FY 2025 Application for Boston Tenant Organizing Program Funds

INTRODUCTION

The Community Economic Development Assistance Corporation (CEDAC), on behalf of the City of Boston Mayor's Office of Housing (MOH), will be making funding 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 $40,000 per applicant.

MOH and CEDAC reserve the right to not fund an application, or to fund an application at an amount less than requested. Organizational capacity and past performance will be considered as part of the application review process.

Eligibility Criteria

A. <u>Rental Projects</u>:
   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).
B. <u>Cooperative or Resident-Controlled Projects</u>:
   1. The project must contain at least five units of rental housing and have some units restricted for low and moderate income residents.
   2. Either:
      a. The cooperative/resident board must indicate in writing support for the grant within three months of the award; or
      b. At least 10% of the residents have requested assistance from the applicant.
   3. The applicant cannot have any identity of interest with the cooperative
C. <u>All Applicants</u>:
   1. The applicant must be a Massachusetts Chapter 180 non-profit organization.
   2. Projects that were awarded BTOP funding in FY 2023 or FY 2024 are eligible to re-apply for additional funding in FY 2025.

Eligible Uses of Funds

Grant funds may only be used to pay for staff costs of the applicant for tenant organizing and resident training. These staff costs must be incurred during the period beginning July 1, 2024 and ending May 31, 2025.

APPLICATION

All applicants must submit a narrative of not more than <u>5</u> 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 reasonable detail, 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.

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 describe how the proposed grant funds from BTOP 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, demonstrated commitment and capacity to address the needs of low-income tenants;
   - Operational systems; and
   - Proposed overall program budget.

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;
   - Information on the projects proposed to receive assistance.

4. **Desired Project Impact**
   - Preserving affordability of privately owned multifamily rental housing;
   - Stabilizing neighborhoods; and
   - Upgrading of housing conditions.

5. **Priorities for BTOP funding:** In FY 2025 the top priorities will be:
   - Existing affordable housing projects with a potential loss of affordable units
   - Unassisted rental housing (i.e. 'naturally occurring affordable housing') where there is a risk of displacement for low and moderate income residents.
   - Limited equity cooperatives and similar resident-controlled housing projects that contain units restricted to low and moderate income residents.

Application Deadline:
Complete applications are due by **October 28, 2024**. Applicants should deliver one (1) electronic copy of the completed application to Roberta Rubin at rrubin@cedac.org. Rolling applications will be accepted after that date for any unallocated funds.

Applications that fail to satisfy the requirements of this solicitation will be eliminated from funding consideration, as will activities 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

_____ ◆ 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 (BTOP FY 2024 grantees only need to send most current audited financial statements);
- ◆ Year to Date Financial Statements;
- ◆ Organizational Chart;
- ◆ Resumes and job descriptions of staff proposed to be funded with BTOP funds;
- ◆ 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

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

Award:	$	Request:	$
Organization:			
Full Mailing Address:			
Website Address:			
Executive Director:			
Phone Number:			
E-mail Address:			
Board Chair:			
E-mail Address:			
Date of Incorporation:			
Section 501(c)(3) Certification #:			

In the space below, please include the name of project(s), funding amounts requested, and outcomes expected. Outcomes should relate to number of tenants actively engaged, tenant protections achieved, and housing units preserved.

1. _____ $ _____

Outcomes expected _____

2. _____ $ _____

Outcomes expected _____

3. _____ $ _____

Outcomes expected _____

4. _____ $ _____

Outcomes expected _____

Please add additional pages, as needed, for more projects.

Note: An application will be considered incomplete if all required information is not presented correctly at the time of submission.