

## *Planning Grant Application*

**Deadline: Friday, February 15, 2019 – 12:00pm**

### **GUIDELINES**

The Community Benefits Advisory Committee (CBAC) is seeks to solicit and evaluate applications from nonprofit organizations to provide services consistent with the *Guiding Principles for Community Benefits Funding* established by Cambridge City Council. The Committee will then make recommendations to the City Manager for the approval of grant awards with nonprofit organizations to deliver services that benefit Cambridge residents and help address their unmet needs.

NOTE: The receipt of a Planning Grant does not guarantee receipt of an Implementation Grant.

The deadline for applications is **Friday, February 15, 2019 before 12:00pm**.

The Committee will convene a data presentation and Q&A session, followed by a networking opportunity for interested organizations, on:

- **Wednesday, November 28th, 3-5pm** – Cambridge Public Library, Main Branch, 449 Broadway, Lecture Hall

To RSVP for this event, please contact us at: [communitybenefits@cambridgema.gov](mailto:communitybenefits@cambridgema.gov).

For the full RFP and addition information on this process, please visit the Community Benefits Advisory Committee's webpage: <https://www.cambridgema.gov/communitybenefits>

### **DIRECTIONS**

To apply, please electronically submit complete responses to this Request for Proposals **no later than 12:00pm on Friday, February 15, 2019**, with the subject "**CBAC Planning Grant Proposal**", to: [communitybenefits@cambridgema.gov](mailto:communitybenefits@cambridgema.gov).

Responses should be in 12-point font, single-spaced, and not exceed 10 double-sided pages (not including Additional Documents outlined in the RFP) by the **Lead Organization**.

All organizations within the partnership will receive an email upon successful submission.

Applications will be reviewed, and finalists will be interviewed by CBAC members between March 1 and April 15, 2019.

Partnerships will be notified if they have received a Planning grant in mid-April 2019.

Please direct all questions on the RFP to the City's Purchasing Agent, Elizabeth Unger at: [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov).

## APPLICATION QUESTIONS

### i. Title Page

- Project Title
- 250 (maximum) word abstract summarizing the proposed project
- Grant amount requested
- The partnership's Lead Organization, as well as the contact information for the person within the Lead Organization authorized to sign off on a grant agreement (Executive Director/ CEO or President) and the primary contact person for the Community Benefits project.

**NOTE: This title will remain as your project identifier throughout this competition.**

### ii. Approach to Target Population, Partnership, Partnering Organizations, & Lead Organization (5 Page Maximum)

#### For the Target Population:

- Identify and discuss the common needs, challenges, strengths, gaps and opportunities in the neighborhood(s) and among the families you intend to serve
- Describe the demographics of the families you intend to serve in terms of race/ethnicity, neighborhood, employment status, housing status, school, and/or other defining characteristics

#### For the Overall Partnership:

- Describe the common vision, shared values, and guiding principles of this partnership
- Describe what this partnership thinks it means to make a measurable impact on the three Top Tier Needs, and how this partnership will influence/ impact all Top Tier Needs and add value to the community
- Describe the nature of the partnership and how decisions will be made among partnering organizations
- Describe how many families each partner organization currently reaches, and how many families the partnership anticipates it could reach if funded for the Implementation Phase

#### For Each Partner:

- Provide the name, address, tax ID number, website and non-profit/for-profit status of each partner organization that will be involved in the Planning Phase
- Identify organizational leaders and how leadership of each partner organization will be involved in the partnership
- Describe each partner organization's past experience with partnerships
- Describe how each partner organization currently engages families it serves and how it will engage new families as part of this project
- Describe how each partner organization addresses equity and inclusion within their organization

For Lead Organizations:

- Describe past experiences in managing and/or participating in partnerships
- Describe capacity to manage, and history of managing, grants and partnership requirements (fiscal, staff, reporting)
- Describe how the organization currently maintains fiscal discipline/ internal financial controls
- Describe experience with and capacity for data collection
- Describe how organization addresses equity and inclusion within the organization
- Describe how organization represents and engages the community

***NOTE: CBAC recognizes that the formation and execution of effective partnerships is a complex process. For applicants selected to receive funding for the Planning and Implementation Phases, additional partners may be added, and the composition of partnerships may change. The Plan for Implementation should identify any change in partnership composition during the Planning Phase, and provide information identified above for each new partner.***

**iii. Initial Plan for Program Model (2 Page Maximum)**

Briefly describe the initial plan to develop and implement a program model that is consistent with CBAC's priorities of taking an innovative approach to coordination and integration of services to address all three Top Tier Needs for the Target Population that will:

- Respond to the unique needs of families
- Ensure that services and supports are sensitive and responsive to differences in race, religion, national origin, gender, gender expression, sexual orientation, physical ability, socioeconomic status, geography, language, immigration status, or other characteristics
- Tap into the expertise and experience of nonprofit providers
- Have the potential to respond to the interconnections among the Top Tier Needs
- Lead to change at the child, adult, and family level, and in the broader systems and structures that impact individuals and families
- Encourage creative and collaborative approaches from partnering organizations
- Engage/ organize/ listen to the voices of families to be served
- Engage the community and leverage other community-based resources

**iv. Additional Documents (does not count against word/page limit)**

Only the information that is identified in each of the sections below may be provided as attachments:

- Planning Phase Budget:** Each proposal must be accompanied by summary expense budget for the Planning Phase. Please describe the distribution of Planning grant funding between partner organizations, if applicable
- Lead Organization Information:** Board of Directors – Names and Demographics
- Lead Organization Information:** Organizational/ Staff Chart – Names, Roles, and Demographics
- Lead Organization Information:** IRS Exemption Letter

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- E. **Lead Organization Information:** Most recent Form 990 or most recent audited financial statements and operating budgets
- F. **Letter of Affirmation:** Each partner should sign to indicate their involvement in the development of and support for the Application

### v. **Supports for Potential Applicants**

Please direct all clarifying questions regarding the RFP to Elizabeth Unger, Purchasing Agent, City of Cambridge ([purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov)) or submitted at scheduled Informational Sessions.

**Attachment A: ADA, Tax Compliance/Anti-Collusion Statement**

**Americans with Disabilities Act (42 U.S.C. 12131)  
Section 504 of the Rehabilitation Act of 1973  
Tax Compliance/Anti-Collusion Statement  
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

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

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: \_\_\_\_\_

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(Print Name of person signing bid)

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(Signature & Title)

**WAGE THEFT PREVENTION CERTIFICATION**

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

**Instructions for this form:**

A prospective vendor must check box 1 or box 2, as applicable, as well as boxes 3-5, and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary and filed with the Purchasing Agent.

The undersigned certifies under the pains and penalties of perjury that the vendor is in compliance with the provisions of Executive Order 2016-1 as currently in effect.

**All vendors must certify that [check either box 1 or box 2, as applicable]:**

1.  Neither this firm nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission.

**OR**

2.  This firm, or a prospective subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.

**In addition, all vendors must certify each of the following:**

3.  Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract, will be reported to the Purchasing Agent or other City department within five (5) days of receiving notice.

4.  Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal, while the bid/proposal was pending, or during the term of the contract shall, upon request, furnish their monthly certified payrolls for their City contract to the Purchasing Agent for all employees working on such contract and are required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year's gross wages for all employees. Vendors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.

5.  Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

\_\_\_\_\_  
(Typed or printed name of person signing  
quotation, bid or proposal)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
(Name of Business)

Pursuant to Executive Order 2016-1, vendors who have been awarded a contract with the City of Cambridge must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, G.L. c. 151, and 21 U.S.C. 201 *et seq.* in conspicuous places. This notice can be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

**CORI COMPLIANCE FORM**

Persons and businesses supplying goods and/or services to the City of Cambridge (“Vendors”), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy (“CORI Policy”) attached hereto.

**CERTIFICATION**

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. \_\_\_\_\_ CORI checks are not performed on any Applicants.
2. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. \_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor’s CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

**Instructions for Completing CORI Compliance Form:**

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor’s CORI policy conforms to the policies, practices and standards set forth in the City’s CORI Policy. A Vendor with a CORI policy that does NOT conform to the City’s CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

**This form must be submitted with your bid**

**Attachment E: Certificate of Authority – Partnership**

**Certificate of Authority**

This document hereby certifies that, \_\_\_\_\_, the \_\_\_\_\_  
of this Partnership \_\_\_\_\_, is hereby authorized and empowered to make,  
enter into, sign, seal , and deliver on behalf of the Partnership, a contract for  
\_\_\_\_\_ with the City of Cambridge.

Approved by;

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: