COMMUNITY DEVELOPMENT BLOCK GRANT
FY 2005 REQUEST FOR PROPOSALS

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I. INTRODUCTION

The Office of Jobs and Community Services is a division of the Boston Redevelopment Authority/ Economic Development and Industrial Corporation (BRA/EDIC), Boston's planning and economic development agency. Jobs and Community Services (JCS) is responsible for the issuing of Requests for Proposals (RFPs) and monitoring of federal and state grants for job training, education, human services, literacy initiatives, and support services. This RFP invites community-based organizations to submit proposals for Community Development Block Grant (CDBG) Human Services funds to be administered in Fiscal Year 2005 (7/1/04-6/30/05).

Providers of education, training and human services continue to face the challenge of cuts in funding for these services coupled with the ending of key entitlement programs and a major overhaul of the welfare system. These challenges occur at a time when there is increased need among Boston residents for critical education and support services to enable them to compete in a rapidly changing work environment. Studies show that nearly half of low-income adults in Boston do not have a high school diploma. Those with limited English skills are at an added disadvantage. CDBG places a high priority on the provision of *support services* that enable individuals to access education or training and, in turn, obtain jobs and move out of poverty. CDBG funds are not sufficient to address the substantial gap in skills training, basic education or English for Speakers of Other Languages programs; such programs will generally not be considered responsive to this RFP. JCS supports such education and training services with funds from the Department of Labor and the City's Neighborhood Jobs Trust.

Single-parent families headed by women with less than a high school diploma experience the highest poverty rates in Boston. Clearly, for unemployed and low income working parents, affordable, quality childcare is critical to obtaining and retaining jobs that can enable them to break out of poverty. Yet low-income families seeking childcare services continue to face difficulties stemming from changes in welfare policy at the state and federal levels. Coupled with an overall lack of capacity to meet the demand for services, this situation has created substantial barriers for families trying to access quality childcare.

Homelessness in Boston continues to increase, with shelters at full capacity earlier this winter than ever before. The recently conducted homeless census shows a significant increase in homelessness in the city. Youth continue to represent a large portion of the increase in the homeless population. Among Boston's poor, approximately 19% of men and 12% of women are permanently disabled. Many want to work and become productive, self-sufficient individuals, but cannot access the services needed to reach that goal. As individuals and families continue to experience poverty and its associated stresses, too many low-income residents remain unaware of, or isolated from, community groups or organizations that offer support and assistance with these problems.

The Human Services component of the Community Development Block Grant is intended to provide a wide range of services to address these economic barriers and contribute to the economic well-being of Boston's low- and moderate-income families and individuals. The priorities for funding

with this Request for Proposals (RFP) were developed through a broad-based planning process conducted over the past several months. In addition to its annual internal planning process, JCS has worked with other City of Boston departments to achieve better coordination and integration of services for Boston residents. The proposed priorities that emerged from this process were brought to the organizations and residents of the city in a series of public meetings held in late 2003. Various individuals and community groups participated in these meetings and provided valuable commentary that helped to further focus planning and priorities for this funding. An outline of these priorities was reviewed at a citywide hearing in January 2004 in preparation for this RFP.

While final federal allocations for the Community Development Block Grant have not been issued, JCS anticipates a reduction in FY05 federal CDBG human services funding for Boston, and a further reduction for FY06. Programs that are selected for FY05 CDBG funding through this RFP, and subsequently approved for refunding in FY06, should anticipate the possibility of funding reductions.

> *PLEASE NOTE: The City's allocation of CDBG funds is contingent upon funding levels determined annually by Congress and the President. CDBG should not be viewed as a stable, ongoing source of funding.*
>
> *Moreover, CDBG should not be viewed as a sole source of funding for any program. Applicants are required to show that they have obtained, or are in the process of obtaining, other sources of funding.*

II. COMMUNITY DEVELOPMENT BLOCK GRANT FY 2005 PROGRAM OVERVIEW

A. SERVICES

The most frequently cited barriers to economic self-sufficiency are lack of education, lack of affordable childcare, and inadequate or fragmented support services. To address these barriers, CDBG Human Services funding in FY2005 will be applied to following general grant areas:

- **Early Child Care:** includes infant, toddler, preschool programming.
- **Youth Programs:** includes after-school, summer childcare for younger children, counseling, stay-in-school, youth employment programs, summer day camp and other recreational programs.
- **Adult Support Services:** includes mental health counseling services, stabilization services for the homeless, services to the elderly, services to persons with disabilities, substance abuse services and stabilization services for New Bostonians.

B. TARGET POPULATIONS

CDBG funds are intended to serve participants who fall within the low or moderate-income guidelines as defined by HUD (see ELIGIBILITY CRITERIA, Section C). Within that group, JCS has targeted the following groups as the highest priorities for services:

- **New or Recent Immigrants**
- **Linguistic Minorities**
- **Working Families**
- **TANF recipients**
- **Boston Housing Authority Residents**
- **Homeless**
- **Veterans**
- **Persons with Disabilities**

C. ELIGIBILITY CRITERIA

1. AGENCY ELIGIBILITY:

a. In order to be eligible to apply for CDBG funding, organizations must hold 501(c)(3) status under the Internal Revenue Code, be in the process of receiving such status, or have an identified fiscal sponsor that has 501(c)(3) status.

b. JCS gives priority to organizations that are community-based and have a demonstrated track record of providing services to low- and moderate-income residents of the city while maintaining high standards of program management and accountability. Faith-based organizations that propose to provide services in a secular manner are encouraged to apply.

2. PROGRAM ELIGIBILITY

a. CDBG funds may be used to provide public services as outlined in Part III of this RFP.

b. CDBG funds may not be used to replace either local or state government funds. Funding may be used to provide new or expanded services, but may not be used for specific activities that have lost local or state funds within the past twelve months.

3. PARTICIPANT ELIGIBILITY

a. CDBG funds must benefit low- and moderate-income families and individuals residing in the City of Boston. Funded programs **will be required to serve a minimum of 51% low income, and 90% low/moderate income residents with CDBG funds.** In addition, HUD requires reporting on service to very low-income residents. The chart that follows specifies the current income limits as defined by HUD. Please note that these are subject to adjustment by HUD:

Household Size	Very Low	Low Income	Moderate Income
1 person	$16,950	$28,300	$43,850
2 persons	$19,400	$32,300	$50,100
3 persons	$21,800	$36,350	$56,400
4 persons	$24,250	$40,400	$62,650
5 persons	$26,200	$43,650	$67,650
6 persons	$28,100	$46,850	$72,650
7 persons	$30,050	$50,100	$77,650
8 persons or more	$32,700	$53,350	$82,700

D. COMPREHENSIVE SYSTEM OF SERVICES

Low-income individuals and families face a complex array of barriers to economic self-sufficiency which no single service may reasonably be expected to eliminate. Thoughtful, collaborative planning and innovative program design are required to establish a continuum of services within a particular neighborhood or for a specific population. Ideally, such planning seeks to identify gaps and duplication in services in order to develop collaborative approaches informed by a diverse range of experience. The implementation of collaborative approaches, with the capacity to identify and address multiple barriers, may impact the quality of participants' lives more significantly than any single isolated service component.

JCS expects CDBG proposals to contribute to a comprehensive approach to individual, family and community needs. Collaboration may involve two or more agencies, or internal integration of multiple services within an agency, in order to achieve a comprehensive, mutually reinforcing range of services. **JCS will also be looking for programs that are linked to, and/or whose goals correspond to, on going city initiatives such as, but not limited to ReadBoston, Boston Connects, The Youth Opportunity Program, and The Mayor's Afterschool Initiative**. (See attachments) You may also refer to the following website: [http://www.cityofboston.gov/bra/jcs/commServices.asp] for more information about services and initiatives in your neighborhood sponsored by the Boston Redevelopment Authority (BRA) and Jobs and Community Services.

This RFP begins a **two-year funding cycle** to facilitate the development of new approaches and model programs. Funding in FY06 (July 2005-June 2006) will be limited to second-year refunding for those programs selected through the open and competitive process in FY05. Decisions on future funding will be based in large part on the program's ability to demonstrate careful, thoughtful self-evaluation to assess the extent to which the program has been successful in meeting stated goals, and, where necessary, to re-design components in order to achieve the desired impact. Additional information regarding the evaluation process is included below.

Note: Programs that are located in, or which largely serve constituents living within, the Empowerment Zone (EZ), should clearly indicate the impact their proposal will have in the EZ.

E. PROGRAM SELF-EVALUATION AND REFUNDING

The purpose of a self-evaluation plan is to guide the development and ongoing operation of the program to ensure that it meets the needs of participants and accomplishes the goals of the program design. The evaluation plan should follow clearly from a statement of program goals, objectives, methods and outcomes. Programs will be selected for funding and for refunding based, in part, on the strength of the evaluation process developed to self-monitor program progress. It should be emphasized that programs will not be penalized for candid reporting of program progress, including failure to meet program goals and/or

objectives. Rather, programs which demonstrate clarity and objectivity in the evaluation process, as well as thoughtful, effective responses to program weaknesses, will be favorably viewed in this respect.

This RFP requests a detailed description of how the agency will accomplish program review and evaluation in the Proposal Guidelines Outline. To facilitate proposal review and program monitoring, applicants are requested to follow the standard format presented in this RFP. However, the content of the evaluation plan -- the selection of outcomes which will define success or failure of the proposed project -- should be guided by the program model and the individual needs of the target group.

FY 2006 funds will only be available to programs receiving grants in FY 2005. A year two refunding document will be issued in spring of 2005. At that time a review of performance and eligibility will be conducted to determine if a program will be refunded. **Receipt of FY 2005 funding does not guarantee FY 2006 funding.**

III. SERVICES REQUESTED

In keeping with the basic goal of the Community Development Block Grant program to support the efforts of low- and moderate-income persons to move out of poverty and improve their quality of life, JCS seeks through this RFP a broad range of direct services. JCS will be contracting these services from July 2004 through June 2005 (FY 2005).

Note: Where service providers are interested in funds for capital improvements, JCS cannot fund such projects, but directs providers to request information about capital funding from the Department of Neighborhood Development's "Partners with Non-Profits" program. For more information, contact John Lynch at 617-635-0328.

A. EARLY CHILDCARE

The need for quality affordable childcare in Boston has reached unprecedented levels. With changes in welfare at the state and national level, increased demand is being placed on an already overburdened childcare system. Recent data suggest that demand for subsidized childcare slots exceeds supply by two-to-one; for certain age ranges, the disparity is significantly greater. JCS will give priority to programs providing low- and moderate-income residents of Boston high quality accessible and affordable childcare, ranging from infant to preschool.

This year, JCS seeks to provide continuity and stability to childcare programs that serve the following groups:

1) low-income working parents and/or those participating in an education or training program who are unable to access affordable childcare;

2) linguistic minorities and parents of special needs children;

3) low income working parents and/or those participating in education and training programs who have children enrolled in part-day kindergarten programs and in need of surround care, or who need full time summer child care for children (ages 5-6) who may not be old enough for summer camp in order to continue working or attending school.

Funds may be used to stabilize existing programs, to expand existing programs, or to increase capacity of a program to provide services to the above-mentioned groups. Proposals should clearly identify the aspect(s) of a program (staff, space, tuition, etc.) for which funding has been requested in order to make care available to the above groups, as well as the number of low or moderate-income children who will be served with this funding.

JCS is particularly interested in the development of **linkages between childcare providers and other education, training and career counseling services** in order to provide support to and increase

participation of participants in such programs. Proposals should clearly identify these linkages where they exist, or discuss a plan whereby such connections can be developed.

For the purpose of enhancing the delivery of services, JCS encourages models of childcare programming that use an **intergenerational approach** through the participation of seniors in activities. Such program models must document specifically the activities with which seniors will assist and how this involvement enhances the delivery of services and supports overall program goals. Recommended activities include those that foster the development of reading, cognitive and social skills, particularly among preschool children. Linkages with specific agencies for this purpose must be described and evidenced by written agreements. Please refer to the **Social Services** Section below for additional information regarding intergenerational services/ services to seniors.

Applicants must demonstrate the ability to:

- offer a curriculum that is developmentally appropriate;
- secure the active involvement and participation of parents;
- provide for regular communication between teachers and parents regarding the child's progress;
- offer a curriculum that is responsive to individual needs and addresses the cultural diversity of participating families.

Programs are requested which provide a nurturing and stimulating environment for infants; offer developmentally appropriate curricula for children through age 5; prepare pre-school aged children socially and developmentally for their future school experience; and support and reinforce early learning for those youngsters in grades 1 and 2.

B. YOUTH

Over the years, the Community Development Block Grant program has come to form a major piece of the City's youth services system. We are committed to continuing to use CDBG funds to support the building of a comprehensive system of youth services. Youth services described in this section share a common "asset-based" approach to youth development that seeks to identify and build upon strengths, resources, and assets of individual youth, their families and communities. In this RFP, JCS seeks specific youth development, recreation, education, and employment services for youth. In responding to this RFP, agencies should respond according to the subcategory below that best describes the service provided. All programs are encouraged to consider methods of reaching hard-to-serve and/or at-risk youth. Hard-to-serve and at-risk youth may include but are not limited to disabled youth, homeless youth, parenting youth, linguistic minorities, out of school youth, youth at risk of dropping out of school, or youth involved in gang-related activity. Clear and specific methods for reaching and retaining hard-to-serve groups must be documented.

JCS encourages program models which have clear goals regarding the improvement of communication between students, parents, and schools, and which provide for the following in their design:

- A clear plan for regular communication between the program and the school regarding attendance, academic progress and appropriate intervention(s) as evidenced by written agreements with school officials/staff;

- A clear plan for the provision of referrals to the program, as evidenced by agreements with other agencies and/or the student's school;

- Clear goals regarding parental involvement and a plan for reaching these;

- Possibility of parents and youth participating together in hands-on activities such as workshops, projects, and field trips;

- Where appropriate and necessary, the provision of training/orientation to parents with both school and program expectations, structure, etc.;

- A case management approach to participants with multiple barriers as evidenced by agreements with relevant agencies or services for the purpose of making referrals and providing services;

- The enhancement of services to linguistic minority families through the provision of bilingual support either through staffing and/or communications.

1. AFTER-SCHOOL CARE AND TUTORING (Grades K-5)

Programs are requested which offer a range of structured activities during after-school hours and vacation periods for children in grades K through 5. Allowable activities may include academic enrichment or tutoring, cultural awareness, arts education, recreational opportunities, and other age-appropriate activities such as violence prevention, conflict resolution, and substance abuse awareness and prevention. Programs should seek to utilize existing community resources such as libraries, schools, and recreation or arts facilities in an effort to provide broad based and enriching experiences. Programs should seek to enhance participants' self esteem and to foster healthy interactions among participants of diverse cultural, ethnic, and linguistic backgrounds. Programs should have clear goals regarding the involvement of and communication with parents. Proposals that include tutoring or educational services in their design must provide a plan for how these will be meaningfully linked with the child's school-based curriculum, and must indicate evidence of agreements with school officials for this purpose. Programs will be expected to document student progress by submitting to JCS copies of daytime teacher comments, report cards, and any pre/post tests used. JCS would like to make prospective applicants aware of **ReadBoston, Boston Connects, the Youth Opportunity Program, Achieve Boston, and the Mayor's 2:00 to 6:00 After School Initiative**. You may also refer to the following website [http://www.cityofboston.gov/bra/jcs/commServices.asp] for more information about services and initiatives in your neighborhood sponsored by the Boston Redevelopment Authority (BRA) and Jobs and Community Services. Prospective vendors are required to review the attachments on those initiatives and consider how their program designs might incorporate those goals. *(See attachments at end of this RFP).* CDBG-funded programs serving children through the 3rd grade level will benefit from participation in the **ReadBoston Literacy Initiative**, aimed at ensuring that all Boston youth read at grade level by the end of 3rd grade.

2. MIDDLE SCHOOL/HIGH SCHOOL COUNSELING AND TUTORING

JCS requests program designs that assist middle school through high school students and their parents/guardians in addressing barriers that impede good attendance and performance in school, and the pursuit of healthy and positive lifestyles. Appropriate activities are those aimed at improving academic performance, such as tutoring and academic enrichment, or those that encourage positive lifestyles, such as counseling services for hard-to-serve or at-risk youth. Hard-to-serve or at-risk youth may include disabled youth, homeless youth, parenting youth, linguistic minorities, gay/lesbian/bisexual/transgender youth, youth at risk of dropping out of school, or youth involved in street crime or gang-related activity. Such programming may be offered in combination with recreational, pre-vocational preparation/awareness, violence prevention, pregnancy prevention, STD prevention, or other activities. Programs are encouraged to consider ways to offer services during evening, weekend, summer and school vacation times. **Tutoring services must be clearly tied to the goal of improved school attendance and academic progress.**

3. YOUTH EMPLOYMENT AND PRE-EMPLOYMENT

JCS is interested in providing teens with safe and meaningful work experiences. Programs may operate part-time during the school year, and/or full or part-time during the summer. Services should include intake and assessment, job-development and screening, job preparation and counseling, and follow-up. Program design should include substantive world of work instruction and vocational counseling, and may include academic remediation, violence prevention, HIV education, pregnancy prevention or other topics relevant to young teens. Providers are responsible for screening potential jobs and employers to ensure that they are appropriate for younger teens, abide by the child labor laws, present a realistic time frame for completion, and that the youth will be working in a safe environment. Applicants should demonstrate how they will make certain that employment does not adversely affect school attendance and success.

4. YOUTH DEVELOPMENT AND RECREATION

Program designs are requested which will offer youth development and recreation services *while at the same time incorporating and/or linking to* educational and other personal development components. Appropriate activities may include violence prevention, structured community service opportunities, cultural sensitivity and self-esteem building in a recreational setting. Summer day camp programs are included in this category. JCS is particularly interested in youth development and/or recreation programs that can establish a referral relationship with the City's Youth Opportunity Program.

C. ADULT SUPPORT SERVICES

Support services that assist Boston residents in managing the stress associated with poverty are necessary to promote economic and social well being. JCS places a high priority on the provision of *support services* that enable individuals to access education or training services. Due to limited funds and the broad range of programming CDBG supports, CDBG funds cannot directly address the substantial gap in skills training, basic education or English for Speakers of Other Languages programs. Over the past few years, the City has helped to launch the **English for New Bostonians Initiative** and has released approximately $3.5 million for skills training programs through the Neighborhood Jobs Trust. A substantial portion of CDBG funds is designated toward a separate procurement to provide adult literacy and ESOL classes. **Skills training or ESOL programs will generally not be considered responsive to this RFP**.

In responding to this RFP, agencies should respond according to the subcategory that best describes the service provided. JCS requests adult support services in the following program subcategories:

1. COUNSELING/OUTREACH/REFERRAL/ADVOCACY

Program designs are requested which provide comprehensive counseling, outreach and advocacy services to "at-risk" members of the priority target populations. "At-risk" may include but is not limited to individuals who are victims of domestic violence, substance abusers or those in recovery, homeless individuals and families, and those suffering from mental health issues.

Programs should have clear goals of:

- assisting individuals to succeed in education or training or in the workforce by addressing barriers to participation; and/or

- assisting residents and families to stabilize their lives while at the same time directing them to longer-term educational and vocational goals; and/or

- providing and coordinating services to homeless individuals and families for the purpose of facilitating their successful movement to self-reliance.

Proposals must clearly define the services to be provided, the expected length of services and the desired outcomes. Goals/outcomes must be stated in a manner that is measurable and realistic.

With the understanding that a single agency cannot be expected to address all the needs of a client, collaborative or coordinated designs which emphasize a case management approach to service delivery will be given the highest priority. Specific linkages to career or vocational counseling, education or job training services, or childcare resources must be described and the impact of these linkages on program goals outlined.

2. SOCIAL SERVICES FOR SENIORS

Programs are requested which increase access of seniors to essential services from which they are currently excluded because of language, cultural, economic or physical barriers and which reduce the isolation of seniors by increasing opportunities for interaction with other seniors or members of their communities.

JCS requests program designs in the following categories:

a. **outreach/referral/advocacy services** that will increase the access of seniors to essential services. Proposals that increase the capacity of a program to provide services to ethnic and/or linguistic minorities will receive high priority for funding.

b. **Home-based services** for individuals not receiving Medicaid or Medicare or for whom a gap in coverage exists. Services designed for frail and/or disabled elders will receive high priority for funding. Programs are required to document the need for such services and how funding will address a gap in available services to a specific target population.

c. **Intergenerational** programs which augment staffing in child care, youth or adult education programs through the involvement of seniors, and thus enhance services and contribute to overall program goals *(e.g., ReadBoston)*. Please refer to the childcare, youth and adult education sections of this RFP for additional information.

Intergenerational proposals should incorporate the following elements:

- A clear explanation of how the participation of seniors will address gaps in staffing or services and enhance the delivery of services;
- A clear explanation of how intergenerational activities will contribute to the overall goals of a particular program;
- Clear goals regarding the involvement of seniors and a plan for evaluating effectiveness of these services;
- Written agreements with relevant agencies regarding the participation of seniors including such factors as the number of hours of participation, specific responsibilities, the location of services and evaluation mechanism;
- Evidence that seniors and/or agencies representing seniors have had an opportunity to determine the nature of their involvement with the program and the delivery of specific services.

d. **Support Services to Congregate Housing Residents** include social services (other than food or housing) as described above that enable seniors to continue living in congregate housing.

3. STABILIZATION SERVICES FOR DISPLACED OR HOMELESS PERSONS

Proposals are encouraged which will provide comprehensive counseling, advocacy, support and coordination of services to displaced and homeless persons prior to, during and following participation in a detoxification program or to victims of domestic violence who are homeless and in need of comprehensive services following emergency counseling/shelter. Program goals should include facilitating successful movement to transitional housing and, eventually, employment and self-reliance. Programs should form strong linkages with education and training initiatives prepared to accept homeless participants.

4. SUPPORT SERVICES FOR PERSONS WITH DISABILITES

Programs are requested which open access for persons with disabilities to existing education, training, and/or other employment-related services. JCS takes seriously the obligation under the Americans with Disabilities Act to ensure physical and programmatic accessibility to persons with disabilities of all types. Of particular concern within this population are individuals with disabilities who are also members of target populations outlined for the highest priorities for services: linguistic minorities, working families, TANF recipients, BHA residents, homeless, and veterans. JCS encourages collaborative proposals which include the involvement of providers skilled in the following areas: technical assistance and training in the area of mainstreaming disabled individuals, the delivery of job training services, and case management services to disabled individuals. Program goals should include complete integration of individuals into existing services. Program design should include intensive vocational counseling and linkages with appropriate social services. Proposals should identify clearly and in detail the barriers faced by the proposed target population and present a comprehensive plan for addressing those barriers. Successful outcomes may include: progress toward/ attainment of independent living skills; industry-recognized certification; or entrance into skills training.

IV. PROPOSAL PLANNING AND PREPARATION

A. PROCUREMENT TIMELINE

1.	**ISSUE RFP** **43 Hawkins Street, Planning Dept.** **Boston, MA 02114** **12:00 NOON (pick-up)** **Or access online beginning January 23rd at:** http://www.cityofboston.gov/bra/rfps/rfps.asp	**JANUARY 23rd, 2004**
2.	**BIDDERS CONFERENCE** **Boston Public Library, Copley Branch** **Rabb Lecture Hall** **10:00 A.M.**	**JANUARY 30th, 2004**
3.	**SUBMIT LETTER OF INTENT TO BID** **Jobs and Community Services** **43 Hawkins St., Floor GA** **5 P.M.**	**FEBRUARY 10th, 2004**
4.	**PROPOSALS DUE:** *NO LATER THAN 5 P.M. at JCS*	**MARCH 8th, 2004**
6.	**FUNDING DECISIONS ANNOUNCED**	**LATE JUNE 2004**
7.	**CONTRACT NEGOTIATIONS**	**JUNE 2004-JULY 2004**
8.	**CONTRACTS EXECUTED**	**JULY, 2004**

B. LETTER OF INTENT

All bidders who intend to submit a proposal for CDBG funding **must** return this letter of intent to bid. Complete the information requested below and **mail (PLEASE DO NOT FAX) to**:

JOBS AND COMMUNITY SERVICES
Planning Department, GA
43 Hawkins Street
Boston, MA 02114
Attention: Denise Dabney

Letters of Intent must be received by:
5:00 p.m., February 10th , 2004

Name of Agency _____

Name of Program _____

Contact Person _____

Address _____

Telephone _____ **Fax** _____

For each different proposal, indicate the primary service category. If contemplating submitting more than one proposal, please do separate Letters of Intent. For Youth and Social Services programs, please indicate one sub-category:

____**EARLY CHILDCARE**

____**SUPPORT SERVICES**
(*circle one subcategory*)**:**
a. Counseling Advocacy
b. Services for Seniors
c. Services for Disabled
d. Services for Homeless

____**YOUTH (*circle one sub category*):**
a) After-School Care/Tutoring
b) Middle/H.S. Counseling/Tutoring
c) Employment and Pre-employment
d) Youth Development/ Recreation

C. BIDDERS CONFERENCE

To assist bidders with their proposal development, and to respond to questions and requests for clarification, a Bidders Conference will be held on Friday, January 30th, 2004 at 10:00 A.M. at the Boston Public Library, Copley Branch, in the Rabb Lecture Hall.

Attendance at the Bidders Conference is not mandatory, but is strongly recommended. Questions pertaining to this RFP should be raised at the Bidders Conference in order for all parties to obtain the same information. Any significant clarifications of the RFP will be compiled in a letter to be sent to all organizations that have submitted a letter of intent to bid. After the Bidders Conference and throughout the remaining period of proposal preparation, bidders may direct technical questions to Denise Dabney (denise.dabney.jcs@ci.boston.ma.us), or 617-918-5239.

V. PROPOSAL SUBMISSION AND EVALUATION

A. PROPOSAL PREPARATION

Proposals must be typewritten, **double-spaced**, in 12-point font, and may not exceed **twenty (20) pages** excluding attachments. Responding agencies should ensure that their proposals conform to the following requirements:

- Proposals must follow the format outlined in the Proposal Checklist section. (Sections V and D)
- Proposals must include a program summary that **must fit on one (1) page**, as indicated in the Proposal Guidelines.
- A response to each section of the Proposal Guidelines (Sections V and D) is required. The total narrative cannot exceed 20 pages. Readers will be instructed to either disregard pages in excess of 20, deduct points accordingly, or both, as they see fit. Please follow the proposal guidelines, including titles and subtitles. Each section should be clearly labeled.
- Some sections require appended material. Failure to include this material will result in a loss of points for the section. **Proposals that do not include the required attachments will not be read.** Appended material is **not** included in the 20-page maximum.
- ***ALL FORMS MUST BE COMPLETED IN FULL.***
- A maximum of five ***(5)*** pages of *unsolicited* supporting materials will be allowed. These are **not** part of the 20-page proposal narrative.

The proposal submission must consist of **one original** and **five (5) copies**. **The original should be clearly marked as such and MUST contain the original signature of your agency signatory. All six proposals must be properly bound and must incorporate completed cover sheets and required forms.** In addition, one extra (loose) copy of the proposal cover sheet and the one-page program summary should be submitted along with the bound copies of your proposal.

PROPOSALS MUST BE DELIVERED IN PERSON BY MARCH 8th, 2004
NO LATER THAN 5:00 P.M. TO:
Jobs and Community Services
43 Hawkins Street, Floor GA
Boston, MA 02114
(No faxes or online submissions will be accepted.)

JCS reserves the right to make final decisions about any and all proposals, to waive any requirement contained in the RFP, to modify or amend with consultation any proposal and to effect any agreement deemed by the City to be in its best interest.

B. PROPOSAL GUIDELINES

1. PROGRAM SUMMARY POINT VALUE 5

THIS SECTION MUST FIT ON ONE (1) PAGE. Provide a brief summary of your proposed program, including cost, target population, goals, the nature and length of services, and proposed outcomes. **THIS SECTION MUST CORRESPOND WITH THE PROPOSAL COVER PAGE SUBMITTED FOR YOUR PROPOSAL.**

2. AGENCY BACKGROUND AND EXPERIENCE POINT VALUE 10

Briefly summarize your agency's history and previous experience in providing the services in your proposal. Formal collaborations (those for which the agency is submitting budgets for multiple agencies) should provide this information for each agency.

Briefly describe how your agency will deal with potential cuts in CDBG funding in the second year of funding, and how this will impact the program proposed, keeping in mind that CDBG is not intended to be used to support and sustain entire programs.

Disclose your agency's total budget and append a copy of your most recent CPA-audited financial statement, with all related documents.

Provide a list of current grants and contracts, including project title, source, amount and contract period. Indicate those sources of funding that support the program for which you are applying for CDBG funds.

Attach your agency's organizational chart. Illustrate the relationship between proposed programs and existing operations.

Attach your agency's list of Board of Directors, indicating where appropriate those members representing specific populations. Discuss the diversity of your board and the extent to which it reflects the population you serve. Discuss the governance structure of your agency. What role/function does the Board serve?

3. TARGET POPULATION/ NEED POINT VALUE 5

Describe the population you intend to serve (if more than one group is targeted, provide information for each group). Include information on race, age, gender, income and neighborhood. Give a clear and realistic sense of the primary neighborhoods your program has served in the past, and those you expect to serve in the future. Discuss the target group's

barriers to economic stability and how the proposed program activities will address those barriers.

Identify by name the Boston Housing Authority or other public housing developments that fall within your defined service area. Indicate the percentage of residents served that live in the Empowerment Zone. (See the Empowerment Zone attachment for further information).

Discuss your agency's experience and success in serving the target group(s). Provide data supporting your agency's ability to achieve successful outcomes with the target group.

4. PROGRAM GOALS AND OBJECTIVES AND SELF-EVALUATION PLAN — POINT VALUE 25

Based on identified goals and objectives, identify the outcomes that will determine the success/failure or strengths/weaknesses of the proposed program and discuss how these outcomes will be measured and documented. **Clear evaluation and appropriate program redesign, as needed, will be required of all grantees as a condition of second year funding.**

Use the format below to discuss your evaluation plan in the proposal narrative. Provide a summary of your plan on the **Evaluation Worksheet form provided in the Attachments to this RFP.**

i. **PROGRAM GOAL (S): State the program goal(s).** These should be consistent with the goals for CDBG human services funding expressed in this RFP. In addition, this section should include a **statement of the barrier(s) or problem(s)** that prevent the target group from the achieving the goal(s) without program assistance.

ii. **PROGRAM OBJECTIVE (S):** State the specific change(s) you expect to make. **Indicate how the barriers identified in #1 above will be altered by program participation**.

iii. **METHODS:** Identify the **program activities or components** that are related to each objective listed in #2 above.

iv. **OUTCOMES:** Identify the **results expected from the program and the success criteria** which will indicate to you whether your program design has been successful. These should be stated in an objective manner and be meaningful to program staff, participants and funders. Where possible, outcomes should be quantifiable since you will be requested to document and measure this information (see #5 below).

v. **EVALUATION:** Discuss how you will **document and measure the outcomes** listed in #4 above. (Such information must be available to JCS program management staff during the year, and will be requested in the refunding process.

5. PROGRAM DESIGN POINT VALUE 30

This section should provide a discussion of how you will actually implement your objectives. The feasibility of your design will count heavily in the review of your proposed project. Collaboration and linkages involved in the delivery of services should be clearly explained.

i. *Outreach and recruitment* - Provide a detailed plan indicating methods to be used to reach your target population. Again, discuss outreach to Boston Housing Authority residents in the designated target area and any specific strategies employed to serve this population. Attach samples of materials to be used in recruitment if possible.

ii. *Admissions Criteria and Process* - Your program is expected to establish criteria for participant entry into the program and to develop an equitable system of selection.

a. Discuss criteria for participant entry to the program. How is prescreening done?

b. Discuss how you determine the appropriateness of your services to the needs of the participant.

c. Describe your admissions process.

d. Discuss procedures for referrals of applicants not granted admission to the program.

e. Describe methods of case management or participant tracking.

f. Describe participant grievance procedures.

ii. *Program Activities*

a. Describe the specific services that will be provided to participants. If services are provided by multiple agencies, or by programs within an agency, clearly identify by whom and where each service will be provided.

b. Provide a typical participant daily/weekly schedule.

c. Identify and discuss outcomes for participants. What will be achieved as a result of program participation?

d. Highlight special features of the program design. If the program is currently operating, clearly identify which features already exist and which are new.

e. Describe the program's accessibility to disabled participants. What efforts have you made to include the disabled in your services? What barriers have you encountered, or do you anticipate, in making your program accessible?

6. STAFFING STRUCTURE POINT VALUE 10

i. Clearly identify who will be responsible for each element of the component or program. (Include information for each party in collaborative proposals.) Who will be responsible for reporting client transactions to JCS? Attach job descriptions of all individuals referenced in this section. Attach resumes of positions currently filled.

ii. Provide information on proposed CDBG-funded staff as well as other staff who will be involved in the program that demonstrates their experience as relevant to the services they provide and the extent to which they reflect the diversity of the population(s) they will serve. Indicate clearly how cultural competence of your staff responds to the needs of the target population.

7. BUDGET AND BUDGET NARRATIVE POINT VALUE 15

JCS requires a clear narrative summary, corresponding to all the attached budget sheets and providing descriptive detail on all line item costs. Indicate in the narrative the amount, source and nature (in-kind, cash) of match or leveraged funds. Be sure to complete the matrix page, the detail page, and the monthly expenditure page. These forms should show proposed CDBG funds only. The total project budget must reflect the program plans and proposed staffing patterns. Please double-check your calculations; all costs must tie out exactly: do not round off. *Collaborative proposals requesting funds for more than one agency should submit one set of budget forms that clearly identify the project costs of each agency*.

C. PROPOSAL EVALUATION

Proposals will be evaluated on the basis of the quality of the proposal submission, congruence with CDBG goals and JCS priorities, service to target populations, and geographic distribution of services. Please keep in mind that while JCS accepts multiple proposal submissions from a given agency, such submissions will in effect be in competition with one another.

Each proposal is read and scored by a team of readers. The scores and reader evaluations then become a starting point for a discussion as to the potential fundability of the proposal.

Each section of the proposal narrative has been assigned a possible score value which represents the maximum score that section can receive.

TOTAL POINTS AVAILABLE = 100

1.	**PROGRAM SUMMARY AND PROGRAM COVER SHEETS**	**5**
2.	**AGENCY BACKGROUND AND EXPERIENCE**	**10**
3.	**TARGET POPULATION/ NEED**	**5**
4.	**GOALS AND OBJECTIVES/ SELF-EVALUATION PLAN**	**25**
5.	**PROGRAM DESIGN**	**30**
6.	**STAFFING STRUCTURE**	**10**
7.	**BUDGET AND BUDGET NARRATIVE**	**15**

D. PROPOSAL CHECKLIST

All proposals submitted must include the following required information and follow the format (in order) outlined below. Please note that Section VI., RFP Attachments, is a reference list of forms included in this RFP.
Proposals submitted should follow the format below:

I. TITLE SHEET/COVER PAGE

II. TABLE OF CONTENTS

III. NARRATIVE SECTIONS (PROPOSAL GUIDELINES)

A. Program Summary ***(One Page)***
B. Agency Background and Experience (note requested attachments)
C. Target Population/ Need
D. Goals and Objectives/Evaluation Plan
E. Program Design (note requested attachments)
F. Staffing Structure (attach job descriptions and resumes)
G. Budget and Budget Narrative (Use JCS Budget forms)

IV. SUPPORTING DOCUMENTS

A. Schedule of program activities and staffing schedule
B. Organizational chart(s)
C. Staff job descriptions and resumes (if available)
D. Board of Directors list, showing names, addresses and affiliations
E. A signed Memorandum of Agreement (collaborations requesting for more than one agency)
F. List of current grants and contracts
G. Curriculum-related materials (if applicable)
H. Sample outreach and recruitment materials

V. ATTACHMENTS

A. Program Contact Sheet
B. Performance Standards
C. Scope of Services
D. Program Self-Evaluation Worksheet(s)
E. Contractor's Certificate of Authority form (CM-6)
F. Contractor's Certification form (CM-9)
G. Certification of Lobbying/Debarment
H. Jobs and Living Wage Ordinance Forms (LW-1, LW-8)
I. Certificates of Insurance (General Liability and Worker's Compensation)
J. Most recent CPA-certified audit. *See Note* **
K. Verification of 501(c)(3) status
L. Unsolicited Materials (not to exceed five pages)

** In accordance with OMB Circular A-133, if the bidder is a non-profit agency which expended $300,000 or more in Federal financial assistance, from any and all funding sources during the most recent audit period (6/30/2003 or later), a **complete** copy of the A-133 audit report must be submitted, along with a copy of any management letter, if applicable.

If the bidder expended less than $300,000 in federal funds, and is exempt from federal audit requirements, then a statement attesting to that fact must accompany the agency's audit report (and/or Uniform Financial Report (UFR) if applicable.

Proposal respondents are encouraged to share this information with appropriate fiscal staff to ensure that the audit report submission is complete. Proposals that do not contain a full audit report submission cannot be read.

VI. RFP ATTACHMENTS

This is a reference list of attachments and forms included in this RFP, in the order in which they are included. In assembling proposals, please follow the format *previously outlined* in the **PROPOSAL CHECKLIST SECTION.**

TITLE SHEET/COVER PAGE

BUDGET FORMS:
- PROGRAM BUDGET
- CDBG PROGRAMS COST DETAIL (III.)
- BUDGET NARRATIVE (V.)
- MONTHLY EXPENDITURE PLAN (VI.)

The following are forms or related materials that should be submitted as listed in the Attachments section of the Checklist:

PROGRAM CONTACT SHEET

PERFORMANCE STANDARDS FORM

SCOPE OF SERVICES

PROGRAM SELF-EVALUATION WORKSHEET

CERTIFICATE OF AUTHORITY (CM-06)
CONTRACTOR CERTIFICATION (CM-09)
CERTIFICATION REGARDING DEBARMENT/LOBBYING

JOBS AND LIVING WAGE ORDINANCE FORMS (LW-1, LW-8)

INSURANCE PROVISIONS (EXPLANATION OF REQUESTED MATERIALS)

THE FOLLOWING ARE INFORMATIONAL ATTACHMENTS:
- The ReadBoston Initiative
- Boston's 2:00-to-6:00 After School Initiative
- Achieve Boston
- Boston Connects
- Equal Opportunity

VI. RFP ATTACHMENTS

This is a reference list of attachments and forms included in this RFP, in the order in which they are included. In assembling proposals, please follow the format *previously outlined* in the **PROPOSAL CHECKLIST SECTION OF THE RFP.**

TITLE SHEET/COVER PAGE

BUDGET FORMS:

- PROGRAM BUDGET
- CDBG PROGRAMS COST DETAIL (III.)
- BUDGET NARRATIVE (V.)
- MONTHLY EXPENDITURE PLAN (VI.)

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PROGRAM CONTACT SHEET

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JOBS AND LIVING WAGE ORDINANCE FORMS (LW-1, LW-8)

INSURANCE PROVISIONS (EXPLANATION OF REQUESTED MATERIALS)

FY 2005 CDBG
Title Sheet/Cover Page

AGENCY NAME: _____

ADDRESS: _____

_____

PHONE: _____

DIRECTOR: _____

CONTACT: _____

PROGRAM NAME: _____

PROGRAM CATEGORY:
(Choose ONE)
___CHILDCARE
YOUTH:
___ After School
___ Counseling/Tutoring
___ Employment
___ Recreation
SOCIAL SERVICES:
___Counseling/Advocacy
___Seniors
___Homeless
___Persons w/ Disabilities

ANNUAL PROGRAM COST: CDBG Request: $_____
OTHER funds: $_____*
TOTAL COST: = $_____

Do not put "$0" or leave blank. Programs must demonstrate other funds, either pending or in-hand.

UNDUPLICATED # of clients to be SERVED per YEAR: ____ Age range: ___ to ___
% male: ___ % female: ___

% White	____	% Welfare	____
% Black	____	% Disabled	____
% Hispanic	____	% BHA	____
% Cape Verdean	____	% Homeless	____
% Haitian	____	% Unemployed	____
% Asian	____	% Low-income	____
% Native American	____	% Moderate-inc.	____

PRIMARY NEIGHBORHOOD(S) SERVED:_____
OTHER NEIGHBORHOODS SERVED:_____

PREVIOUS FUNDING (including CDBG):

Program Name	Period	Funding Amount	Funding Source

FUNDING STATUS OF PROPOSED PROGRAM: Please identify sources of funding for this program other than CDBG:

Funding Source	Funding Period	Amount	Confirmed or Pending?

CDBG FY 2005 HUMAN SERVICES

PROGRAM CONTACT SHEET

Agency Name:_____

Agency Name:_____

Address:_____

Telephone:_____Fax:_____

Please identify the staff to be contacted for issues related to the following (include address and telephone number only if different from the above):

Program Name: _____

Address:_____

Telephone:_____

Program contact (day to day issues):_____

Address:_____

Telephone:_____

Fiscal/(invoices):_____

Address:_____

Telephone:_____

Contracts:_____

Address:_____

Telephone:_____

Program Reporting (quarterly narrative):_____

Address:_____

Telephone:_____

PERFORMANCE STANDARDS

Performance standards were developed in order to provide an effective method for measuring and evaluating program performance. Performance standards will form the basis for program monitoring and review and will affect future funding awards.

The following chart should be completed as fully and accurately as possible.

Program _____

EDIC is required by HUD to report levels of service to low and moderate income residents. The information requested in this section is not intended to replace or conflict with the evaluation measures developed by and for your program.

1) Total number of unduplicated beneficiaries to be served during this contract_____.

Number to be served: 1st quarter *carry-over_____**new _____
2nd quarter *carry-over_____**new _____
3nd quarter *carry-over_____** new _____
4th quarter *carry-over_____** new _____

carry-over refers to beneficiaries seen prior to the quarter who continue to be served.
****new refers to beneficiaries never before served.***

(1st quarter carry-over plus new beneficiaries should equal total number to be served. These are approximations, but should fall within ± 15%)

a. Number of low and moderate income beneficiaries to be served_____.
Percent of total_____%

b. Number of low income beneficiaries to be served_____.
Percent of total _____%

c. Number of very low income beneficiaries to be served_____.
Percent of total _____%

2) Total number of service units_____

_____

_____

_____

(***Define "service unit." Enter total number of service units to be provided during this contract)***

Signature:_____ Date:_____

_____

Name and Title of Authorized Signatory

SCOPE OF SERVICES

Scope of Services provide an overall presentation of service level, patterns and program outcomes against which service providers will be monitored. The Scope of Services will be incorporated into the contract and should be compatible with performance standards. The content of the Scope of Services should be as specific as possible in detailing the services and activities that will be delivered under the proposed contract agreement.

Scope of Services are to be developed by contractors prior to the start of the program year and should reflect negotiated service levels and performance standards.

Modifications to Scope of Services will be considered only under limited circumstances, Therefore, contractors are urged to consider carefully the proposed scope of services and be as specific as possible.

Any modification to the Scope of Services and/or program design must be submitted in writing thirty (30) days prior to the requested date and must include a justification for the modification/

The attached form should be utilized to provide the requested information. If more space is needed, please attach additional pages.

SCOPE OF SERVICES (continued)

The Contractor shall, in a proper and satisfactory manner as determined by the City, operate a program of _____services by providing the following.

PROGRAM COMPONENTS / SERVICES TO BE PROVIDED:

_____
_____
_____
_____
_____
_____
_____
_____

TIME (DAYS AND HOURS) OR SERVICE:

_____
_____
_____
_____
_____
_____
_____
_____

LOCATIONS(S) OF SERVICE PROVISION:

_____
_____
_____
_____
_____
_____
_____

STATEMENT OF OBJECTIVES:

This program's proposal document and addendum contain a statement of the program's objectives. The negotiated Performance Standards describe the quantifiable and measurable outcomes to be achieved through the delivery of components and services listed above. The proposal document and addendum will be incorporated in the contract by reference and the Performance Standards will be attached to the contract.

PROGRAM SELF-EVALUATION WORKSHEET

Use this worksheet to summarize the information requested in Program Goals and Objectives Self-Evaluation Plan. (V., B., 4.) Responses must be provided for each program goal indicated. Use ONE worksheet for each goal, copy worksheet as necessary.

GOAL # :

OBJECTIVES:

METHODS:

OUTCOMES:

MEASURES:

(FORM CM-06)

CERTIFICATE OF AUTHORITY
(For Corporations Only)

_____, _____
(Current Date)

At a meeting of the Directors of the _____
(Name of Corporation)
duly called and held at _____

on the _____ day of _____, _____, at

which a quorum was present and acting, it was VOTED, that

_____
(Name)
the _____ of this corporation is hereby
(Office)
authorized and empowered to make, enter into, sign, seal and deliver in behalf of this

corporation a contract for _____

_____

_____
(Describe Service)
with the City of Boston, and a performance bond in connection with said contract.

I do hereby certify that the above is a true and correct copy of the record, that

said vote has not been amended or repealed and is in full force and effect as of this date,

and that _____
(Name)
is the duly elected _____
(Office)
of this corporation.

Attest:

(Affix Corporate Seal Here) _____
(Clerk) (Secretary) of the Corporation

APPROVED AS TO FORM BY CORPORATION COUNSEL FEBRUARY, 1998
THIS FORM IS VOID AND WITHOUT LEGAL EFFECT IF ALTERED IN ANY WAY

CITY OF BOSTON /COUNTY OF SUFFOLK (FORM CM-09)

CONTRACTOR CERTIFICATION*

To the Official, acting in the name and behalf of the City of Boston/County of Suffolk:

A. The undersigned agrees to furnish all labor and materials and to perform all work required for:

_____

_____

(Official will describe work here prior to issue)

in accordance with the terms of the accompanying contract documents.

A. The Contractor is a/an _____
(Individual-Partnership-Corporation-Joint Venture-Trust)

1. If the Contractor is a Partnership, state name and residential address of all partners:

_____

_____

_____

2. If the Contractor is a Corporation, state the following:

Corporation is incorporated in the State of _____

President is _____

Treasurer is _____

Place of business is _____
(Street)

_____
(City, State and Zip Code)

3. If the Contractor is a Joint Venture, state the name and business address of each person, firm or company that is party to the joint venture:

_____

_____

_____

A copy of the joint venture agreement is on file at _____ and will be delivered to the Official on request.

(*NOTE: This form should be included with all contracts awarded without advertising.)

4. If the Contractor is a Trust, state the name and residential address of all Trustees:

   _____

   _____

   _____

   The trust document(s) are on file at _____
   and will be delivered to the Official on request.

C. If the business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Laws, c.110, §5, was filed:

   _____

   _____

D. The Taxpayer Identification Number* of the contractor (the number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941) is:

_____.

*If individual use Social Security Number:_____.

E. Pursuant to M.G.L. c.60, §93, the undersigned certifies that the Collector-Treasurer of the City of Boston may withhold from amounts owing and payable to the Contractor under this contract any sums owed to any department or agency of the City of Boston which remain wholly or partially unpaid. This shall include but not be limited to unpaid taxes and assessments, police details, and any other fees and charges until such sums owed have been paid in full, and the Collector-Treasurer further may apply any amount owing and payable to the Contractor to satisfy any monies owed to the City.

F. Pursuant to M.G.L. c.62C, §49A, the undersigned certifies under the penalties of perjury that to the best of his/her knowledge and belief all state tax returns have been filed and all state taxes required under law have been paid. (NOTE: The Taxpayer Identification Number will be furnished to the Massachusetts Department of Revenue to determine compliance with the above-referenced law).

(FORM CM-09)

Contractor:_____

By: _____
(Sign Here)

Business Address:_____
(Street)

_____
(City, State and Zip Code)

NOTE: This statement must bear the written signature of the contractor.

If the Contractor is an individual doing business under a name other than his own name this statement must so state, giving the address of the individual.

If the Contractor is a partnership this statement must be signed by a general partner designated as such.

If the Contractor is a corporation, trust or joint venture this statement must be signed by a duly authorized officer or agent of such corporation, trust or joint venture.

APPROVED AS TO FORM BY CORPORATION COUNSEL FEBRUARY, 1998
THIS FORM IS VOID AND WITHOUT LEGAL EFFECT IF ALTERED IN ANY WAY

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - - LOWER TIER COVERED TRANSACTIONS (APPENDIX B, 24 CFR PART 24)

1. The undersigned prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal. **NOTE**: If necessary, instructions for certification can be obtained from Lee Fields, JCS Contracts Manager, 43 Hawkins Street, Boston, Massachusetts 02114 (617) 918-5231.

CERTIFICATION REGARDING LOBBYING (24 CFR PART 87)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to report Lobbying," in accordance with its instructions. **NOTE**: If disclosure forms are required, please contact Lee Fields, JCS Contracts Manager, 43 Hawkins Street, Boston, Massachusetts 02114 (617) 918-5231.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

   This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to provide the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

   _____

   ORGANIZATION

   _____

   Authorized Signature **Title** **Date**

INSURANCE PROVISIONS

A. Workmen's Compensation Insurance

1. Prior to the execution of any contract and before it shall be binding on the parties thereto, the Contractor shall furnish to EDIC evidence of such insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (the Workmen's Compensation Act) to all persons to be employed under this contract.

2. Failure to provide and continue in force such insurance during the period of any contract shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

B. Public Liability and Property Damage Insurance

1. Prior to the execution of any contract and before it shall be binding on the parties thereto, the Contractor shall furnish to EDIC evidence of such public liability and property damage insurance as shall protect the Contractor and any subcontractor performing work covered by the contract from claims for damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under the contract, whether such operations are by the Contractor or by a subcontractor or by anyone directly employed by either of them under the contract.

2. Failure to provide and continue in force such insurance during the period of any contract shall be deemed a material breach of the contract and shall operate as an immediate termination thereof.

3. The amounts of such insurance shall be as follows:

a. **Public Liability Insurance** in the amount not less than five hundred thousand ($500,000) dollars for injuries, including accidental death, to any one person, and for more than one person, in an amount not less than one million ($1,000,000) dollars for injuries on account of any one accident.

b. **Property Damage Insurance** shall be in an amount not less than one hundred thousand ($100,000) dollars for damage on account of any one accident and in an amount not less than two hundred thousand ($200,000) dollars for damage on account of all accidents.

C. Fidelity Insurance

1. Fidelity Insurance **maybe required to provide coverage for those employees in positions for access to or control of funds provided for any EDIC funded program. The Contractor, if requested, shall secure a Fidelity Bond in an amount not less than the maximum amount of funds provided by EDIC or $25,000, whichever is less. Should any instrument of insurance coverage, delivered by the Contractor to EDIC as satisfactory compliance with this section, expire prior to the completion of the period of performance of any contract awarded by EDIC, the Contractor shall furnish to EDIC evidence of adequate renewal or new coverage.**

VI. MONTHLY EXPENDITURE PLAN

CONTRACTOR:_____

PROGRAM:_____

PROGRAM PERIOD: FROM_____**TO**_____

MONTH			III CDBG GRANTS		TOTAL
JULY					
AUGUST					
SEPTEMBER					
OCTOBER					
NOVEMBER					
DECEMBER					
JANUARY					
FEBRUARY					
MARCH					

APRIL					
MAY					
JUNE					
TOTAL					

CITY OF BOSTON
JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION ● (617) 918-5259

NOTICE TO VENDORS

Requirements Of The Boston Jobs And Living Wage Ordinance

All City of Boston Departments awarding Service Contracts must provide vendors responding to Invitation for Bids (IFB), Request for Proposals (RFP) and Unadvertised Contracts with a copy of this Notice.

1. **COVERED VENDOR:** Any for-profit or not-for-profit employer who employs at least 25 full-time equivalents (FTE) who has been awarded a Service Contract of $25,000 or more from the City of Boston must comply with the provisions of the Boston Jobs And Living Wage Ordinance. FTE is defined in the Ordinance as a formula to calculate the number of employee work hours which equal one full-time position. For the purposes of this Ordinance, full time shall mean the standard number of working hours, between 35 hours and 40 hours per week, that is used by the Covered Vendor to determine full-time employment.

2. **COVERED SUBCONTRACTOR:** Any Subcontractor who is awarded a Subcontract of $25,000 or more from a Covered Vendor and the Subcontract is paid from the funds of the City of Boston service contract, must comply with the provisions of the Boston Jobs And Living Wage Ordinance.

3. **AFFIDAVIT AND AGREEMENT REQUIRED:** All vendors proceeding with IFBs, RFPs or Unadvertised Contracts for $25,000 or more, must file a **VENDORS LIVING WAGE AFFIDAVIT,** (Form LW-8), and the **COVERED VENDORS LIVING WAGE AGREEMENT**, (Form LW-2) at the time a Covered Vendor is awarded a Service Contract or signs an unadvertised Service Contract with the City of Boston.

4. **PAYMENT OF LIVING WAGE:** Covered Vendors subject to the Ordinance must pay the *Living Wage,* which is currently $10.96 per hour to all employees who expend time on a Service Contract of a Covered Vendor or Covered Subcontractor. The *Living Wage* is subject to adjustment on July 1 of each year.

5. **MAINTENANCE OF PAYROLL RECORDS:** Each Covered Vendor shall maintain payrolls for all Covered Employees and basic records relating thereto for a period of three years. The records shall contain the name and address of each employee, job title and classification, number of hours worked each day, gross wages, deductions made, actual wages paid, a copy of the social security returns, and evidence of payment thereof, a record of fringe benefit payments including contributions to approved plans, funds or programs and/or additional cash payments, and such other data as may be required by the Living Wage Division from time to time.

6. **EXAMINATION OF PAYROLL RECORDS:** Each Covered Vendor shall permit the Living Wage Administrator or his/her designee to observe work being performed upon the work site, to interview employees and to examine the books and records relating to the payrolls being investigated.

7. **COVERED EMPLOYEE FACT SHEET (FORM LW-4) AND POSTER:** All Covered Vendors shall provide each Covered Employee with a *Covered Employee Living Wage Fact Sheet (Form LW-4)* containing information about the Ordinance. In addition, all Covered Vendors shall hang a poster containing information about the Ordinance in a conspicuous location visible to all employees. The Living Wage Administrator shall provide the fact sheet and poster to Covered Vendors.

10. **QUARTERLY AND BIANNUAL REPORTS (FORMS LW-9, LW–9A):** Covered Vendors shall provide Quarterly or Biannual reports to the Living Wage Administrator of their employment activities. Not-for-profit vendors with 50 or more FTEs and all for-profit vendors shall be required to provide such reports quarterly. Not-for-profit vendors with less than 50 FTEs shall be required to provide such reports biannually.

11. **IMPORTANT TAX INFORMATION/EARNED INCOME CREDIT:** Certain employees who earn less than $34,000 per year **may** be eligible for certain federal and/or state tax credits called the ***EARNED INCOME CREDIT***. Your payroll clerk is required to keep on hand the appropriate Internal Revenue Service forms, (Federal Form W5), information and instructions in the event any of your employees requests assistance in this matter.

12. **PENALTIES AND REMEDIES:** In the event the Director of the Living Wage Division determines, after notice and hearing, that any Covered Vendor has failed to pay the Living Wage or has otherwise violated the provisions of the Ordinance, the Director may order any or all of the following penalties and relief:

    - Fines in the amount of $300 for each Covered Employee for each day that the Covered Vendor is in violation of this Ordinance;
    - The filing of a complaint with the pertinent State or Federal agency;
    - Wage restitution for each affected employee;
    - Suspension of ongoing contracts and subcontract payments; and
    - Ineligibility for future Contracts with the City for three years or until all penalties and restitution have been paid in full.
    - Any other action deemed appropriate and within the discretion and authority of the city.
    - None of the above remedies is intended to be exclusive or a prerequisite for asserting a claim for relief to enforce the right granted under the Ordinance in a court of law. The Ordinance shall not be construed to limit an employee's right to initiate a court action for wrongful termination.

13. **FIRST SOURCE HIRING AGREEMENT (FORM LW-10):** All Covered Vendors and Covered Subcontractors who are awarded a contract shall sign a First Source Hiring Agreement (Form LW-10) with one or more Referral Agencies or One Stop Career Centers.

14. **DESIGNATED DEPARTMENT:** For the purposes of the Ordinance, The Living Wage Division of the Office of Jobs and Community Services is the City's Designated Department responsible for overall implementation, compliance and enforcement. The *Contracting Department* is the agency awarding the service contract. The Living Wage Division is located at 43 Hawkins Street, Boston, MA 02114, telephone: (617) 918-5259 or fax: (617) 918-5299. Any questions concerning the Ordinance, Regulations, or the current *Living Wage* amount, should be referred to the Living Wage Administrator.

15. **REGULATIONS:** The Jobs and Living Wage Regulations are available during normal business hours at the Office of the Living Wage Division.

(Form LW-8)
(2/03)

CITY OF BOSTON
JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION ● (617) 918-5259

VENDORS LIVING WAGE AFFIDAVIT

Any for-profit or any not-for-profit Vendor who employs at least 25 full-time equivalents (FTE) who has been awarded a Service Contract of $25,000 or more from the City of Boston must comply with the provisions of the Boston Jobs And Living Wage Ordinance which requires any such Vendors to pay at least the **Living Wage which is $10.96 per hour** to any employee who directly expends his or her time on the services set out in the contract. All Subcontractors whose subcontracts are at least $25,000 are also required to pay the Living Wage.

If you are bidding on or negotiating a Service Contract that meets the above criteria, you should submit this Affidavit prior to the awarding of the contract. If you believe that you are exempt from the Living Wage Ordinance, complete Section 4: Exemption from Living Wage Ordinance, or if you are requesting a General Waiver, please complete Section 5: General Waiver Reason(s).

WARNING: **No Service Contract will be executed until this Affidavit is completed, signed and submitted to the Contracting Department**

IMPORTANT: *Please print in ink or type all required information. Assistance in completing this Form may be obtained by calling or visiting, The Living Wage Administrator, The Living Wage Division of the Office Of Jobs And Community Services, telephone: (617) 918-5259, facsimile: (617) 918-5299, or your Contracting Department.*

Part 1: VENDOR INFORMATION:

Name of Vendor: _____

Contact Person: _____

Address_____
Street City Zip

Telephone #: _____ Fax #: _____

E-Mail: _____

Part 2: CONTRACT INFORMATION:

Name of the program or project under which the Contract or Subcontract is being awarded:
_____

Contracting Department:_____

Start Date of Contract: _____ End Date of Contract: _____

Length of Contract: ☐ 1 year ☐ 2 years ☐ 3 years ☐ Other: _____ (years)

PART 3: ADDITIONAL INFORMATION

Please answer the following questions regarding your company or organization:

1. Your company or organization is: *check one:*

   ☐ For Profit ☐ Not For Profit

2. Total number of "FTE" employees which you employ: _____

3. Total number of employees who will be assigned to work on the above-stated contract: _____

4. Do you anticipate hiring any additional employees to perform the work of the Service Contract?

   ☐ Yes ☐ No

   If yes, how many additional F.T.E.s do you plan to hire? _____

PART 4: EXEMPTION FROM BOSTON JOBS AND LIVING WAGE ORDINANCE

Any Vendor who qualifies may request an Exemption from the provisions of the Boston Jobs And Living Wage Ordinance by completing the following:

I hereby request an Exemption from the Boston Jobs And Living Wage Ordinance for the following reason(s): Attach any pertinent documents to this Application to prove that you are exempt from the Boston Jobs And Living Wage Ordinance. Please check the appropriate box(es) below:

☐ The construction contract awarded by the City of Boston is subject to the state prevailing wage law; and

☐ Assistance or contracts awarded to youth programs, provided that the contract is for stipends to youth in the program. "Youth Program" means any city, state, or federally funded program which employs youth, as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time program; and

☐ Assistance or contracts awarded to work-study or cooperative educational programs, provided that the Assistance or contract is for stipends to students in the programs; and

☐ Assistance and contracts awarded to vendors who provide services to the City and are awarded to vendors who provide trainees a stipend or wage as part of a job training program and provides the trainees with additional services, which may include but are not limited to room and board, case management, and job readiness services, and provided further that the trainees do not replace current City funded positions.

Please give a full statement describing in detail the reasons you are exempt from the Boston Jobs And Living Wage Ordinance (attach additional sheets if necessary):

_____

_____

_____

PART 5. GENERAL WAIVER REASON(S)

I hereby request a General Waiver from the Boston Jobs And Living Wage Ordinance. The application of the Boston Jobs And Living Wage Ordinance to my (check one):

☐ Service Contract
☐ Subcontract

violates the following state or federal statutory, regulatory or constitutional provision or provisions.

State the specific state or federal statutory, regulatory or constitutional provision or provisions, which makes compliance with the Boston Jobs And Living Wage Ordinance unlawful:

_____

_____

_____

GENERAL WAIVER ATTACHMENTS:

Please attach a copy of the conflicting statutory, regulatory or constitutional provisions that makes compliance with this ordinance unlawful.

Please give a full statement describing in detail the reasons the specific state or federal statutory, regulatory or constitutional provision or provisions makes compliance with the Boston Jobs And Living Wage Ordinance unlawful (attach additional sheets if necessary):

_____

_____

_____

PART 6: VENDOR AFFIDAVIT:

I _____ a principal officer of the Covered Vendor certify and swear/affirm that the information provided on this **Vendors Living Wage Affidavit** is true and within my own personal knowledge and belief.

Signed under the pains and penalties of perjury.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

TITLE: _____