round will also be notified in writing, and invited to request feedback about their proposal, if interested.

D. Additional Information

- 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.

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

E. What to Expect if Awarded Grant Funds from the Collaborative Workspace Program

You must certify that matching funds of are available and segregated for use on the project, or you must demonstrate to the satisfaction of MassDevelopment that the matching funds have already been spent on the project. If a portion of your match consists of discounted rent, you will be required to include the documentation outlined in the Match Requirement Rent Discount section above. If a portion of your match includes donated equipment/materials, you will be required to provide the necessary documentation to support that as outlined above.

MassDevelopment will send you an execution copy of your grant agreement only after you have certified the availability or satisfactory commitment (as applicable) of matching funds by properly completing the match certification *and* after you have provided the following additional required documentation to your MassDevelopment contact:

1. A finalized budget showing that the Collaborative Workspace project can be completed with the Grant funds awarded plus the required match;
2. Fully executed scopes of work for the vendors (designers, contractors, etc.) outlined in your application and consistent with the budget;
3. Any additional documentation, regarding your match or otherwise, as may be requested by MassDevelopment.

The deadline for providing the requested information and signing the grant agreement with MassDevelopment is January 31, 2024.

Requests for payment from grant funds may be made only for costs incurred and invoiced on or after July 1, 2023. Non-cash matches must have been secured no earlier than May 1, 2023. All grant funds must be fully disbursed by June 30, 2024.

MassDevelopment reserves the right to inspect the Project at your expense prior to disbursing grant funds. If you have been approved for a Fit-Out Grant, the grant agreement requires that grantees must comply with MassDevelopment's Responsible Contractor Policy found here: Contractor Policy Statement (massdevelopment.com). MassDevelopment may also require, if applicable, certifications of compliance from the Project's architect or engineer.

Until the grant agreement is fully executed, no funds will be disbursed by MassDevelopment to the grantee.

IV. APPENDIX: ACCESSING THE ONLINE APPLICATION

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

Current Admin Users – Applicant 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 EOHED, 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 EOHED. 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 or Expression of Interest – Once accounts are registered and/or approved, a Grant Administrator can create an Expression of Interest or Full Application(s), from the "My Opportunities" 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 Expression of Interest and 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.

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the One Stop IGX System.

FULL APPLICATION

SECTION 1. Applicant Information (*may be auto-filled from Expression of Interest*)

1.1 Primary Location: (*Select from drop-down*)

EOHED Region	*(auto-filled)*	MassDOT Highway District	*(auto-filled)*	Rural or Small Town	*(auto-filled)*
MDFA Regional Office	*(auto-filled)*	Gateway City	*(auto-filled)*	Housing Choice	*(auto-filled)*
Regional Planning Agency	*(auto-filled)*	MVP Community	*(auto-filled)*	MBTA Community	*(auto-filled)*

1.2 Organization Type: (*Select from following drop-down options*)

Public Entity:
- ☐ Municipality
- ☐ Public Housing Authority
- ☐ Redevelopment Authority
- ☐ Regional Planning Agency
- ☐ Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- ☐ Water or Sewer District

Non-Public Entity:
- ☐ Community Development Corporation
- ☐ Non-Profit Organization
- ☐ For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization's structure, including staff capacity, and economic development goals.
(*2,000 characters*)

SAMPLE

1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

☐ Yes ☐ No

1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	CEO Name	CEO Title	Email
+				
+				

1.18 Indicate any applicable certifications and/or classifications for this organization: (ONLY For Non-Public Entities)

☐ Women-Owned Business Enterprise
☐ Minority-Owned Business Enterprise
☐ Disadvantaged Business Enterprise
☐ Veteran-Owned Business Enterprise
☐ LBGTQ-Owned Business Enterprise
☐ Disability-Owned Business Enterprise
☐ N/A

SAMPLE

SECTION 2: Project Information

2.1 Project Name: _____ *(50 Characters)*

2.2 Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.
(*500 characters*)

2.3 Project Category for Grant Consideration. Select the Development Continuum category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

- ☐ Community Activation and Placemaking
- ☐ Planning and Zoning
- ☐ Site Preparation
- ☒ Building
  - ☐ Building Predevelopment
  - ☒ Building Construction
    - *Project Focus (check one):*
    - ☐ Rehabilitation of a Blighted or Underutilized Property
    - ☒ Collaborative Workspace Fit-Out
    - ☐ Municipal Building Construction (Municipal Applicants Housing Choice and/or Rural & Small Town Designation Only)
- ☐ Infrastructure

2.4 Narrative / Scope of Work –Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.
(*4,000 characters*)

2.5 Project Need – Describe why this project is necessary in enhancing community economic development.
(*1,000 characters*)

2.6 Target Population Description – Describe the specific population(s),neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor's Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.
(*2,000 characters*)

2.7 Is the project area located within an Environmental Justice census block group? Click HERE to access the Commonwealth's Environmental Justice Map Viewer.

SAMPLE

☐ Yes ☐ No

2.8 Anticipated Outcomes and Impacts – Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.
(*2,000 characters*)

2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?
☐ Yes ☐ No ☐ Unknown (*option for Non-Public entities only*)

2.9a If Yes, provide an explanation:
(1,000 characters)

2.10 Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant's project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.
(*2,000 characters*)

2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).
(*2,000 characters*)

2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.
(*1,000 characters*)

2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Category	Spending Description	Funding Request
Capital	Construction (Including Demolition)	
Capital	Contracting (electrical, HVAC, etc.)	
Capital	Site Equipment/Furnishings	
Other	Other / Miscellaneous	
	Total	

SAMPLE

All Collaborative Workspace Program grants must be matched one-to-one. This match must be in the form of financial contributions, non-state grants, loans, free/discounted rent, donated building improvement materials, equipment, or other quantifiable (and certifiable) contributions to the project.

2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.
(*1,000 characters*)

2.15 Will the applicant provide a match to supplement any grant funds awarded?
☐ Yes ☐ No

2.15a If yes, what is the match amount? _____

2.15b Describe the source(s) and status of all matching funds.
(*1,000 characters*)

2.15c Does the match include local ARPA funds?
☐ Yes ☐ No

2.15d If yes, what amount of the match is from local ARPA funds? _____

2.16 Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?
☐ Yes ☐ No

ATTACHMENT HERE: ***Attach a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project.***

SITE INFORMATION:

2.17 Project Address(es): (*If multiple, enter the ID for each parcel individually. Add lines as necessary)*

2.18 Parcel ID(s): (*If multiple, enter the ID for each parcel individually. Add lines as necessary.*)

ATTACHMENT HERE: ***Attach a map showing the project location.***

2.19 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.
(*1,000 characters*)

2.20 What type of use is currently allowed by zoning on the project site(s)? (*Check all that apply*)

SAMPLE

☐ Industrial/Commercial
☐ Residential – Single Family / Townhome
☐ Residential – Multi-family
☐ Mixed - Use
☐ Other: _____
☐ None of the above

2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? (*If site is already designated, check No)* *(Show only for public organizations)*

☐ Yes ☐ No

SAMPLE

DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 6: Building (Vertical Construction) Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Building
Project Type: Building Predevelopment
Project Focus: Collaborative Workspace Fit-Out

Before you proceed, we recommend that you read the program guidelines for Collaborative Workspace Program.

6.1 Describe the project's public purpose in one or more of the following categories: creating jobs, driving innovation, eliminating blight, increasing housing production, supporting economic development projects, increasing the number of commercial buildings accessible to persons with disabilities, conserving natural resources through targeted rehabilitation, and/or reuse of vacant and underutilized property.
(*4,000 characters*)

6.2 Community Support – Describe any community support for this project, including key stakeholder groups and their involvement in the project.
(*2,000 characters*)

6.3 Describe the impact that the project would have on the surrounding area.
(*2,000 characters*)

Collaborative Workspace Questions

6.19 What is the **legal name** of the intended recipient? (Recipient must be a corporation, LLC, LLP, or other form of business organization registered with the Secretary of the Commonwealth. Please note any fiscal agent relationships)
(*500 characters*)

ATTACHMENT HERE: *Attach documentation evidencing that status and any articles of organization, or partnership documents.*

6.20 What is the **commonly used name** of the Collaborative Workspace? _____

6.21 Which of the following best describes the collaborative workspace?

SAMPLE

☐ Coworking Space
☐ Maker Space
☐ Arts-Related Space
☐ Commercial Kitchen
☐ Incubator Space
☐ Other. Specify: _____

6.22 Describe the functions of the space.
(*1,000 characters*)

6.23 How long has the space been operating?
(*500 characters*)

6.24 How many members or users does the space currently have?
(*500 characters*)

6.25 Which of the following best describes the applicant?
☐ Collaborative Workspace Operator
☐ Building Owner
☐ Both

ATTACHMENT HERE : ***Attach a letter of commitment from the building owner certifying that the owner will use best efforts to rent the space specified in the grant to a collaborative workspace for the remaining term of the lease at the current lease rates, if the current operator/applicant is unable to continue operations. (IF Collaborative Workspace Operator in 6.32)***

ATTACHMENT HERE: ***Attach a copy of an executed lease. (IF Collaborative Workspace Operator in 6.32)***

ATTACHMENT HERE: ***Attach proof of ownership in the form of a deed. (IF Building Owner or Both in 6.32)***

6.26 Describe your connection to the user community. Please describe the **potential new users** in your community, as well as your **capacity to accept new users** and the **revenue per member** that you expect to generate.
(*1,000 characters*)

6.27 Please describe the innovation ecosystem in the community in which the collaborative space operates or plans to operate. Please include relevant groups, industries, organizations, and individuals.
(*1,000 characters*)

6.28 How does, or how will, your space support people underserved in the innovation community? (Specifically, those from diverse and/or economically distressed backgrounds or other communities of need.)
(*1,000 characters*)

SAMPLE

6.29 How does your space fit into this ecosystem? Citing specific examples of other spaces, please describe how your space is complementary to, rather than duplicative of, other coworking spaces in the ecosystem. Note any existing partnerships.
(*1,000 characters*)

ATTACHMENT HERE : ***Attach letters of support from key partners.***

6.30 How will this project result in economic growth, entrepreneurial activity, job creation and business growth? Include a description of supportive programming offered.
(*1,000 characters*)

ATTACHMENT HERE : ***Attach an operating budget for the space's current fiscal year, and its most recent income statement and balance sheet, if available. If the space is not yet operational, attach a pro forma operating budget for the first year of operation.***

6.31 Required 1:1 Grant Match

Funds Raised (Cash on Hand)	$_____	**ATTACHMENT: See below**
Rent Discount Amount	$_____	**ATTACHMENT: See below**
Donated Equipment	$_____	**ATTACHMENT: See below**

ATTACHMENT HERE : ***Attach an explanation of the source of funds with commitment letters, bank statements or other evidence that these funds have been committed or secured and are available for use on the project.***

ATTACHMENT HERE : ***If applicable, attach a signed lease, a letter from the landlord, and three rent comps demonstrating the value of the rent discount.***

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SAMPLE

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☐ Yes ☐ No ☐ Not Applicable

ATTACHMENT HERE : ***If yes, attach a certified copy of the vote taken by the relevant entity.***

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☐ Yes ☐ No

I, _____ (Submitter Name), hereby certify that I am duly authorized to submit this application on behalf of _____ (Applicant Organization Name). By entering my name in the space below, I further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application, and the attached documentation, are true, accurate, and complete. I understand that the Executive Office of Housing and Economic Development (EOHED) and its partner organizations, specifically the Department of Housing and Community Development (DHCD) and the Massachusetts Development Finance Agency (MDFA), will rely on the information provided in this application to make decisions about whether to award a grant from their respective funding sources. Also, that the Commonwealth reserves the right to take action against me, the applicant organization, and/or any other beneficiary of a grant, if any of the information provided is determined to be false, inaccurate, or misleading. I also affirm that, if awarded, the applicant organization has the capacity to carry out the project in accordance with all applicable laws and regulations.

_____	_____	_____
Name	Title	Date

SAMPLE

SECTION 10: OTHER/OPTIONAL ATTACHMENTS

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Attachment Type	Description
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Other Partner Letters	Letters from any partner organizations that are collaborating on this project.
Other Support Letters	General support letters.
Other	Any other attachment.
Other	Any other attachment.
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SAMPLE

COMMUNITY ONE STOP FOR GROWTH – APPLICATION TEMPLATE

This template is provided as a guide for reference purposes only. All proposals and applications must be submitted electronically through the One Stop IGX System.

FULL APPLICATION

SECTION 1. Applicant Information (*may be auto-filled from Expression of Interest*)

1.1 Primary Location: (*Select from drop-down*)

EOHED Region	*(auto-filled)*	MassDOT Highway District	*(auto-filled)*	Rural or Small Town	*(auto-filled)*
MDFA Regional Office	*(auto-filled)*	Gateway City	*(auto-filled)*	Housing Choice	*(auto-filled)*
Regional Planning Agency	*(auto-filled)*	MVP Community	*(auto-filled)*	MBTA Community	*(auto-filled)*

1.2 Organization Type: (*Select from following drop-down options*)

Public Entity:
- ☐ Municipality
- ☐ Public Housing Authority
- ☐ Redevelopment Authority
- ☐ Regional Planning Agency
- ☐ Quasi-Governmental Agency (i.e. Economic Development Industrial Corporation, etc.)
- ☐ Water or Sewer District

Non-Public Entity:
- ☐ Community Development Corporation
- ☐ Non-Profit Organization
- ☐ For-Profit Organization

1.3 Applicant Organization Name: _____

1.4 Applicant Organization Legal Address: _____

1.5 City/Town: _____ 1.6 State: MA 1.7 Zip Code: _____

1.8 CEO Name: _____ 1.9 CEO Title: _____

1.10 CEO Tel.: _____ 1.11 CEO Email: _____

1.12 Project Contact Name (if different): _____

1.13 Project Contact Title: _____

1.14 Contact Tel: _____ 1.15 Contact Email: _____

1.16 Organization Description – Describe your organization's structure, including staff capacity, and economic development goals.
(*2,000 characters*)

SAMPLE

1.17 Is this a joint application between two or more municipalities (and/or entities), which will entail a formal arrangement for a shared scope of work and allocation of funds?

☐ Yes ☐ No

1.17a If yes, provide the contact information for each additional partner municipalities (and/or entities):

	Organization Name	**CEO Name**	**CEO Title**	**Email**
+				
+				

1.18 Indicate any applicable certifications and/or classifications for this organization: (ONLY For Non-Public Entities)

☐ Women-Owned Business Enterprise
☐ Minority-Owned Business Enterprise
☐ Disadvantaged Business Enterprise
☐ Veteran-Owned Business Enterprise
☐ LBGTQ-Owned Business Enterprise
☐ Disability-Owned Business Enterprise
☐ N/A

SAMPLE

SECTION 2: Project Information

2.1 Project Name: _____ *(50 Characters)*

2.2 Short Project Description / Abstract – Provide a concise description of the project, with a focus on how the grant funds would be used if awarded.
(*500 characters*)

2.3 Project Category for Grant Consideration. Select the Development Continuum category, Project Type and Project Focus that best fits the project. Applicants can see the One Stop grant program most likely to review each type of project by hovering over the radio button next to each Project Focus option.

- ☐ Community Activation and Placemaking
- ☐ Planning and Zoning
- ☐ Site Preparation
- ☒ Building
  - ☒ Building Predevelopment
    - *Project Focus (check one)*:
      - ☐ Building Rehabilitation Feasibility Study
      - ☒ Collaborative Workspace Feasibility / Predevelopment
      - ☐ Municipal Building Construction Feasibility Study (Municipal Applicants Housing Choice and/or Rural & Small Town Designation Only)
  - ☐ Building Construction
- ☐ Infrastructure

2.4 Narrative / Scope of Work –Explain the project. Describe the proposed work that would be funded by the grant and carried out to execute this project.
(*4,000 characters*)

2.5 Project Need – Describe why this project is necessary in enhancing community economic development.
(*1,000 characters*)

2.6 Target Population Description – Describe the specific population(s),neighborhood(s), or census block that will be served and how they will be supported by the outcomes of the project. If the project is city/town wide, provide the description for the whole community. If applicable, describe how the project aligns with recommendations of the Governor's Black Advisory and/or Latino Advisory Commissions and focuses on Black and/or Latino communities.
(*2,000 characters*)

2.7 Is the project area located within an Environmental Justice census block group? Click HERE to access the Commonwealth's Environmental Justice Map Viewer.

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☐ Yes ☐ No

2.8 Anticipated Outcomes and Impacts – Explain how the project will catalyze community economic development. Describe the tangible outcomes, including impacts on housing production, job growth, workforce development, entrepreneurship, local business and/or other social benefits.
(*2,000 characters*)

2.9 Does the community have any active housing restrictions, such as phased growth zoning or an active housing moratorium?
☐ Yes ☐ No ☐ Unknown (*option for Non-Public entities only*)

2.9a If Yes, provide an explanation:
(1,000 characters)

2.10 Leadership and Ability to Execute – Describe the leadership and project management group for this project and why it is an effective team to advance this project. Identify the full name of the person(s) that will serve as the applicant's project contact. If the applicant is partnering with other organizations, list the partner organization(s), and briefly describe their role in accomplishing the project.
(*2,000 characters*)

2.11 Progress to Date – What progress has the applicant/partner organization(s) made on this project to date? Include details about planning, community engagement, prior State/Federal funding, development tools used, noting if the project is included in any adopted municipal or regional plans (e.g. Master Plan, CEDS, HPP, etc.).
(*2,000 characters*)

2.12 Timeline Information – Describe the timeline for the project. Include any tasks that the applicant would need to complete before expending grant funds, if awarded (i.e. procurement, hiring contractors, issuing RFPs, etc.), as well as information about any notable dates and/or milestones. **Note:** Grants awards will be announced in Fall 2023 for contracts starting in FY24.
(*1,000 characters*)

2.13 Budget – In the table below, provide a breakdown, by spending category, of the total funding request for the proposed project.

Category	**Spending Description**	**Funding Request**
Operating	Consultants / Prof. Fees	
Other	Other / Miscellaneous	
	Total	

All Collaborative Workspace Program grants must be matched one-to-one. This match must be in the form of financial contributions, non-state grants, loans, free/discounted rent, donated building improvement materials, equipment, or other quantifiable (and certifiable) contributions to

SAMPLE

the project.

2.14 Provide line item explanations, justifications, and/or notes for the funding requested in question 2.13. Include an explanation of the methods for estimating project costs.
(*1,000 characters*)

2.15 Will the applicant provide a match to supplement any grant funds awarded?
☐ Yes ☐ No

2.15a If yes, what is the match amount? _____

2.15b Describe the source(s) and status of all matching funds.
(*1,000 characters*)

2.15c Does the match include local ARPA funds?
☐ Yes ☐ No

2.15d If yes, what amount of the match is from local ARPA funds? _____

2.16 Do you have a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project?
☐ Yes ☐ No

ATTACHMENT HERE: *Attach a cost estimate or proposal from prospective consultant(s), contractors or other professional services provider(s) for this project.*

SITE INFORMATION:

2.17 Project Address(es): (*If multiple, enter the ID for each parcel individually. Add lines as necessary)*

2.18 Parcel ID(s): (*If multiple, enter the ID for each parcel individually. Add lines as necessary.*)

ATTACHMENT HERE: *Attach a map showing the project location.*

2.19 Describe the project site(s) or building, include square footage, ownership history, past/present uses and operators, conditions of any existing building(s), historic considerations, unique challenges that may exist at this location, etc. If applicable, indicate whether the applicant has site control.
(*1,000 characters*)

2.20 What type of use is currently allowed by zoning on the project site(s)? (*Check all that apply*)
☐ Industrial/Commercial ☐ Residential – Multi-family
☐ Residential – Single Family / Townhome ☐ Mixed - Use

SAMPLE

☐ Other: _____ ☐ None of the above

2.21 Would you like this application to be reviewed for potential 43D expedited permitting designation of the site? (*If site is already designated, check No) (Show only for public organizations)*

☐ Yes ☐ No

SAMPLE

DEVELOPMENT CONTINUUM QUESTIONS

Development Continuum sections will populate based on the selection made in question 2.3

SECTION 6: Building (Vertical Construction) Additional Questions

ATTENTION APPLICANT: You are seeing the below questions because you made the following selection in question 2.3:

Development Continuum Category: Building
Project Type: Building Predevelopment
Project Focus: C**ollaborative Workspace Feasibility / Predevelopment**

Before you proceed, we recommend that you read the program guidelines for Collaborative Workspace Program.

6.1 Describe the project's public purpose in one or more of the following categories: creating jobs, driving innovation, eliminating blight, increasing housing production, supporting economic development projects, increasing the number of commercial buildings accessible to persons with disabilities, conserving natural resources through targeted rehabilitation, and/or reuse of vacant and underutilized property.
(*4,000 characters*)

6.2 Community Support – Describe any community support for this project, including key stakeholder groups and their involvement in the project.
(*2,000 characters*)

6.3 Describe the impact that the project would have on the surrounding area.
(*2,000 characters*)

Collaborative Workspace Questions

6.19 What is the **legal name** of the intended recipient? (Recipient must be a corporation, LLC, LLP, or other form of business organization registered with the Secretary of the Commonwealth. Please note any fiscal agent relationships)
(*500 characters*)

ATTACHMENT HERE: *Attach documentation evidencing that status and any articles of organization, or partnership documents.*

6.20 What is the **commonly used name** of the Collaborative Workspace? _____

6.21 Which of the following best describes the collaborative workspace?

SAMPLE

☐ Coworking Space
☐ Maker Space
☐ Arts-Related Space
☐ Commercial Kitchen
☐ Incubator Space
☐ Other. Specify: _____

6.22 Describe the functions of the space.
(*1,000 characters*)

6.23 How long has the space been operating?
(*500 characters*)

6.24 How many members or users does the space currently have?
(*500 characters*)

6.25 Which of the following best describes the applicant?
☐ Collaborative Workspace Operator
☐ Building Owner
☐ Both

ATTACHMENT HERE **:** ***Attach a letter of commitment from the building owner certifying that the owner will use best efforts to rent the space specified in the grant to a collaborative workspace for the remaining term of the lease at the current lease rates, if the current operator/applicant is unable to continue operations. (IF Collaborative Workspace Operator in 6.32)***

ATTACHMENT HERE: *Attach a copy of an executed lease. (IF Collaborative Workspace Operator in 6.32)*

ATTACHMENT HERE: *Attach proof of ownership in the form of a deed. (IF Building Owner or Both in 6.32)*

6.26 Describe your connection to the user community. Please describe the **potential new users** in your community, as well as your **capacity to accept new users** and the **revenue per member** that you expect to generate.
(*1,000 characters*)

6.27 Please describe the innovation ecosystem in the community in which the collaborative space operates or plans to operate. Please include relevant groups, industries, organizations, and individuals.
(*1,000 characters*)

6.28 How does, or how will, your space support people underserved in the innovation community? (Specifically, those from diverse and/or economically distressed backgrounds or other communities of need.)
(*1,000 characters*)

SAMPLE

6.29 How does your space fit into this ecosystem? Citing specific examples of other spaces, please describe how your space is complementary to, rather than duplicative of, other coworking spaces in the ecosystem. Note any existing partnerships.
(*1,000 characters*)

ATTACHMENT HERE : *Attach letters of support from key partners.*

6.30 How will this project result in economic growth, entrepreneurial activity, job creation and business growth? Include a description of supportive programming offered.
(*1,000 characters*)

ATTACHMENT HERE : *Attach an operating budget for the space's current fiscal year, and its most recent income statement and balance sheet, if available. If the space is not yet operational, attach a pro forma operating budget for the first year of operation.*

6.31 Required 1:1 Grant Match

Funds Raised (Cash on Hand)	$_____	**ATTACHMENT: See below**
Rent Discount Amount	$_____	**ATTACHMENT: See below**
Donated Equipment	$_____	**ATTACHMENT: See below**

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