



COMMUNITY BENEFITS PROGRAM FACT SHEET



MSD Community Benefits Program:

The Community Benefits Program (CBP) is designed to provide employment, contracting, education, and community improvements for the service areas impacted by MSD's construction and construction-related projects, and professional and engineering services. The Program will also promote economic inclusion, create job opportunities, assist with revitalizing low-income neighborhoods, and encourage healthy lifestyles and community improvements by collaborating with firms, organizations, and educational institutions to maximize potential benefits from investments in infrastructure.

Required Documentation:

Commitment Form: Signed document of firm agreeing to voluntarily participate in the MSD Community Benefits Program. This form must be submitted with BID, Request for Proposal or Amendment.

***Community Benefits Plan:** A maximum of a five page document submitted by the firm that includes: an overview, community benefits approach, the project/team organization, and the community benefits commitments (CB Summary Table).

***Community Benefits Summary Table:** The CB Summary Table will be used as a reporting tool for community benefits commitments. The Summary Table will include: The community benefit activity, Description of partner (nonprofit organization(s) and/or school(s), Expected outcomes, Dollar amount of direct contributions, Number and cost equivalent of volunteer hours and in-kind contributions with total contribution amount, and Timetable/duration of the CB commitments.

***Statement of Understanding:** Document outlining the requirements for participating in the program. Ensures that the firm understands the commitments as defined by the MSD Community Benefits Program Policies and Procedures.

***Letter of Intent (LOI):** This document is an agreement between the firm and beneficiary detailing their commitment to the organization.

Annual Newsletter: The newsletter highlights the contributions and outcomes of the firms' contributions to beneficiary organizations. Features notable details, accomplishments, and impacts they made on the community. The Annual Newsletter must be submitted annually based on the start of awarded contract date.

For construction, construction related, emergency, renewal contracts and professional services (excluding legal services) the proposal must be submitted within 14 calendar days prior to the Notice of Award. For legal services, the proposal must be sent once the legal service fees reach \$100,000 and after notification from MSD regarding the Firm's community benefit commitment.

**Please be advised that for all commitments made to JCPS, Letters of Intent (LOI) need to be addressed to Eileen Goggin-Miller, JCPS Office of Resource Development. There may be a 14-day turnaround time for approval. Please submit the LOI in considerable time to accommodate the turnaround period.