

Prequalification for City Council Discretionary Awards: FAQ and Instructions

Does our organization need to prequalify?

If your organization is applying for more than \$10,000 in City Council discretionary funding it must be prequalified by the City agency that would oversee the services provided. Please follow all instructions on the **Prequalification Application** and submit a complete application package, including all required attachments (Doing Business Data Form, and other forms as applicable). The **Prequalification Application** is available at www.nyc.gov/dycd:

Your organization does not need to prequalify if it is seeking \$10,000 or less in discretionary funding or if it is a governmental entity, such as a public school or community board. Please note that for-profit corporations should not apply, as they are ineligible for discretionary funding.

Our organization prequalified in Fiscal Year 2010. Do we need to do it again?

Organizations that are prequalified and are requesting funding for programs overseen by the same City Agencies do not need to re-apply. If you're unsure of which City Agencies you are prequalified for please visit www.nyc.gov/dycd:

If your organization is also requesting City Council funding for a program covered by a different City Agency a full **Prequalification Application** must be completed for that Agency.

Example: An organization is prequalified by the Criminal Justice Coordinator to provide Legal Services. This year, the organization is applying for funding to continue its Legal Services program, and is also applying for funding for a Dropout Prevention program administered by the Department of Education. The organization should complete the **Prequalification Application** for the new agency, the Department of Education.

What is the deadline for the Prequalification Application?

There is no deadline; the Prequalified List for City Council funding remains continuously open to all applicants. However, to expedite your inclusion on the Prequalified List prior to budget adoption and avoid delays in contract processing, we strongly recommend that the Prequalification Application be submitted by March 31

Which City Agency oversees the services our organization is requesting funding for?

Your organization must be prequalified by the City Agency that oversees the services for which you're requesting City Council funds, as this Agency will administer your contract. For example, if your organization is applying for funding to support a Senior Center, your organization must be prequalified by the Department for the Aging. The chart on the next page lists some of the services overseen by City Agencies.

Can we apply to provide services overseen by more than one City Agency?

Yes. If you are submitting a **Prequalification Application**, please select all the City Agencies responsible for administering the different services. A separate References and Qualifications page (page 2 of the Prequalification Application) must be completed for each Agency.

Prequalification Application: Instructions

Part 2: Experience and Expertise

Prequalification Application: Select the agencies that cover the services you are requesting funding for.

If the Agency that administers your services isn't listed, please enter it in the space marked "Other."

Services	City Agency
<ul style="list-style-type: none"> • Foster Care/Child Welfare • Day Care 	Administration for Children's Services
<ul style="list-style-type: none"> • Domestic Violence Services • Alternatives to Incarceration • Legal Services • Initiative to Address Sexual Assault 	Criminal Justice Coordinator
<ul style="list-style-type: none"> • Cultural Programming 	Dept. of Cultural Affairs
<ul style="list-style-type: none"> • Senior Services 	Dept. for the Aging
<ul style="list-style-type: none"> • Adult Rental Assistance Program • Citywide Homeless Prevention Fund 	Dept. of Homeless Services
<ul style="list-style-type: none"> • Discharge Planning and In-Detention Services 	Dept. of Juvenile Justice
<ul style="list-style-type: none"> • Dropout Prevention and Intervention • Various Programs in Schools 	Dept. of Education
<ul style="list-style-type: none"> • Alcoholism and Substance Abuse Prevention and Treatment • Autism Awareness • Geriatric Mental Health Initiative • HIV/AIDS Faith-based Initiative • Infant Mortality Reduction • Injection Drug Users Health Initiative 	Dept. of Health and Mental Hygiene
<ul style="list-style-type: none"> • Literacy Programs • After School Programs • Food Pantries • Immigrant Services • Youth Workforce Development • Runaway and Homeless Youth 	Dept. of Youth and Community Development
<ul style="list-style-type: none"> • Activities in City Parks • Park Development and Maintenance 	Dept. of Parks and Recreation
<ul style="list-style-type: none"> • Financial Literacy • Business Support/Economic Development • MWBE Leadership Associations • Workforce Development 	Dept. of Small Business Services
<ul style="list-style-type: none"> • Emergency Food Assistance Program 	Human Resources Administration
<ul style="list-style-type: none"> • Anti-Illegal Eviction • Anti-Predatory Lending • Tenant Advocacy • Housing Preservation Initiative 	Dept. of Housing Preservation and Development
<ul style="list-style-type: none"> • Tenants' Associations 	New York City Housing Authority

Instructions for Part 2 (continued):

Complete the *References and Qualifications* page for each City agency you would like to be prequalified for.

- 1) **City Agency:** List the City Agency that administers your services. You can only select one agency per page. You must complete a separate References and Qualifications page (page 2) for each additional City Agency.
- 2) **Program Accomplishments:** Organizations must have sufficient experience to justify the award of public tax dollars. For example, if your organization seeks funding to provide legal services, the City needs to be sure that your organization has a track record of providing quality legal services. The References and Qualifications Page provides information that supports your qualifications to deliver particular services. Write a brief description or copy the information from your IRS 990 filing (Part III, page 7). Please make sure the information you provide is directly relevant to the program you are applying for.

If you are submitting the **Prequalification Application** for multiple City Agencies, then you must submit a separate References and Qualifications page for each Agency. For example, if your organization is applying to be prequalified for three agencies, the Dept. of Youth and Community Development, the Dept. of Housing Preservation and Development and the Dept. of Education, then you must include a different References and Qualifications pages for each Agency, each containing information specific to the programs overseen by that Agency.

- 3) **References:** List the people who are best able to support your organization's qualifications for the specific programs for which you are requesting funding. References could be provided by community leaders, religious leaders, other service-providing organizations, volunteers and/or board members. One of the references should be a source of funding for the organization and could be a foundation funder, a board member, another individual contributor or a State or Federal agency. Do not list any City personnel, including Elected Officials and Agency staff, as references.

Part 3: Charities Registration and Attachments

- 1) **New York State Charities Bureau Registration:** A current registration with the State Charities Bureau is required for any organization to receive funding, unless the organization is specifically exempted under both the Estates, Powers and Trust Law and Article 78 of the NYS Executive Law¹. Registered organizations must complete an Annual Filing Statement (CHAR500) to be considered fully registered.

To find out if your organization is registered and current, use the online Registry Search at: http://bartlett.oag.state.ny.us/Char_Forms/search_charities.jsp. This online database contains all filings with the Charities Bureau since November 2006.

If your organization is listed, you must check that your filings are current. Depending on which statute the organization is registered under, the due date for the Annual Filing Statement is either 4.5 months or 6 months from the end of your fiscal year. Organizations can request three-month extensions up to two times, for a total of six months. The filing deadlines are listed below. If a current Statement is not on file, you must complete one in order to be funded.

¹ The New York State Estates, Powers and Trust Law (EPTL) governs charitable organizations incorporated, formed, and/or that conduct activity in New York State. If a corporation conducts charitable activity in New York State, they must register with the Office of the Attorney General Charities Bureau and must submit the CHAR500 form, reporting on their activities, within 6 months after the last day of each fiscal year. New York State Executive Law, Article 7-A (7A), governs organizations that solicit charitable contributions in New York State. If an organization is soliciting charitable contributions in New York State over \$25,000 in one year, they must register with the Office of the Attorney General Charities Bureau and submit the CHAR500 form, reporting on their activities, within 4.5 months after the last day of each fiscal year. If an organization conducts charitable activities and solicits charitable contributions in New York State, it is governed by both EPTL and 7A, and is a DUAL filer. It must submit the CHAR500 form, reporting on their activities, within 4.5 months after the last day of each fiscal year.

Annual Filing Deadlines to Submit Report on Completed Fiscal Year

End of Fiscal Year		Due Dates by Registration Statute					
Month FY ends	Last Day of FY	EPTL	1 st Extension	2 nd Extension	7A / DUAL	1 st Extension	2 nd Extension
1	January 31	July 31 (same year)	October 31 (same year)	January 31 (next year)	June 15 (same year)	September 15 (same year)	December 15 (same year)
2	February 28	August 31 (same year)	November 31 (same year)	February 28 (next year)	July 15 (same year)	October 15 (same year)	January 15 (next year)
3	March 31	September 30 (same year)	December 31 (same year)	March 31 (next year)	August 15 (same year)	November 15 (same year)	February 15 (next year)
4	April 30	October 31 (same year)	January 31 (next year)	April 30 (next year)	September 15 (same year)	December 15 (same year)	March 15 (next year)
5	May 31	November 30 (same year)	February 28 (next year)	May 31 (next year)	October 15 (same year)	January 15 (next year)	April 15 (next year)
6	June 30	December 31 (same year)	March 31 (next year)	June 30 (next year)	November 15 (same year)	February 15 (next year)	May 15 (next year)
7	July 31	January 31 (next year)	April 30 (next year)	July 31 (next year)	December 15 (same year)	March 15 (next year)	June 15 (next year)
8	August 31	February 28 (next year)	May 31 (next year)	August 31 (next year)	January 15 (next year)	April 15 (next year)	July 15 (next year)
9	September 30	March 31 (next year)	June 30 (next year)	September 30 (next year)	February 15 (next year)	May 15 (next year)	August 15 (next year)
10	October 31	April 30 (next year)	July 31 (next year)	October 31 (next year)	March 15 (next year)	June 15 (next year)	September 15 (next year)
11	November 30	May 31 (next year)	August 31 (next year)	November 30 (next year)	April 15 (next year)	July 15 (next year)	October 15 (next year)
12	December 31	June 30 (next year)	September 30 (next year)	December 31 (next year)	May 15 (next year)	August 15 (next year)	November 15 (next year)

If your organization is not registered, it must either prove it is exempt or become registered. If your organization is exempt (note that this has nothing to do with an IRS 501(c)3 tax exemption) you must complete the attached **Certification of Exemption**. If your organization cannot certify that it is exempt, it must register and become current with its annual filings in order to be eligible to be funded, either directly or through a Fiscal Conduit. The Registration statement (CHAR410) and Annual Filing Statement (CHAR500) are available at: <http://www.oag.state.ny.us/bureaus/charities/charities.html>.

Please be aware that Charities Bureau processing time can be up to two months. If you have further questions about your obligations to file, or if you believe that your organization is exempt but none of the categories on the “Certification of Exemption apply, please contact the Capacity Building and Oversight Unit of the Mayor’s Office of Contract Services at cbo@cityhall.nyc.gov.

- 2) Attachments: A **Doing Business Data Form** is required. A **VENDEX Questionnaire** must be completed unless a full questionnaire has been filed within the last three years. (If you’re not sure if or when you filed a full questionnaire, call the VENDEX Public Access Center at 212-341-0933). If you are claiming an exemption from Charities Bureau registration a **Certification of Requirement to Register with the New York State Charities Registration Bureau** is required. No Prequalification Application will be accepted without completion of the applicable forms.

Part 4: Certification

The form must be signed by an authorized officer, preferably the Chair of the Board or Executive Director, and notarized.