

# REQUEST FOR PROPOSALS

## CAPACITY-BUILDING GRANTS FOR FOOD PRODUCERS

RFP Issue Date: January 9, 2023

Deadline: February 24, 2023 at 4:00 p.m. (EDT)



Mayor's Office of Housing  
Sheila A. Dillon, Chief of Housing

City of Boston  
Michelle Wu, Mayor

# B NOTICE OF ACCOMMODATIONS

**English:** Interpretation and translation services are available to you at no cost. If you need them, please contact us at [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) or 617-635-0466.

**Spanish:** Tiene servicios de interpretación y traducción a su disposición sin costo alguno. Si los necesita, póngase en contacto con nosotros en el correo electrónico [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) o llamando al 617-635-0466.

**Haitian Creole:** Sèvis entèpretasyon ak tradiksyon disponib pou ou san sa pa koute w anyen. Si w bezwen yo, tanpri kontakte nou nan [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) oswa 617-635-0466.

**Traditional Chinese:** 我們可以向您提供口頭翻譯和書面翻譯服務，並不向您收取費用。如您需要，請與我們連絡，發電子郵件至[shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) 或致電617-635-0466。

**Vietnamese:** Các dịch vụ thông dịch và biên dịch được cung cấp cho quý vị hoàn toàn miễn phí. Nếu quý vị cần những dịch vụ này, vui lòng liên lạc với chúng tôi theo địa chỉ [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) hoặc số điện thoại 617-635-0466.

**Simplified Chinese:** 我们可以向您提供口头翻译和书面翻译服务，并不向您收取费用。如您需要，请与我们联系，发电子邮件至[shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) 或致电617-635-0466。

**Cape Verdean Creole:** Nu ta oferese-bu sirvisus di interpretason y traduson di grasa. Si bu meste kes sirvisu la, kontata-nu pa email [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) ó pa telefóni, pa númeru 617-635-0466.

**Arabic:** خدمات الترجمة الفورية والترجمة التحريرية متوفرة لك دون أي تكلفة. إذا كنت بحاجة إلى تلك الخدمات، يرجى أو على الرقم 6176350466 [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) الاتصال بنا عبر

**Russian:** Услуги устного и письменного перевода предоставляются бесплатно. Если Вам они нужны, просьба связаться с нами по адресу электронной почты [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov), либо по телефону 617-635-0466.

**Portuguese:** Você tem à disposição serviços gratuitos de interpretação e tradução. Se precisar deles, fale conosco: [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) ou 617-635-0466.

**French:** Les services d'interprétation et de traduction sont à votre disposition gratuitement. Si vous en avez besoin, veuillez nous contacter à [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) ou au 617-635-0466.



Language and  
Communications  
Access Program

# TABLE OF CONTENTS

<b>City Equity and Inclusion Statement</b>	<b>4</b>
<b>Introduction</b>	<b>5-6</b>
<b>Project Eligibility</b>	<b>6</b>
<b>Submission Requirements</b>	<b>7-8</b>
Proposal Submission & Deadline	7
Applicant Conference	7
Reporting Requirements	8
<b>Review for Eligibility</b>	<b>8-9</b>
Minimum Eligibility Criteria	9
<b>Additional Selection Criteria</b>	<b>9-10</b>
<b>Application Checklist</b>	<b>11-12</b>
Required Eligibility Documentation	12
<b>Request for Proposal Form</b>	<b>13</b>
<b>Project Information Sheet</b>	<b>14</b>
<b>Terms and Conditions</b>	<b>15</b>
<b>Appendix 1</b>	<b>16-18</b>
Forms Required Pre-Award	18

# CITYWIDE EQUITY AND INCLUSION STATEMENT

The City of Boston has played a role in causing and perpetuating the inequities in our society. To break down these barriers, we are embedding equity and inclusion into everything we do.

We define **equity** as ensuring **every community has the resources it needs** to thrive in Boston. This requires the active process of meeting individuals where they are. **Inclusion** is **engaging every resident** to build a more welcoming and supportive city. We are building a **city for everyone**, where diversity makes us a more empowered collective.

# INTRODUCTION

GrowBoston: Office of Urban Agriculture, which is a part of the Mayor's Office of Housing (MOH), works to increase food production in the City of Boston. Through this Capacity-Building Program, MOH will offer funding awards for capacity-building activities undertaken by food-producing organizations. These awards are intended to assist food-producing organizations to strengthen their infrastructure and, whether in the near- or long-term, to grow more food in the City of Boston.

Applicants who require technical assistance in the planning phase are encouraged to meet with MOH staff before submitting proposals. Technical assistance will also be available post-award for successful implementation of projects.

## **Funding Award Goals & Anticipated Outcomes**

These capacity-building awards are intended to assist organizations or businesses which currently produce food through gardens, farms, food forests, or other types of urban agriculture through key investments in organizational capacity. GrowBoston's hope is to support the long-term success of food-producing entities so that they are able to increase local food access across all neighborhoods of Boston, particularly in low-income communities and those experiencing high rates of food insecurity. GrowBoston will do this through investments in organizational sustainability, key purchases that will make food production and distribution easier and more efficient, and projects that will otherwise help the organization move towards increased food production, either in the near or long-term.

All projects funded through this Capacity-Building RFP must serve a public purpose of support or stimulation. Improvements must be permanent in nature and intend to provide a long-term public benefit. For any significant equipment installations at farming sites, support of community residents should be clearly documented.

Organizations will be expected to meet key thresholds after the award of funds. These thresholds include the development of final implementation plans within 1 month of the funding award date. An official commitment of funds will be established once this threshold and all grant requirements have been met. The capacity-building project must be completed within 12 months and all funds drawn within 18 months.

## **Use of Funds**

GrowBoston is making up to \$250,000 available through grants of up to \$30,000 to increase the capacity of organizations producing food in Boston primarily for Boston residents. Funding awards are distributed on a reimbursement basis only for eligible costs. All funded work is coordinated with GrowBoston staff.

## **Eligible Applicants**

These funds must be awarded to nonprofit organizations that have current 501(c)(3) status with the federal Internal Revenue Service or food production businesses that can otherwise demonstrate that the capacity-building investment will serve a public purpose of support or stimulation, and not the private benefit of the business. Applicants may include farms, food forests, community gardening organizations, beekeeping businesses, or other kinds of food growers and producers producing food primarily for Boston residents. It does not include businesses that solely produce value-added products.

# **PROJECT ELIGIBILITY**

## **Eligible Projects**

Funds are intended to be used as one-time investments in organizational infrastructure or development, so as to increase the food production capacity of urban farms, community gardens, or other food-producing spaces. Review the following guidelines to confirm whether your project is eligible for this Capacity-Building Program. If your capacity-building project does not fall into one of these categories, or you have other questions about the eligibility of your project, contact Shani Fletcher, Director of GrowBoston, at 617-635-0466, or by email at [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov), for more information. Eligible projects include, but are not necessarily limited to:

- Consulting services such as fundraising, business, strategic planning, design, marketing, financial planning
- Program development
- Diversity/equity/inclusion policy development
- Board development
- Staff training and development
- Equipment such as tractors, refrigeration, irrigation equipment, hand tools, etc.
- Technology, whether administrative technology or food production technology
- Organizational infrastructure

## **Ineligible Projects**

- Ongoing staff costs
- Ongoing program costs
- Ongoing administrative costs
- Capital improvements

# SUBMISSION REQUIREMENTS

Included in this RFP is an Application Checklist (pages 11-12) and Project Information Sheet to assist with preparing proposals. Please make use of these forms and include them with your proposal; you must arrange the contents of your proposal in the order given on the checklist.

## **Proposal Submission and Deadline**

### **How to submit your RFP response:**

- **NOTE:** RFP submission requires a G-Suite or Gmail account. If you do not have access to a G-Suite or Gmail account, visit <https://accounts.google.com/signup> to create your own account.
- In a web browser (preferably Google Chrome), click the link below, or input <https://bit.ly/Boston-MoH-RFP> in the URL bar.
- Select the RFP to which you are responding from the options listed and fill in all required fields.
- Upload all required RFP documents in the document upload page and submit the form.

### **What to expect after submitting an RFP response:**

When you submit an RFP response, a copy of your submission materials will be emailed to the account associated with the form submitter. Respondents will be able to review and edit their responses up to the RFP submission deadline. Respondents are encouraged to edit an existing submission rather than creating a new submission.

### **How to name your RFP response files:**

Please name your document using MOH's naming convention format: **RFPname.company name** (for example: Holborn.Erich and Associates). Please submit your response as a single PDF if you are able. If you must submit multiple documents, please add to the document name a number to account for all parts of the response (for example: Holborn.Erich and Associates.1; Holborn.Erich and Associates.2, etc).

Responses must be submitted by the following deadline: **February 24, 2023, no later than 4:00 PM.**

**LATE PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED.**

## **Applicant Conference**

Staff from GrowBoston will answer any questions you may have about this Request For Proposals in a virtual Applicant Conference. **The virtual meeting will be held on Tuesday, January 17, 2023 from 2:00-3:00pm.** Please visit the GrowBoston website at <https://www.boston.gov/departments/growboston> to register. If you are unable to attend the Applicant Conference, formal questions may be submitted by mail or email. Please see page 9 for contact information.

## **Rule of Award**

The City will select those organizations who best demonstrate the ability to fulfill the goals and objectives of this Capacity-Building RFP in accordance with the City's evaluation of their responses in accordance with the stated evaluation criteria. Eligibility does not guarantee funding. If eligible applications exceed available funds, MOH reserves the right to comparatively evaluate proposals. MOH thanks you for your interest and looks forward to working with you in the future.

## **Award Process**

To ensure that funds are awarded to organizations that are ready to proceed with their proposed projects, all commitments will require project start dates within three (3) months of MOH's grant agreement and completed within twelve (12) months. Furthermore, if the project has not started within the stated time period, funding may be reallocated to organizations that are prepared to proceed with their projects. Projects also must be completed according to the terms of the subrecipient grant agreement.

It is important to note that City of Boston grant agreements must be cost-reimbursement agreements. MOH will therefore reimburse an award recipient only upon receipt of a properly completed requisition. Under no circumstances may an award recipient receive an advance.

## **Reporting Requirements**

Entities in receipt of Capacity-Building Awards will be expected to submit a brief progress report 6 months after award of funds and a detailed final report on completion or no later than 12 months after award of funds. Additional reporting may be required at the discretion of MOH/GrowBoston.

# **REVIEW FOR ELIGIBILITY**

Each proposal will be reviewed using a three part process. First, proposals must meet the City's Minimum Eligibility Criteria as described below. MOH will conduct an Eligibility Review to determine that proposals meet Minimum Eligibility Criteria. Proposals considered ineligible will not receive further consideration. Once MOH has completed the Minimum Eligibility Review, a Selection Committee will then review each proposal based on the Additional Selection Criteria. Lastly, to facilitate MOH's final evaluation, MOH will require proposers to respond to Committee feedback on budget and implementation plans. The selection committee will then factor input received into the final, overall evaluation.

If MOH receives more applications than funds will allow, MOH reserves the right to comparatively evaluate proposals (see Additional Selection Criteria below), selecting those that



demonstrate the greatest capacity. Please note MOH reserves the right to reject any and all proposals.

Any questions regarding the RFP process must be directed to Shani Fletcher, Director of GrowBoston, at [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov) or 617-635-0466. Responses to pertinent questions will be distributed in writing to each person on record as receiving a RFP.

### **Minimum Eligibility Criteria**

**1. Completeness of Submission**

Applications must be complete and labeled as described in the Submission Requirements (page 7). Please see the attached Application Checklist included with this Request for Proposals.

**2. Compliance with the RFP Goals**

Proposed work must meet the purpose of this RFP, as detailed in Funding Award Goals and Anticipated Outcomes (page 5).

**3. Organizational Status**

All applicants must legally exist as nonprofit organizations with a current 501(c)(3) status with the federal Internal Revenue Service, or be a food production business that shows clear evidence of a public benefit resulting from the proposed capacity-building investment (see Additional Selection Criteria below for more guidance).

**4. Site Control** If the project proposed includes installation of equipment, applicants must demonstrate site control and/or ownership of the project site, or permission by the owner to install said equipment.

## **ADDITIONAL SELECTION CRITERIA**

This program is designed to support organizations to increase food production in the near or long-term, with a focus on investments that will clearly yield a public benefit. Nonprofit 501(c)(3) organizations have such a benefit built into their structure.

**For-profit businesses and other non-501(c)(3) entities applying for these funds must demonstrate both of the following:**

1. A significant proportion of food produced is distributed to low-income/food-insecure communities and/or the entity provides other significant public benefits through their operations such as educational, environmental, or other kinds of public benefits at no or low cost to the public
2. The proposed capacity-building investment will have a significant impact on the capacity of the entity to provide said public benefits, whether through increased food distribution to low-income/food-insecure households or in the capacity to provide other public benefits.

GrowBoston and MOH are committed to investing in racial and economic equity through their programs. Therefore, preference will be given to proposals from food producers clearly demonstrating the following:

- Leadership by BIPOC (Black, Indigenous, and People of Color)
- Employment or job training opportunities designed for people of color
- High proportion of food distribution to food-insecure households

Other considerations of the selection committee will include:

- Proportion of food produced that is distributed to Boston residents
- Impact/benefit of project to the neighborhood
- Impact/benefits to persons served
- Degree of need for proposed investment
- Impact of investment in proportion to the size of the investment proposed
- Proposed schedule for start and completion of project (i.e. readiness to proceed)
- Extent to which a prior grant awarded by MOH has been utilized and the project is completed.
- **Diversity and Inclusion.** RFPs and other procurement vehicles are an opportunity to offer local and historically disadvantaged businesses a unique opportunity to grow and enhance their capacity. It is the intent of the Mayor that these opportunities provide a framework and model for inclusiveness throughout the various levels of contracting. This is an evaluation of the relative strength of the proposal for achieving diversity and inclusion in the proposed project, particularly in terms of subcontracting and business opportunities.

Special emphasis should be made to ensure that maximum opportunities are afforded to local, small and disadvantaged businesses, as well as people of color and women, in the areas of job creation and training, business development and the procurement of goods, services, and construction services in the case of construction projects.

The successful applicant will prescribe procedures to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of opportunities for people of color and women, and entities owned by people of color and women, in the execution of the proposed project.

# APPLICATION CHECKLIST

The following is a checklist of all documents necessary for a complete proposal. Submitting these documents in the order listed below will facilitate the City's ability to determine if your application is complete and eligible for further review.

## **Proposal Cover Documents:**

- Request for Proposal Form - Form PF1 (page 13)
- Cover Letter
- Project Information Sheet (page 14)

## **Proposal:**

- Organizational Background, including:
  - Organization goals, structure, and key programs
  - An overview of the organization's history and experience in urban agriculture
  - Documentation of current food production including methods of food production and distribution and quantity of food produced annually
  - Estimated demographics of population to whom the food is distributed, including proportion of Boston residents
  - Goals and objectives of the capacity-building project and how it will increase food production capacity in the near or long-term
  - An assessment of the need for the project
- A review of each team member central to the implementation of the capacity-building project including their role, qualifications and relevant experience in the operation and management of similar projects
- Project Implementation Plan
  - Tasks required to complete the project, including a detailed list of tasks and key milestones from project start to finish
- Project Timetable
  - Key milestones with dates
- Project Budget
  - Budget must include all proposed funding sources as well as expenses necessary to implement the capacity-building project
  - Use of MOH funds must be clearly distinguished from other funding sources
- Evidence of Financing, including:
  - Letters of interest or commitment letters from other funders for all sources of funds, including grants, cash on hand and in-kind donations of material, services and labor
  - Documentation of organizational resources available to this project
  - Narrative description of the financial and administrative capability to execute the project

- Narrative and evidence of community participation and support, in the case of a significant physical change to a food production site, including:
  - The approach to community engagement
  - Documentation of community support
  - Letters of support from elected officials, abutters and other community members
- Applicant's Plan for Diversity and Inclusion, including:
  - Procedures to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of employment and business opportunities for people of color and women, and entities owned by people of color and women, in the implementation of the proposed project
  - Components should include an employment plan, business opportunity plan, and specific strategies for inclusion of people of color, women, Boston residents, and veterans in construction as well as business.
- Sustainability Plan
  - Describe your plan for sustainability of the capacity-building investment's impact beyond the first year. How will you maintain any equipment purchased, fund the implementation of a consultant's recommendations, staff programs you develop, etc.
- Evaluation
  - Describe your plan for measuring the success of this capacity-building investment. How will you measure any increase in food production or other capacity? How will you measure the impact on other programming that serves a public benefit?

**Required Eligibility Documentation (see Appendix 1 for Documents and MOH Forms):**

- [Affidavit of Eligibility](#)
- *Documentation of the organization's non-profit tax-exempt status (501)(c)(3), if applicable*
- *Documentation of landowner support of the project, if applicable*

# REQUEST FOR PROPOSAL FORM (PF-1)

**SUBMITTED TO:** Mayor's Office of Housing

**DATE RECEIVED BY MOH:**

-----

**SUBMITTED BY:**

**ORGANIZATION NAME:** -----

**ADDRESS:** -----

-----

**TELEPHONE:** -----

Under the conditions set forth by the Mayor's Office of Housing, the accompanying proposal is submitted for:

**Project Title:**

-----

For this proposal to be properly evaluated all questions must be answered by the Applicant. The Awarding Authority (the Mayor's Office of Housing) will regard all responses to questions and all submissions as accurate portrayals of the Applicant's qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

-----  
Signature of individual submitting proposal

-----  
Title

-----  
Legal name of organization

-----  
Date

PF-1

# PROJECT INFORMATION SHEET

Fill out the following, and attach description as explained below

PROJECT TITLE:

---

AMOUNT OF FUNDS REQUESTED:

---

ORGANIZATION NAME:

---

EXECUTIVE DIRECTOR/CHAIR NAME:

---

ORGANIZATION IRS TAX-EXEMPT 501(C)(3) NUMBER:

---

ORGANIZATION FEDERAL UNIQUE IDENTIFIER NUMBER:

---

PROJECT MANAGER/CONTACT PERSON NAME & TITLE:

---

PHONE:

---

EMAIL:

---

**Please include a one-page single-spaced document that describes your capacity-building project, describing the project as completely as possible and answering the following questions:**

- 1. Justification of the project in terms of the need for this capacity-building investment - how are the services you provide and your food production capacity hindered or limited by your existing resources and infrastructure?**
- 2. Describe the impact of the proposed investment on your food production and operations; for example, considerations such as: will this project allow you to feed more people? Serve a different population? Grow food in the winter months? Add new components to your services? Expand hours of operation?**

# TERMS AND CONDITIONS

## **APPLICANT'S RESPONSIBILITY FOR PROPOSAL PREPARATION**

The City accepts no financial responsibility for costs incurred by applicants in responding to this Request for Proposals. Proposals will become the property of the City. Applicants are responsible for any and all risks and costs incurred in order to provide the City with the required submission. After opening, all proposals are public documents and are subject to the requirements of the Massachusetts public records law (G.L. c. 4, § 7(26)).

## **NEGOTIATIONS**

The City reserves the right to negotiate changes in the selected proposal. These negotiations may encompass values described in the Request for Proposal, as well as values and items identified during the Request for Proposal and negotiation process. On the basis of these negotiations, the City may decline to fund the project even after the selection as the proposed recipient organization and having entered into the negotiations described in this paragraph.

## **CHANGES TO PROGRAM**

MOH reserves the right to change aspects of the program outlined in this RFP depending on the needs of the project, providing that the rights of other applicants are not prejudiced and MOH uses its best judgment to further our mission after accepting applicant's proposal.

## **THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

If you are a for-profit firm with 25 or more full time employees, or a non-profit firm with 100 or more employees, and you are a direct recipient ("Beneficiary") of at least One Hundred Thousand Dollars (\$100,000.00) of assistance, you will be required to make best efforts to adhere to the Boston Jobs and Living Wage Ordinance, and the provisions of the promulgated Regulations, including the "First Source Hiring Agreement" provisions of said Ordinance.

Assistance is defined as any grant, loan, tax incentive, bond financing, subsidy, debt forgiveness, or other form of assistance of One Hundred Thousand Dollars (\$100,000.00) or more realized by or through the authority or approval of the City of Boston, including, but not limited to Industrial Development Bonds, Community Development Block Grant (CDBG) loans and federal Enhanced Enterprise Community designations awarded after the effective date of this Ordinance.

## **LIVING WAGE FORMS**

The Ordinance requires that all proposal submissions must include a completed "Beneficiary Affidavit" (Form B-1). Review Forms B-2, B-3, and LW-10A.

## **EQUAL OPPORTUNITY HOUSING**

The City administers its programs in accordance with federal, state and local equal opportunity and fair housing laws, regulations and requirements. This includes affirmatively furthering fair housing and providing equal access to information about development opportunities. Pursuant to this policy, developers of 5 or more units for sale or rent will be required to have an Affirmative Marketing Plan approved by the Boston Fair Housing Commission.

## **CITY'S RESERVATION OF RIGHTS**

The City reserves the right to postpone or withdraw this RFP; to accept or reject any and all proposals; to modify or amend the terms of this RFP through an addendum; to waive any informality, and to interview, question and/or hold discussions regarding the terms of any proposal received in response to this RFP. The City reserves the right to cancel a sale for any reason. The City reserves the right to select the next highest ranked proposal if the highest ranked proposal is unable to proceed in a timely manner or otherwise fails to satisfactorily perform. MOH reserves the right to waive any requirement or restriction set forth in this RFP or conveyance documents, if such waiver is deemed appropriate by MOH, in its sole discretion.

# **APPENDIX 1: PRE-AWARD REQUIREMENTS**

All proposers are subject to the following reviews and must satisfy the following requirements prior to, and as a condition of, entering into a grant with the City. In the event that they do not satisfy these requirements, they will be disqualified and the City may elect to proceed to award the grant to the next highest-ranked eligible Proposer pursuant to this Request for Proposals. Prior to the award of a grant, Proposers will be required to complete and execute the “Applicant’s Disclosure of Property Owned (Property Affidavit)” (a link to this form can be found on page 18) so that the City may perform these reviews.

## **Tax Delinquency Review**

The City of Boston’s Office of the Collector-Treasurer’s Office will conduct a review of the Proposer’s property tax history. The Proposer cannot be delinquent in the payment of taxes on any property owned within the City of Boston. A selected Proposer must cure such delinquency prior to award of a grant with the City. However, any Proposer who has been foreclosed upon by the City of Boston for failure to pay property taxes will be deemed ineligible to be awarded a grant unless such Proposer, promptly causes the Decree(s) or Judgment(s) of Foreclosure to be vacated by the Land Court, and the City of Boston made whole; MOH, in its sole discretion, shall determine the timeliness of the Proposer’s corrective action in this regard and will disqualify the Proposer if the vacation of the tax title foreclosure is not prosecuted expeditiously and in good faith, so as to avoid undue delay in the awarding of a grant.

## **Water and Sewer Review**

The City of Boston Water and Sewer Commission will conduct a review of the Proposer’s water and sewer account(s). Proposers cannot be delinquent in the payment of water and sewer charges on any property owned within the City of Boston and must cure such delinquency prior to the award of a grant pursuant to this Request for Proposals.

## **MOH/City of Boston Prior Participation Review/Outstanding Obligations**

The City will review the Proposer’s current and past participation in any MOH programs. Proposers not fulfilling MOH program requirements will not be awarded a grant pursuant to this Request for Proposals. Further, Proposers must be current with all monies owed to MOH in order to be awarded a grant.

The City of Boston reserves the right to deny funding to any applicant organization which it determines is not creditworthy and not bankable. In general, an applicant will be considered not creditworthy if (1) debt obligations are not current and/or (2) there are public filings (e.g. liens, judgments) outstanding. Therefore Proposers are to provide MOH with the organization’s most recent agency audit prepared by an independent accountant.



## **Property Portfolio Review**

The City will review the Proposer's portfolio of property owned in the City of Boston to ascertain whether there are Inspectional Services Department (ISD) code violations. No grant will be awarded to any Proposer with outstanding ISD Code Violations or outstanding fines.

## **Employee Review**

Neither the Proposer, nor any of the Proposer's immediate family, nor those with whom s/he has business ties, may be currently or have been within the past twelve months, an employee, agent, consultant, officer, or an elected or appointed official of the City of Boston's Department of Neighborhood Development or the Boston Redevelopment Authority. An "immediate family member" shall include parents, spouse, siblings or children, irrespective of their place of residence. A Proposer who does not satisfy the Employee Review requirements will be deemed ineligible and their proposal will not be considered. Prior to the award of a grant, Proposers will be required to execute the "Affidavit of Eligibility" (a link to this form can be found on page 18).

## **The Boston Jobs and Living Wage Ordinance**

In accordance with the Boston Jobs and Living Wage Ordinance, and the provisions of the promulgated Regulations, any direct recipient ("Beneficiary") of at least \$100,000 of assistance as defined by any grant, loan, tax incentive, bond financing, subsidy, debt forgiveness, or other form of assistance of \$100,000 or more realized by or through the authority or approval of the City of Boston, including, but not limited to Industrial Development Bonds, Community Development Block Grant (CDBG) loans and federal Enhanced Enterprise Community designations awarded after the effective date of this Ordinance shall comply with the "First Source Hiring Agreement" provisions of said Ordinance.

## **Living Wage Forms**

The Ordinance requires that all proposal submissions must include a completed "Beneficiary Affidavit" (Form B-1). Links for forms B-1, B-2, B-3, and LW-10A can be found on page 18 for your review and use.

## **CORI Ordinance**

The contract to be awarded pursuant to this Request for Proposals shall be subject to City of Boston Code (CBC) Chapter 4, ss 7 entitled "An Ordinance Regarding CORI" (hereinafter the "CORI Ordinance"). This ordinance, as well as the CORI Compliance Certificate (Form 15A) and the CORI compliance Standards (Form 15B) can be found via the corresponding links below.

The purpose of the CORI Ordinance is to ensure that persons and businesses supplying goods and/or services to the City of Boston deploy fair practices related to the screening and identification of persons with criminal backgrounds through the CORI system. Vendors entering

into contracts with the City must affirm that their practices regarding CORI information are consistent with the standards set by the City of Boston and must maintain such consistent practices throughout the period of performance of the contract.

No contract will be awarded pursuant to this Request for Proposals to a proposed vendor unless that vendor is in compliance with the CORI Ordinance. In the event the highest rated proposer is not in compliance with the CORI Ordinance, the next highest ranked proposer will be selected and awarded the contract provided they are in compliance with the CORI Ordinance.

Compliance with the CORI Ordinance is mandatory for the duration of this contract.

## **FORMS REQUIRED PRE-AWARD**

These forms can be submitted with your proposal or submitted following proposal review. They are required to be reviewed and completed before entering into a grant with the City of Boston.

- [Applicant's Disclosure of Property Owned \(Property Affidavit\)](#)
- [Beneficiary Affidavit \(Form B-1\)](#)
- [Notice to Beneficiaries \(Form B-2\)](#)
- [Beneficiaries of Assistance \(Form B-3\)](#)
- [One Stop Career Centers List \(Form LW-10A\)](#)
- [CORI Screening by Vendors of the City Ordinance](#)
- [CORI Compliance Certificate \(Form 15A\)](#)
- [CORI Compliance Standards \(Form 15B\)](#)

If you require hard copies of the forms please contact Shani Fletcher at (617) 635-0466 or [shani.fletcher@boston.gov](mailto:shani.fletcher@boston.gov).