



GRANTING OPPORTUNITY

*BERDO's Equitable
Emissions Investment Fund*

Issued by:

City of Boston,
Environment Department

Issue Date: Monday, March 31, 2025, 9 am ET

Closing Date: Friday, May 30, 2025, 5 pm ET

Inquiries:

Questions should be directed to
BerdoReviewBoard@boston.gov

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هام! يحتوي هذا المستند أو التطبيق على معلومات هامة بشأن حقوقك، ومسؤولياتك و/أو منافعك. من المهم أن تفهم المعلومات في هذا المستند و/أو التطبيق، و سوف توفر المعلومات بلغتك المفضلة أو الصيغة الميسرة بدون أي تكلفة لك. إذا كنت بحاجة إليها، يرجى الإتصال بنا على BerdoReviewBoard@boston.gov, LCA@boston.gov أو 617-635-1732.

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Somali - Af Soomaali: MUHIIM! Dukumeentigan ama arjigan waxaa ku qoran macluumaad muhiim ah oo ku saabsan xuquuqdaada, mas'uuliyadahaaga iyo/ama manfacyadaada. Waxaa muhiim inaad fahamto macluumaadka dukumeentigan iyo/ama arjigan ku qoran, oo anagana macluumaadka waxaan kugu siin doonaa luuqadaada aad doorbidayso định dạng quý vị có thể truy cập adiga oo wax qarash ah ayna kaa bixin. Haddii aad u baahan tahay, fadlan nagala soo xiriir BerdoReviewBoard@boston.gov, LCA@boston.gov ama 617-635-1732.



INTRODUCTION

How to apply: Completed applications should be submitted via [this Google Form](#) by Friday, May 30, 2025, 5 pm ET. You will be asked to log into a Google Account in order to fill out the form. A full list of questions included in the Google Form can be [found in Appendix A](#).

Requests: Any requests, including requests for alternative methods of submission, should be directed to Diana Vasquez, BERDO Review Board Manager, at BerdoReviewBoard@boston.gov or 617-635-1732. The City will work with any interested parties to ensure they are able to submit an application.

BACKGROUND

The City of Boston's Environment Department is launching the second application round of the [Building Emissions Reduction and Disclosure Ordinance's](#) (BERDO) [Equitable Emissions Investment Fund](#). BERDO is the City's ordinance that aims to achieve carbon net-neutrality among Boston's largest buildings¹ by setting decreasing greenhouse gas limits. By achieving carbon net-neutrality by 2050, BERDO aims to assist the City in reaching its emission reduction goals and improve air quality for residents. The Fund is a revolving fund that has been seeded with \$3.5 million from the City and will continue to receive funding through fines and Alternative Compliance Payments from building owners complying with BERDO.

Purpose of the Fund

The Equitable Emissions Investment Fund (the Fund) supports the implementation and administration of local building-carbon abatement projects that benefit the City of Boston's emissions reduction goals. Money from the Fund must prioritize Boston's [Environmental Justice Populations](#) and populations disproportionately affected by air pollution. The Fund operates on an annual application cycle, with the BERDO Review Board deciding how the funds are allocated.

BERDO Review Board

The [BERDO Review Board](#), a nine-member governing body of BERDO, is responsible for evaluating applications and making recommendations for expenditures from the Fund. Two-thirds (6) of the board members must be nominated by a Boston-based community organization, one seat is reserved for the City Councilor who chairs the City Council's Committee on Environmental Justice, Resiliency, and Parks (or their designee), and two seats are available for open nomination, including self-nominations. For more information about the Board, including who currently serves, you may visit boston.gov/berdo-review-board.

¹ The following buildings in Boston are subject to BERDO: 1) Residential buildings with 15 or more units; 2) Non-residential buildings that are 20,000 square feet or larger (excluding parking); 3) Any parcel of land with multiple buildings that sum to at least 20,000 square feet (excluding parking) or 15 residential units or more. Note: A mixed-use building is considered residential if 50% or more of its Gross Floor Area, excluding parking, has a residential use.

ELIGIBILITY

Applicants

This grant program is open to nonprofit organizations (registered 501c3), or organizations with a fiscal sponsor, that have a project proposal that results in building-emissions reductions or mitigation in Boston.

Note: You do not need to be a registered vendor with the City of Boston prior to submitting a proposal. However, you will need to register as a vendor if awarded to receive grant funds. More information about how to create a vendor account and more [can be found on this page](#). You may also join drop-in sessions to learn about Boston's procurement processes [using this link](#).

Projects

Proposed projects must advance a public purpose and have a building carbon mitigation component. If you have questions about whether your project advances a public purpose, please reach out to us at BerdoReviewBoard@boston.gov. Projects that have additional co-benefits will be prioritized. Co-benefits of interest include:

- Benefits to affordable housing;
- Benefits to tenants;
- Benefits to labor and workforce development;
- Benefits to outdoor air quality;
- Benefits to indoor air quality and quality of life;
- Climate resilience benefits;
- Energy justice benefits; and
- And other benefits the applicant would like to share.

The BERDO Review Board has indicated an interest in funding projects that serve buildings subject to BERDO² and priority will be given to organizations that serve Boston's Environmental Justice Populations.

AMOUNT AVAILABLE

For this year's application cycle, the Review Board has allocated up to \$750,000. The Review Board is seeking to make four awards, not to exceed \$250,000 each. Applicants will be asked to detail their funding needs in their application [using this budget template](#). While projects exceeding this range are welcome to apply, full funding requests are not guaranteed. The Board reserves the right

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to award a project less funding than requested and less than the total allocated for this funding round.

APPLICATION EVALUATION

The BERDO Review Board will evaluate applications and make decisions about the Equitable Emissions Investment Fund using [this project evaluation form](#) at a public hearing. Applicants will be asked to join these hearings and are encouraged to prepare a brief presentation and answer questions from the Board. The Board meets every second and fourth Monday of the month. For a full schedule of upcoming hearings, you may visit boston.gov/berdo-review-board or [click here for](#) the 2025 schedule.

Applications will be evaluated by how well they include the following benefits:

- **Emissions reductions (this component is required for all applications):** The expected timeline and scale of direct Emissions reductions produced by the proposed project. Review Board members may consider metrics such as expected absolute Emissions reductions or expected Emissions reductions achieved per dollar spent.
- **Benefits to affordable housing:** The expected timeline and scale of direct benefits provided to low-income residents or residents of affordable housing, including, but not limited to, whether projects will support the development or protection of low-income or affordable housing.
- **Benefits to tenants and low-income residents:** The expected timeline and scale of direct benefits provided to low-income residents or residents of affordable housing, including, but not limited to, whether projects include anti-displacement measures, such as rent stabilization, rent assistance, and/or relocation assistance.
- **Benefits to labor and workforce development:** The expected timeline and scale of benefits to local labor and workforce development, including equitable employment and contracting standards, living wage standards, and the hiring of local contractors, cooperative contractors, Minority, Women, and Disadvantaged Business Enterprises, and/or trainees or recent graduates from local workforce development programs.
- **Benefits to outdoor air quality:** The expected timeline and scale of direct emissions reductions of criteria air pollutants, including carbon monoxide, lead, ground-level ozone, nitrogen dioxide, particulate matter, and sulfur dioxide.
- **Benefits to indoor air quality and quality of life:** The expected timeline and scale of improvements related to indoor air quality, thermal comfort, and/or reduced energy bills for building occupants produced by the proposed project.

- **Climate resilience benefits:** The expected timeline and scale of climate resilience benefits produced by the project, including heat resilience, energy resilience, and coastal and stormwater flood management.
- **Energy justice benefits:** The expected timeline and scale of benefits related to reducing energy bills for building occupants and/or contributing to community ownership or control over energy infrastructure.
- **And other benefits:** Other benefits presented by the applicant and evaluated at the discretion of the Review Board. This may include the proposed project's replicability, scalability, uniqueness, urgency and timeliness.

APPLICATION PROCESS AND TIMELINE

To submit an application, please use [this Google Form](#) to upload your project proposal by Friday, May 30, 2025, 5 pm ET. If this method does not work for you for any reason, please reach out to Diana Vasquez, BERDO Review Board Manager, at BerdoReviewBoard@boston.gov. The Review Board will review applications throughout June and July, and aim to notify applicants of their decisions in August. Timeline is subject to change depending on BERDO Review Board members.

A full list of the questions can be found in [Appendix A](#). Generally a complete application will include the following information.

- A description of the proposed project you are applying to the Fund for, including:
 1. The building(s) and/or residents that will be served by a proposed project, including identifying if any buildings are subject to BERDO.
 2. The total cost of the proposed project. For requests for funding a phase of a project, the cost of the proposed phase as well as any known future costs to achieve emissions reductions.
 3. The realized or anticipated project start date.
 4. The anticipated project completion date.
- The total amount of funding requested by the applicant and a description of how the requested funding will be used for the proposed project.
- The expected timeline and scale of emissions reductions, including energy savings that would be achieved.
- A narrative of how the project would provide benefits to Environmental Justice Populations and/or advance the purpose of BERDO.

- If applicable, any anticipated efforts to inform and engage tenants in the proposed project and any potential impacts of the proposed project on tenants.
- If applicable, a description of any other funding or financial support that the proposed project has received in the past or that may be leveraged in the future.
- If applicable, a description of any previous funding received by the applicant from the Fund and/or past applications to the Fund.

The project proposal guidance below provides more details regarding what to include in your submitted project proposal.

Project Proposal Guidance

A project proposal details your project plan for the Review Board. Once you have completed your project proposal following the outline below, you will be asked to upload a PDF version of it to the designated section [of this Google Form](#).

1. Introduction

Start by introducing your organization. This includes the applicant contact person, the nonprofit organization you represent, and its mission. Please include the following subsections.

I. Applicant Contact Information

- Applicant Name
- Applicant Email
- Applicant Phone Number
- Applicant's role and/or title and responsibilities

II. Organization Information

- Name of the organization
- Organization's address
- Confirmation that it is a nonprofit (registered 501c3 or an organization with a fiscal sponsor). *You will be asked to upload supporting documentation in the Google Form.*
- The organization's mission statement and a small description of the work this organization carries out
 - You may include any major accomplishments your organization completed in the last five years.
- The organization's annual budget. *You will be asked to upload supporting documentation in the Google Form.*
- Link to the organization's website

2. Project Summary

Describe the project the Fund would support if awarded. Be sure to highlight the project's activities, what you aim to achieve through this project, and who stands to benefit from the project. Please include the following subsections.

I. Project Proposal Overview

- A title for the project proposal
- Clearly defined problem and/or opportunity this project seeks to address
- Clearly defined solution this project offers

II. Project Objectives and Outcomes/Impacts

- The project's expected outcomes and/or deliverables

- Describe the population expected to receive benefits
- If applicable, any impacts on your tenants

III. Description of Boston Neighborhoods and/or Building(s) Served by Proposed Project.

- If your project is related to specific buildings, please include the following:
 - Address(es)
 - Boston neighborhood(s) they are located in
 - Whether the buildings are subject to BERDO³ or not
 - The primary uses of the buildings

IV. For Nonprofit Building Owners, Describe the Public Purpose

- If applicable, indicate if you are a nonprofit building owner applying to the Fund for a project relating to reducing emissions in buildings you own. If true, please describe how your proposed project will serve a public purpose. Items to consider:
 - What public services are being delivered from the building?
 - Does the building or owner have a covenant securing the building will continue to serve the public over time?
 - If the building or owner does not have a covenant securing the building will continue to serve the public over time, can the owner ensure that they are not planning to make upgrades in the building to then sell it for private gain?
 - *If you have questions regarding this section, please contact BerdoReviewBoard@boston.gov.*

3. Scope Of Work

Flesh out the scope of work your project would entail. This section should explain expected project tasks, timeline, and potential risks or additional considerations. Please include the following subsections.

I. Project Tasks

- Describe expected tasks that will be performed
- If applicable, include plans to engage and inform your tenants

II. Estimated Timeline

- Estimated start date of the project
- Estimated end date of the project
- Indicate whether the project will be implemented in one phase or in multiple phases

³ The following buildings in Boston are subject to BERDO: 1) Residential buildings with 15 or more units; 2) Non-residential buildings that are 20,000 square feet or larger (excluding parking); 3) Any parcel of land with multiple buildings that sum to at least 20,000 square feet (excluding parking) or 15 residential units or more. Note: A mixed-use building is considered residential if 50% or more of its Gross Floor Area, excluding parking, has a residential use.

- Indicate whether the project has already started, and if applicable, indicate the phase the project is in at the time of application
- If applicable, indicate whether the requested funding would cover the totality of the project costs, one or more specific phase(s) of the project, or specific types of costs

III. List of Resources Expected for the Project

- List of personnel who would work on the project
- Facilities and equipment that would be utilized
- Materials and supplies that would be used
- If applicable, collaboration and partnerships

IV. Activities Not Included In The Funded Scope Of Work

- What activities are outside of this scope of work (to help prevent “scope creep”)

V. Potential Risks and/or any Additional Considerations

- Any additional considerations that you would like to share with the Review Board

4. Project Benefits

Illustrate the expected emissions reductions and any environmental justice co-benefits you anticipate resulting from your project. Please include the following subsections.

I. Expected Emissions Reductions

- Expected scale of reductions of emissions in KgCO₂e (Kilogram of CO₂ equivalent) for the first year emissions savings are expected to start, and over the first ten years.
- For both the first year and over ten years, provide an calculate an expected emissions reduction (KgCO₂e) per dollar spent from the Fund
- [You may use this template](#) provided by the Environment Department. If you do not use the provided template, please explain methodology and assumptions made to calculate expected emissions reductions

II. Expected Savings

- If applicable, expected energy savings in the short-term and/or long-term
 - Please reach out to the City at BerdoReviewBoard@boston.gov if you would like assistance in calculating expected energy savings.
- If applicable, expected dollar savings in the short-term and/or long-term

III. Environmental Justice Benefits

- Indicate which of the following benefits the proposed project would provide. You can find a brief description of each under the [Application Evaluation section of this announcement](#).
 - Emissions reductions (required)

- Benefits to affordable housing
- Benefits to tenants and low-income residents
- Benefits to labor and workforce development
- Benefits to outdoor air quality
- Benefits to indoor air quality and quality of life
- Climate resilience benefits
- Energy justice benefits
- Other benefits
- For each of the selected benefits, provide a narrative description of how the project would provide the benefits to environmental justice populations and/or advance the Purpose of the Ordinance.

5. Budget

Share the total cost of this proposed project and how much the Equitable Emissions Investment Fund would contribute to.

I. Total Project Cost and Breakdown

- Breakdown the total cost of the project, including different funding sources ([please use this template](#)). Please review what funding is allowed to be used on [in the FAQs section of this document](#).
 - State how much you are requesting from the Fund and how it will be spent
 - State any other sources of funding that are being explored or utilized
- Any major funding accomplishments achieved as part of this project, or the larger programming this project is a part of, within the last five years

II. Organization's Annual Budget

- Your organization's annual budget. *You will be asked to provide your organization's most recent 990 form or other supporting document in the Google Form.*

6. Project Team

Highlight your team and their expertise. Please provide a resume or CV for each member of the team responsible for executing the proposed project.

Note: Depending on the project type, the Review Board may request references during the project evaluation process.

7. Letters Of Support (Optional)

Share if you have supporters of your project. Letters of support can come from, but are not limited to, the following:

- Tenants and/or residents who would be served by the project
- Partners and collaborators
- Technical experts

- Community-based organizations

8. Appendices And Attachments (Optional)

Attach any relevant appendices and/or documents at the end of your proposal.

Timeline

This grant will open on **Monday March 31, 2025 at 9 am ET** and close on **Friday, May 30, 2025 at 5 pm ET**. The Review Board will review applications throughout June and July, and aim to notify applicants of their decisions in August. Timeline is subject to change depending on BERDO Review Board members.

Information Sessions

The City of Boston hosted two information sessions for interested parties, one on April 15 and one on April 23

Dates	Zoom Recording	Slide Deck
April 15, 2025	Recording	Slide Deck
April 23, 2025	Recording	Slide Deck

ADDITIONAL RESOURCES

Frequently Asked Questions (FAQs)

1. I'm a nonprofit building owner, can I apply for money for upgrades in my building?

Proposals for building upgrades from nonprofit owners will be evaluated on a case-by-case basis by the City. In Massachusetts, public funds can only be used for public purposes, as cities and towns are prohibited from using taxpayer money for private interests. As a result, municipalities can allocate funds only to projects that directly benefit the public (Anti-Aid Amendment in Massachusetts).

The City will evaluate proposals based on two key criteria:

- Does the project serve the public good or interest?
- If the proposal comes from a nonprofit building owner, will the building continue to serve a public purpose in the long term?

For example, proposals to upgrade a nonprofit's administrative or office building would not be eligible. Although such upgrades may help the City achieve its goal of carbon neutrality by 2050, they do not directly serve the public. The City will also assess whether the building has a long-term public purpose. This could include a covenant ensuring its

continued use for public service, or an agreement from the owner not to sell the building for private gain in the near-term.

Applicants in this category will be required to outline the public purpose of their project in the "Project Summary" section of the proposal. The City may request additional information to fully assess whether the project meets these criteria.

2. Are planning and scoping projects eligible for this grant?

Yes, scoping phases are eligible to receive funding from this grant. The Equitable Emissions Investment Fund offers funding for projects that have a building emissions reduction component at any phase. This includes projects in the initial planning and scoping stage.

3. I'm a nonprofit that works in decarbonization, but I'm not located in Boston, can I apply?

You do not have to be located within the City of Boston to receive funding as long as the projects and/or services you perform with this funding are located within the City of Boston.

4. Can I use grant money to help pay for administrative costs?

Overhead and/or administrative costs are limited to no more than 10% of the total budget application.

Other allowable uses of grant funds include:

- Salaries and associated benefits of staff delivering the project, this may include Executive Directors if they spend a certain percentage of their time on the grant funded project
- Where applicable, please annotate what percentage of the salary and associated benefits you are seeking support for (i.e., 0.5 FTE)
- Equipment, supplies and/or materials associated with the project
 - Temporary space fees and/or rental for the project
 - Transportation required for the project
 - Advertising and publicity expenses for the project
 - Local conference, seminar or training attendance related to the project
 - Project planning / evaluation
 - Technical assistance
- Food and beverage for project participants
- Other direct costs of the project

Uses **not** allowed include:

- Alcoholic beverages
- Gift cards

- Fundraising activities (this includes salaries or associated benefits for fundraising staff time)
- Lobbying services (this includes salaries or associated benefits for lobbying staff)
- Rent and utilities for the non-profit
- Salaries and associated benefits of staff not involved with directly delivering the project

5. Will the City provide a template budget to include in my application?

Yes, please utilize [this budget template](#) for your application.

6. What are the conditions of this grant agreement?

The following standard conditions shall apply to the award of any money from the Fund:

- If funding is provided for a project in buildings subject to BERDO, timely compliance with BERDO reporting requirements.
- For long-term projects or projects that include distinct phases or deliverables, a schedule for allocating awarded funds.
- Reporting by funding recipients to the Review Board regarding project progress and use of funding. The frequency of reporting may vary according to the project's lifetime.
- Reporting by funding recipients to the Review Board related to special conditions. The frequency of reporting may vary according to the project's lifetime.
- Completion of the funded project within the projected time frame.
- The Review Board or its designee may inspect any funded project and related records, at reasonable times and with reasonable notice, in order to assess compliance with the terms and conditions of the funding provided.
- If the funding recipient (i) fails to spend the funding and/or (ii) fails to comply with the terms and conditions of expenditure, the Review Board may consider limiting a recipient's access to future funding applications.

On a case-by-case basis, the BERDO Review Board may approve funding with additional special conditions relevant to the distribution of benefits to Environmental Justice Populations and advancement of the purpose of BERDO. Any proposal to add special conditions shall be discussed at a public meeting with the Review Board.

Annual Equitable Emissions Investment Fund Report

The City will issue annual reports on the Equitable Emissions Investment Fund, including balance of funds, expenditures, funded projects and anticipated impacts relative to greenhouse gas emissions, air quality, and local employment.

Public Records Law

Applicants are advised that all materials submitted to the City of Boston for consideration in response to this Request for Grant Application is public record, as defined in Title X Chapter 66 of the Massachusetts General Laws.

Appendix

Appendix A. Google Form Questions

A full copy of the Google Form can be found below:

ATTN: Please read the [Equitable Emissions Investment Fund Granting Opportunity Announcement](#) before submitting an application to confirm eligibility and requirements.

Program Information

The Equitable Emissions Investment Fund (the Fund) supports the implementation and administration of local building-carbon abatement projects that benefit the City of Boston's emissions reduction goals. Money from the Fund must prioritize Boston's [Environmental Justice Populations](#) and populations disproportionately affected by air pollution. The Fund operates on an annual application cycle, with the BERDO Review Board deciding how the funds are allocated.

Eligibility: Applicants

This grant program is open to nonprofit organizations (registered 501c3), or organizations with a fiscal sponsor, that have a project proposal that results in building-emissions reductions or mitigation in Boston.

Eligibility: Projects

Proposed projects must advance a public purpose and have a building carbon mitigation component. Projects that have additional co-benefits will be prioritized. Co-benefits of interest include:

- Benefits to affordable housing;
- Benefits to tenants;
- Benefits to labor and workforce development;
- Benefits to outdoor air quality;
- Benefits to indoor air quality and quality of life;
- Climate resilience benefits;
- Energy justice benefits; and
- And other benefits the applicant would like to share.

The BERDO Review Board has indicated an interest in funding projects that serve buildings subject to BERDO and priority will be given to organizations that serve Boston's Environmental Justice Populations.

Amount: The Review Board has allocated up to \$750,000 and seeks to make at least four awards, not to exceed \$250,000 each.

Timeline: This application **opens Monday, March 31 at 9 am** and **closes Friday, May 30 at 5 pm**.

The Environment Department will host two information sessions:

- April 15 from 10 - 11 am | [Registration page here](#)
- April 23 from 1 - 2 pm | [Registration page here](#)

The Review Board will evaluate applications through June and July and aim to notify applicants of their decisions in August.

More Information: You can visit boston.gov/berdo-fund.

Have questions? Contact Diana Vasquez, BERDO Review Board Manager, at BerdoReviewBoard@boston.gov or 617-635-1732.

NOTICE OF ACCOMMODATIONS

English: Interpretation, translation, and disability accommodation services are available to you at no cost. If you need them, please contact us at BerdoReviewBoard@boston.gov, LCA@boston.gov, or 617-635-1732 by 6/24/24.

Spanish - Español: Hay servicios de interpretación, traducción y adaptaciones para discapacidades a su disposición sin costo alguno. Si los necesita, por favor póngase en contacto con nosotros mandando un correo electrónico a BerdoReviewBoard@boston.gov, LCA@boston.gov o llamando a 617-635-1732, hasta esta fecha: 6/24/24.

Haitian Creole -Kreyòl ayisyen: Sèvis entèpretasyon, tradiksyon, ak sèvis akomodasyon pou andikape disponib pou ou gratis. Si w bezwen sèvis sa yo, tanpri kontakte nou nan BerdoReviewBoard@boston.gov, LCA@boston.gov oswa 617-635-1732, ant: 6/24/24.

Traditional Chinese - 繁體中文: 我們可以為您提供免費的口譯, 筆譯, 和殘疾人士合理照顧服務。如有需要, 請在 6/24/24 XX 月 YY 日, 前與我們連絡, 發電子郵件至 BerdoReviewBoard@boston.gov, LCA@boston.gov 或致電 617-635-1732.

Vietnamese - Tiếng Việt: Các dịch vụ thông dịch, dịch thuật và hỗ trợ người khuyết tật được cung cấp miễn phí cho bạn. Nếu bạn cần họ, vui lòng liên lạc với chúng tôi theo địa chỉ BerdoReviewBoard@boston.gov, LCA@boston.gov hoặc 617-635-1732 trước ngày: 6/24/24.

Simplified Chinese - 简体中文: 我们可以为您提供免费的口译, 笔译, 和残疾人士合理照顾服务。如有需要, 请在 6/24/24 XX 月 YY 日 前与我们联系, 发电子邮件至 BerdoReviewBoard@boston.gov, LCA@boston.gov 或致电 617-635-1732.

Cabo Verdean Creole - kriolu: Nu ta ofere-se-bu sirvisus di interpretason, traduson y sirvisus di komodason pa gentis ku difisènsia di grasa. Si bu meste kes sirvisu la, kontata-nu pa email

BerdoReviewBoard@boston.gov, LCA@boston.gov ó pa telefóni, pa númeru 617-635-1732. Na es data: 6/24/24.

Russian-Русский: Услуги устного и письменного перевода и по приспособлению инвалидов предоставляются бесплатно. Если Вам они нужны, просьба связаться с нами по адресу электронной почты BerdoReviewBoard@boston.gov, LCA@boston.gov либо по телефону 617-635-1732 до 6/24/24.

Portuguese - Português: Disponibilizamos serviços de tradução e interpretação e adaptações especiais para pessoas com deficiências gratuitamente. Para solicitar, envie e-mail para BerdoReviewBoard@boston.gov, LCA@boston.gov ou ligue para 617-635-1732 até o dia 6/24/24.

French - Français: Les services d'interprétation, de traduction et d'adaptation aux personnes handicapées sont à votre disposition gratuitement. Si vous en avez besoin, veuillez nous contacter à BerdoReviewBoard@boston.gov, LCA@boston.gov ou au 617-635-1732, d'ici au: 6/24/24.

Somali - Af Soomaali: Adeegyada tarjumaadda luuqadaha iyo hoyga naafada ayaa diyaar kuu ah adiga oo aan wax kharash ah ka bixin. Haddii aad u baahatid iyaga, fadlan nagala soo xiriiir BerdoReviewBoard@boston.gov, LCA@boston.gov ama 617-635-1732 markay taariikhdu tahay: 6/24/24.

العربية - Arabic

خدمات الترجمة الشفوية والتحريرية والتسهيلات لذوي الإعاقة متوفرة لك دون تحميلك أي تكلفة. إذا احتجت لهذه الخدمات، يرجى التواصل معنا على البريد الإلكتروني (LCA@boston.gov)، أو على رقم الهاتف 6174824900 بحلول يوم 6/24/24.

Section 1/6: Applicant Organization Information	Answer Style
Email*	Short-response
Name of person completing this form*	Short-response
Title of person completing this form	Short-response
Phone number of person completing this form	Short-response
Organization's name*	Short-response

Number of full-time equivalent (FTE) employees	Short-response
<p>Choose the options below that best describe the identity of your organization's Executive Director or equivalent leadership role.</p> <p><i>These details are used for reporting purposes only and are optional.</i></p>	<p>Multi-select:</p> <ul style="list-style-type: none"> <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> Black or African-American <input type="checkbox"/> Hispanic/Latine <input type="checkbox"/> Immigrant <input type="checkbox"/> LGBTQI <input type="checkbox"/> Living with a disability <input type="checkbox"/> Man <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Non-binary, gender non-conforming, or genderqueer <input type="checkbox"/> Older adult (60+ years of age) <input type="checkbox"/> Returning Citizen <input type="checkbox"/> Veteran <input type="checkbox"/> Woman <input type="checkbox"/> White <input type="checkbox"/> Youth <input type="checkbox"/> Other:_____
<p>Is this organization a registered 501(c)(3) tax-exempt nonprofit?</p> <p><i>Nonprofit status is not required to apply for a grant. However, you will be required to partner with a fiscal sponsor before you can receive grant funding.*</i></p>	<p>Multi-select:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, we are a tax-exempt nonprofit organization <input type="checkbox"/> No, we do not have nonprofit status (Choose this option if you are working with a Fiscal Sponsor)
<p>Section 2/6: Additional Information for Nonprofit (If you answered “Yes” that you are a tax-exempt nonprofit).</p>	<p>Answer style</p>
<p>Additional Information for Nonprofit</p> <p>Please fill out the following questions regarding your nonprofit organization.</p>	
Organization's EIN number*	Short-response
Organization's Nonprofit Certification*	Upload a file

Upload either a copy of your organization's most recent Form 990 or IRS Letter of Determination	
<p>Organization's Form W-9*</p> <p>Please upload a copy of your organization's IRS Form W-9. Make sure it is signed before uploading. This attachment is required if you are representing a tax-exempt nonprofit organization. If needed, a blank Form W-9 can be downloaded at this link: Form W-9 (revised March 2024).</p>	Upload a file
<p>City of Boston Supplier/Vendor ID</p> <p>Write in your City of Boston Supplier/Vendor ID.</p> <p>A Supplier/Vendor ID is a unique 10-digit number that is assigned, owned, and managed by the City of Boston to identify anyone doing business with or receiving funding from the City.</p> <p>If you do not have a City of Boston Supplier/Vendor ID — download the instructions below, leave this answer blank, and move to the next section.</p> <p>How to Obtain a New Supplier/Vendor ID — Follow these detailed Supplier/Vendor ID Instructions if you are a first-time applicant or returning Supplier/Vendor and you would like additional help. This process typically takes 2-3 business days.</p> <p>How to Find Your Supplier/Vendor ID — If you have previously received funding from the City of Boston, your Supplier/Vendor ID is a 10-digit number that can be found on purchase orders, contracts, check stubs, and payment advice.</p> <p>Why You Need a Supplier/Vendor ID — A Supplier/Vendor ID is not required to apply for a grant, but it must be obtained before a grant is approved and your payment is processed. This</p>	Short-response

<p>also enables you to sign up for direct deposit if you are awarded a grant. If you are using a fiscal sponsor, they must register for a Supplier/Vendor ID in order to receive funding.</p> <p>Additional Assistance — Additional guidance for accessing the Supplier Portal or requesting a Supplier/Vendor ID can be Found Here. Alternatively, please email vendor.questions@boston.gov or call 617-961-1058 for additional assistance.</p>	
<p>By checking this box, please confirm that your organization is in good standing with both the Massachusetts Attorney General's Office and the IRS.*</p>	<input type="checkbox"/> I confirm my organization is in good standing with both the MA Attorney General's Office and the IRS.
<p>Section 3/6: Additional Information for fiscal sponsor (If you answered "no" you do not have nonprofit status)</p>	<p>Answer Style</p>
<p>Additional Information for Fiscal Sponsor</p> <ul style="list-style-type: none"> • A fiscal sponsor is not required to complete this application. However, you must obtain one in order to receive funding from the City of Boston. • If you are already working with a fiscal sponsor who operates as a tax-exempt nonprofit organization, please provide their information below. • Your fiscal sponsor will be required to obtain a Supplier/Vendor ID from the City of Boston before they can receive funding for your proposed project. Please share these Supplier/Vendor ID Instructions with your fiscal sponsor and encourage them to begin this process. Obtaining a new ID typically takes 2-3 business days. • If you do not yet have a fiscal sponsor, skip the questions below and select "Next" to begin the next section. 	
Fiscal sponsor name	Short-response
Fiscal Sponsor's EIN number	Short-response
Fiscal sponsor contact name	Short-response
Fiscal sponsor contact email address	Short-response
Fiscal sponsor contact phone number	Short-response

Upload either a copy of your fiscal sponsor's most recent Form 990 or IRS Letter of Determination	Upload a file
<p>Upload a signed copy of your fiscal sponsor's Form W-9.</p> <p><i>If needed, a blank IRS Form W-9 can be filled out at this link:</i> https://www.irs.gov/pub/irs-pdf/fw9.pdf. Please make sure it is signed before uploading.</p>	Upload a file
By checking this box, please confirm that your fiscal sponsor is in good standing with both the Massachusetts Attorney General's Office and the IRS.*	<input type="checkbox"/> I confirm my fiscal sponsor is in good standing with both the MA Attorney General's Office and the IRS.
<p>Fiscal Sponsor's Supplier/Vendor ID Write in your fiscal sponsor's City of Boston Supplier/Vendor ID.</p> <p>If your fiscal sponsor does not have a City of Boston Supplier/Vendor ID, download the guidance below and move to the next section. Please share these instructions with the leadership representative from your fiscal sponsor.</p> <p>How to Obtain a New Supplier/Vendor ID — Follow these detailed Supplier/Vendor ID Instructions if you are a first-time applicant or returning Supplier/Vendor and you would like additional help. This process typically takes 2-3 business days.</p> <p>How to Find Your Supplier/Vendor ID — If you have previously received funding from the City of Boston, your Supplier/Vendor ID is a 10-digit number that can be found on purchase orders, contracts, check stubs, and payment advice.</p>	Short-response

<p>Why You Need a Supplier/Vendor ID – A Supplier/Vendor ID is not required to apply for a grant, but it must be obtained before a grant is approved and your payment is processed. This also enables you to sign up for direct deposit if you are awarded a grant. If you are using a fiscal sponsor, they must register for a Supplier/Vendor ID in order to receive funding.</p> <p>Additional Assistance – Additional guidance for accessing the Supplier Portal or requesting a Supplier/Vendor ID can be Found Here. Alternatively, please email vendor.questions@boston.gov or call 617-961-1058 for additional assistance.</p>	
<p>By checking this box, please confirm that your fiscal sponsor is in good standing with both the Massachusetts Attorney General's Office and the IRS.</p>	<p><input type="checkbox"/> I confirm my fiscal sponsor is in good standing with both the MA Attorney General's Office and the IRS.</p>
<p>Section 4/6 Project Proposal</p>	<p>Answer Style</p>
<p>Project Proposal</p> <p>You will be asked to upload your project proposal as a PDF file. Guidance on what should be included in your project proposal is included on page 10 of the Fund Granting Opportunity Announcement.</p> <p>Generally, a complete application will include the following sections:</p> <ol style="list-style-type: none"> 1. Introduction of the organization applying 2. A summary of the proposed project 3. Scope of work including tasks and timeline 4. Project benefits including emissions reduced and EJ benefits 5. Budget outlining how award would be utilized 6. Project team working who would work on the project 7. Letters of support (optional) 8. Appendices and Attachments (optional) 	
<p>Title of your project proposal*</p>	<p>Short-response</p>
<p>Upload your project proposal as a PDF file.* Please use the format described on page 10 of the Fund Granting Opportunity Announcement</p>	<p>Upload a file</p>

Budget Guidelines

Allowable Expenses for City Grant funds

- Salaries and associated benefits of staff delivering the program, this may include Executive Directors if they spend a certain percentage of their time on the grant funded program
- Where applicable, please annotate what percentage of the salary and associated benefits you are seeking support for (i.e., 0.5 FTE)
- Food and beverage for program participants
- Other direct costs of the program
- Up to 10% of the grant budget can be for indirect/administrative costs
- Equipment, supplies and/or materials associated with the program, such as:
 - Temporary space fees and/or rental for the program
 - Transportation required for the program
 - Advertising and publicity expenses for the program
 - Local conference, seminar or training attendance related to the program
 - Program planning / evaluation
 - Technical assistance

City of Boston Grant Funds may NOT be used for:

- Gift cards,
- Rent and utilities
- Alcoholic beverages
- Fundraising or lobbying activities (including salaries or associated benefits of fundraising staff)
- Salaries or associated benefits of staff not involved with directly delivering the program

Upload your project proposal's budget*
[Please use this budget template.](#)

Upload a file

Section 5/6: Populations Served

Answer Style

Populations Served

To the best of your ability, please select which populations your program will primarily serve.

These responses will be used for reporting purposes only and are optional.

Will your proposed project primarily serve any of the following races?

Multi-select:

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American

	<input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Not listed here or Other (write-in below) <input type="checkbox"/> Other:_____
Will your proposed project primarily serve people who identify with any of the following Hispanic or Latino/-e communities in Boston?	Multi-select: <input type="checkbox"/> Brazilian <input type="checkbox"/> Colombian <input type="checkbox"/> Cuban <input type="checkbox"/> Dominican <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Salvadoran <input type="checkbox"/> No <input type="checkbox"/> Yes, but not listed here or other (write-in below) <input type="checkbox"/> Other:_____
Will your proposed project primarily serve non-Hispanic/ non-Latino ethnic groups common in Boston?	Multi-select: <input type="checkbox"/> Cape Verdean <input type="checkbox"/> Chinese <input type="checkbox"/> Haitian <input type="checkbox"/> Indian (Not American Indian or Alaska Native) <input type="checkbox"/> Jamaican <input type="checkbox"/> Middle Eastern or North African <input type="checkbox"/> Vietnamese <input type="checkbox"/> No <input type="checkbox"/> Yes (please write in other) <input type="checkbox"/> Other:_____
Will your proposed project primarily serve people of the following gender identities?	Multi-select: <input type="checkbox"/> Men <input type="checkbox"/> Women <input type="checkbox"/> Non-binary, gender non-conforming, or genderqueer <input type="checkbox"/> No <input type="checkbox"/> Other:_____
Which neighborhood(s) will your proposed project primarily serve?	<input type="checkbox"/> Citywide (all neighborhoods) <input type="checkbox"/> Allston

	<input type="checkbox"/> Back Bay <input type="checkbox"/> Bay Village <input type="checkbox"/> Beacon Hill <input type="checkbox"/> Brighton <input type="checkbox"/> Charlestown <input type="checkbox"/> Chinatown <input type="checkbox"/> Dorchester <input type="checkbox"/> Downtown <input type="checkbox"/> East Boston <input type="checkbox"/> Fenway <input type="checkbox"/> Hyde Park <input type="checkbox"/> Jamaica Plain <input type="checkbox"/> Kenmore <input type="checkbox"/> Leather District <input type="checkbox"/> Mattapan <input type="checkbox"/> Mission Hill <input type="checkbox"/> North End/West End/Beacon Hill <input type="checkbox"/> Roslindale <input type="checkbox"/> Roxbury <input type="checkbox"/> Seaport District <input type="checkbox"/> South Boston <input type="checkbox"/> South End <input type="checkbox"/> West End <input type="checkbox"/> West Roxbury
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Section 6/6: Terms and Conditions	Answer Style
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Terms and Conditions
 Terms and conditions for this Fund included below.

<p>Equitable Emissions Investment Fund Standard Conditions*</p> <p>By submitting this application, I certify that I accept the standards conditions associated with the Equitable Emissions Investment Fund.</p> <p>Grant Agreement and Terms</p> <p>By submitting this application, I certify that I accept the terms of the City of Boston's CM-20 & CM-21 Standard Grant Agreement and Terms. I understand that if selected for an award, I will be required to have knowledge of this document and</p>	<input type="checkbox"/> By checking this box, I understand and accept the above terms and standard conditions associated with the Equitable Emissions Investment Fund.
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<p>may be required to complete and sign it before receiving funding.</p> <p>Notice to Beneficiaries By submitting this application, I certify that I accept the terms set forth in Form B-1 Notice to Beneficiaries. I understand that if selected for an award, I may be required to have knowledge of this form and may be required to take further action to comply with the Boston Jobs, Living Wage, and Prevailing Wage Ordinance before receiving funding.</p> <p>Conflict of Interest By submitting this application, I certify that there is no conflict of interest within the meaning of the Conflict of Interest Law, Ch. 268A of the Massachusetts General Laws.*</p>	
<p><i>I certify that all information contained in this application is correct to the best of my knowledge.*</i></p>	<p><input type="checkbox"/> By checking this box, I certify the above statement</p>
<p>Thank you so much for your interest! If you had a large file that did not fit within the upload limit or have additional items you would like to share, you may submit them via email to BerdoReviewBoard@boston.gov.</p>	