**BUILDING COMMUNITY CAPACITY**

## Community-Based Development Organization (CBDO) Certification

**DEADLINE: Thursday, November 7, 2019, 11:59PM**

Complete and return via e-mail

EMAIL: BCCINFO@culture.nyc.gov

SUBJECT: “BCC CBDO Certification [CBDO Name]”

Include the following sections as one PDF, in order:

1. **APPLICANT GENERAL INFORMATION**

Organization

* 1. Organization Name
	2. EIN
	3. DBA and/or AKA

Contact Information:

1. CEO Name & Title
2. CEO Phone
3. CEO Email
4. Contact Name & Title
5. Contact Phone
6. Contact Email
7. Street Address + Zip Code
8. Mailing Address (if different than street address)
9. Website

Organization Information:

1. Mission Statement
2. Briefly summarize principal activities and audiences served
3. Service area(s)
4. **ORGANIZATION QUALIFYING AS A HUD-DEFINED COMMUNITY-BASED DEVELOPMENT ORGANIZATION**

Review and complete Attachment A

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|  **III. CERTIFICATION AND RELEASE** |
| The Chief Executive Officer or an employee who has signatory authority must sign below. The undersigned certifies that: s/he is an authorized signatory of the applicant organization with the authority to obligate it and having knowledge of the information contained herein, the information presented within or as a supplement to this proposal is accurate or represents a reasonable estimate of future operations and is free of misrepresentations and material omissions; the applicant organization releases the City of New York, its employees and agents, with respect to damages to property or other claims in connection with the materials submitted herewith.  |
| **Chief Executive Officer**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Typed Name and Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | **Board President**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Typed Name and Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |
| **FOR DCLA USE ONLY** |
| Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NOTES: |

**ATTACHMENT A**

**ORGANIZATION QUALIFYING AS A HUD-DEFINED**

**COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)**

**AFFIDAVIT**

Organizations participating in this BCC program must comply with federal requirements set forth by the U.S. Department of Housing and Urban Development’s Community Development Block Grant Program, under Title 24 of the Code of Federal Regulations. (CFR) Please complete the form below to certify your eligibility.

**Organization Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Organization must meet all the components listed below** in order to be considered an eligible Community-Based Development Organization (CDBO), pursuant to 24 CFR**:**

* Is an association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within Bronx County (Bronx), Kings County (Brooklyn), New York County (Manhattan), Richmond County (Staten Island), or Queens County (Queens);
* Has as its primary purpose the improvement of the physical, economic, or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low- and moderate-income;
* The governing body’s membership is comprised of at least 51% of the following:
* Low- and moderate-income residents of its geographic area of operation;
* Owners or officers of private establishments and other institutions located in and serving its geographic area of operation; and/or
* Representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation.
* Is not an agency or instrumentality of the City of New York and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity;
* Requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body;
* Is not subject to requirements under which its assets revert to the City of New York upon dissolution; and
* Is free to contract for goods and services from vendors of its own choosing.

**Note:** It is possible that an organization, by virtue of its make-up or corporate function, would not necessarily meet the requirements of a CBDO stated above, but that the need for investment in the community could outweigh the need for standard CBDO certification. Decisions regarding these organizations will be made on a case-by-case basis at the discretion of DCLA, NYC OMB, and HUD. Please contact BCCinfo@culture.nyc.gov for more information.

**I certify that the organization listed above qualifies as a HUD-defined Community Based Development Organization.**

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Board President - Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director - Print Name

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Signature Date