

## **Guide to the Neighborhood Jobs Trust**

### **What is the Neighborhood Jobs Trust?**

The Neighborhood Jobs Trust (the “Trust”) is a Massachusetts public charitable trust created under the authority of Chapter 371 of the Acts of 1987 and the laws of the Commonwealth of Massachusetts, and is administered by the Collector-Treasurer of the City of Boston, Massachusetts (the “City”) as managing trustee pursuant to Chapter 11 of the ordinance approved by the City Council on August 12, 1987 and the Mayor of Boston on September 8, 1987, and pursuant to a declaration of trust dated October 5, 1987. The purpose of the Trust is to ensure that large-scale real estate development in Boston brings a direct benefit to Boston neighborhood residents in the form of jobs, job training and related services.

The Trust is managed by three Trustees: a member of the City Council appointed by the Mayor; the Director of the Office of Jobs and Community Services; and the Collector-Treasurer of the City of Boston, who serves as a managing trustee. Administrative management of Trust funds is provided by the City of Boston’s Office of Jobs and Community Services (OJCS).

Funds in the Trust come from *jobs linkage* fees. The Zoning law of the City of Boston requires that commercial construction projects in excess of 100,000 square feet receive a zoning variance, one condition of which is that the developer of the building is obligated to pay a linkage fee, based on square footage, to the Neighborhood Jobs Trust. Developers have two options for this:

- Job Contribution Grant – the developer may simply make the payment to the Trust, to be administered in its entirety by the Trustees in accordance with established regulations and policies.
- Jobs Creation Contribution – upon making payment to the Trust, the developer may request that linkage funds be used to create a job training program for workers who will be employed, on a permanent basis, at the development project.

### **What activities does the Trust support?**

The Trust was created to mitigate the extent to which Boston’s low or moderate income residents lose employment opportunities, have their existing employment or promotional opportunities diminished, or are unable to successfully compete for new employment opportunities resulting from the construction or rehabilitation of new large-scale real estate development projects in the City of Boston. To protect and provide continued and future employment opportunities for Boston’s low or moderate income residents, the Trust supports such services as job training and retraining, employment counseling and job placement services, adult literacy and alternative education programs, and related supportive services.

The zoning code requires that at least twenty percent (20%) of any jobs linkage payment be reserved for appropriate services to the neighborhood or neighborhoods where (or adjacent to where) the project is located. These neighborhoods are defined for each project in the development plan approved by the Boston Redevelopment Authority.

Trustees establish programmatic priorities and guidelines to ensure that funds are used to support activities that are consistent with the intent of the Trust, and that reflect the needs and requirements of the labor market at the time the programs are implemented.

All individuals enrolled in Trust-supported programs must be City of Boston residents of low or moderate income as defined by annual federal guidelines.

### **How does the developer make the jobs linkage payment?**

The developer must first choose between a Jobs Contribution Grant and a Jobs Creation Contribution.

**Jobs Contribution Grants** are due in two equal payments, the first of which must be made to the managing trustee (Collector Treasurer of the City of Boston) prior to the issuance of a building permit. The managing trustee will present a letter to the developer acknowledging receipt of the payment, and a copy of this letter will be sent to the Inspectional Services Department as evidence of payment. The second payment is due within twelve months.

**The Jobs Creation Contribution** option is for use only in the creation of programs to train workers for permanent jobs with the development project itself, and must be approved in advance by the Trustees. The developer must notify Trustees at least sixty (60) days in advance of the date the first linkage payment is due, and must also meet with staff of the Office of Jobs and Community Services prior to the linkage payment date. The developer makes the payment to the Trust, to be held until approval of the Trustees is obtained for the program. The developer must prepare a program proposal to the Neighborhood Jobs Trust upon notification that the Jobs Creation Contribution option has been selected. In accordance with policy set by the Trustees, the total program cost may not exceed 75% of the full jobs linkage payment due for the project. The selection of job training providers or other service providers must be conducted in accordance with Trust guidelines for fair and open procurement.

In no case may the developer make public commitments about the distribution of jobs linkage funds without prior approval of the Trustees.

### **How does the developer determine whether to choose the Jobs Contribution Grant or Jobs Creation Contribution option?**

The decision should be made after consultation with the stakeholders – the development team, the Trust and its staff, potential employers, residents and service providers within an impacted community, and any additional advisors the developer has engaged in its planning process.

The Trustees will consider the merits of the developer's proposed program in the context of the City's existing job training and placement system. Since any approved program will be implemented through a contract between the Trust, the developer and a service provider, the developer should consider the programmatic and administrative responsibilities of running a training program.

### **How will Jobs Creation Proposals be evaluated?**

Trustees will use the following criteria to evaluate Jobs Creation Proposals:

- An analysis by the developer of the employer(s), type(s) of jobs, number of positions, and placement wages for the positions for which training will be provided.
- Demonstration of commitment by the employer(s) to hire qualified trainees.
- Appropriateness of training to local residents' needs and abilities.
- Capacity, directly or through established links with training providers, to provide effective outreach and recruitment, assessment, training and placement services to program participants.
- Appropriateness of costs.

Additionally, all proposals will be compared with existing education, training and related supportive services which may be purchased with linkage dollars, using criteria which include overall project cost, cost per participant, appropriateness of target population, quality and quantity of outcomes, and consistency with established Trust priorities.

### **How does the Trust distribute Jobs Contribution Grants?**

Each year, Trustees consider the amount of available funding in the Trust, programmatic priorities based on residents' needs, labor market conditions, and the availability of other financial resources and services in the city. If sufficient funds are available, Trustees will solicit proposals using a competitive Request for Concept Papers or Request for Proposals.

Funding requests are evaluated by the Trustees, with staff support from the Office of Jobs and Community Services, on the basis of demonstrated need, effectiveness of approach, and cost effectiveness.

Trustees may also elect to conduct selected review and refunding of one or more programs previously supported by the Neighborhood Jobs Trust. However, it should be noted that the Neighborhood Jobs Trust is not intended to provide long-term institutional support to programs given the unpredictable nature of its revenue stream. Applicants should consider Trust funds as start-up or seed money to launch innovative projects that will either be time-limited or will secure alternative long-term support.

Non-profit and for-profit education and training organizations, institutions of higher learning, churches, and employers are eligible to apply for Neighborhood Jobs Trust funds.

Program performance will be evaluated on the basis of successful enrollment, retention and placement as defined in the approved proposal, and in accordance with any other criteria established by the Trustees.

### **FOR MORE INFORMATION**

More information on the Neighborhood Jobs Trust is available from:

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43 Hawkins Street  
Boston, MA 02114**

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Linkage payments should be remitted to:

**Neighborhood Jobs Trust  
c/o City of Boston Collector-Treasurer  
City of Boston Treasury Department  
City Hall Room M-35  
One City Hall Square  
Boston, MA 02201  
Tel: (617) 635-4140  
Fax: (617) 635-4142**