

## **INTRODUCTION**

The Community Economic Development Assistance Corporation (CEDAC), on behalf of the City of Boston Department of Neighborhood Development (DND), will be making CDBG funds available for the Boston Tenant Organizing Program (BTOP) to support tenant organizing activities for privately owned multifamily rental projects located in the City of Boston.

**Grants will be awarded in amounts of up to \$10,000 per project per year, with an annual maximum of \$50,000 per applicant.**

DND and CEDAC reserve the right to not fund an application, or to fund an application at an amount less than requested.

### **Eligibility Criteria**

1. The projects to be supported must contain at least five units of rental housing, be non-owner occupied, and have some low and moderate-income tenants.
2. Applicants must demonstrate in writing that they have the support of the tenants in the property they propose to organize within three months of the award.
3. The property cannot be owned, even in part, by the applicant (or any of its affiliates).
4. The applicant must be a Massachusetts Chapter 180 non-profit organization.

### **Eligible Uses of Funds**

Grant funds may be used only to pay for only for staff costs of the direct tenant organizing staff.

## **APPLICATION**

All applicants must submit a narrative of not more than 5 pages (exclusive of other required forms and documents specified in this application) that must include the following information:

- 1. Overview:**
  - (a) Describe the applicant's mission, target area, programs, and organizational structure.
  - (b) Demonstrate the existence of adequate applicant board participation, management staff and direct service staff to support the proposed activities.
- 2. Development History and Proposed Project:**

- (a) Describe the project(s) to be supported and the need of that project to receive organizing assistance. Note that applicants may submit applications for more than one project.
- (b) Summarize the applicant's track record in carrying out tenant organizing activities over the last five years, and the qualifications to carry out the proposed activities.
- (c) Describe the proposed activity(ies) that these funds would support. In particular, provide a description, in as much detail as possible, of the tasks to be undertaken such that the organizing plan has a realistic potential for: addressing the threat(s) to retaining the project as low income housing; preventing at least some of the at-risk tenants from losing their housing; ensuring tenant participation; and achieving the proposed outcomes for the project in a reasonable amount of time. CEDAC reserves the right to reject any project that it deems infeasible, unlikely to succeed in a reasonable amount of time, or otherwise inappropriate for assistance under this program.

**3. Operational Systems:**

- (a) Demonstrate the existence of adequate fiscal and administrative systems that support the applicant's program activities.
- (b) Reporting systems: Describe the applicant's financial management systems. Applicants must submit as part of this application, a copy of the agency's most recent audit report and internally generated financial statements for the current year-to-date.
- (c) Describe the internal control systems used to safeguard the agency's assets. Describe the agency's segregation of duties in relation to financial transactions.

**4. Diversity of Support:** Describe how public, corporate, or philanthropic support has been obtained to support the organization's activities. Describe any partnerships or collaborations that are relevant to the proposed activity. Attach relevant support letters.

**5. Staffing Plan:** Describe staff positions, their qualifications, and time to be spent on grant activity (ies). Attach resumes of staff working on the activity(ies).

**BUDGET AND NARRATIVE STATEMENT**

Prepare a twelve month budget and narrative statement to explain the budget and how the funds will be used to enable the applicant to carry out the proposed activities.

**SELECTION CRITERIA SUMMARY**

CEDAC will use the criteria listed below to review all complete applications (see application materials for details):

- 1. Application Profile**
  - Organizational structure and capacity and demonstrated commitment and capacity to address the needs of low-income tenants;
  - Staffing structure;
  - Operational systems;
  - Proposed overall program budget; and
  - Organizational need for grant funding support.
  
- 2. Community Participation**
  - Resident Support; and
  - Linkages and partnerships with other local government, private institutions and not-for-profit organizations.
  
- 3. Track Record and Feasibility of the Proposed Project**
  - Tenant organizing experience and track record with prior similar projects; and
  - Information on the projects proposed to receive assistance shall include at a minimum: ownership profile; current project financing structure, including public subsidy, if available; profile of tenants; level of tenant participation; and threat(s) to retention as low-income housing.
  
- 4. Desired Project Impact**
  - Preserving affordability of privately owned multifamily rental housing;
  - Stabilizing neighborhoods; and
  - Upgrading of housing conditions.

## **APPLICATION DEADLINE**

Applications will be accepted on a rolling basis, provided that funding continues to be available for the program. Application must be submitted to:

Roger Herzog, Executive Director  
CEDAC  
One Center Plaza, Suite 350  
Boston, Massachusetts 02108  
(617) 727-5944

Submit one (1) original AND one (1) copy of the completed application. **No electronic submission or facsimile will be accepted. No applications will be accepted after the deadline.**

**Applications that fail to satisfy the requirements of this solicitation will be considered incomplete and automatically eliminated from funding consideration, as will activities proposed that are in violation of HUD and federal audit guidelines.**

# **Boston Tenant Organizing Program Application**

## **Checklist**

**Applicant:** \_\_\_\_\_

### **APPLICATION NARRATIVE**

- \_\_\_\_ 1. Overview
- \_\_\_\_ 2. Organizational History and Proposed Project
- \_\_\_\_ 3. Financial systems
- \_\_\_\_ 4. Diversity of support
- \_\_\_\_ 5. Staffing plan

### **BUDGET AND NARRATIVE STATEMENT**

- \_\_\_\_ 1. Twelve month budget and narrative statement

### **DOCUMENTS TO BE PROVIDED**

- ◆ Articles of Incorporation;
- ◆ Bylaws;
- ◆ Current Board List;
- ◆ Forms for Household Income Certification
- ◆ Current Annual Operating Budget that provides sufficient detail to show sources of revenue and expense classification;
- ◆ Audited Financial Statements for the last three years, including affiliates;
- ◆ Year to Date Financial Statements;
- ◆ Organizational Chart;
- ◆ Resumes and job descriptions of staff proposed to be funded with BTOP funds; and
- ◆ Copy of your IRS Letter of Determination indicating that you are a tax-exempt organization.

**I attest that this application has been reviewed for completeness prior to submission to CEDAC.**

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

## Boston Tenant Organizing Program Application Summary

Questions must be answered in the space provided. Do not refer reader to the narrative for answers to questions.

<b>I. Award:</b>	\$	<b>Request:</b>	\$
<b>Organization:</b>			
<b>Full Mailing Address:</b>			
(street number, city and zip code)			
<b>Website Address:</b>			
<b>Executive Director:</b>			
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>E-mail Address:</b>			
<b>Board Chair:</b>			
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>E-mail Address:</b>			
<b>Date of Incorporation:</b>			
<b>Section 501(c)(3) Certification #:</b>			

**Note:** An application will be considered “Incomplete” and eliminated from further review if all required information is not presented in the prescribed order and manner at the time of submission.