

What is the purpose of this *Doing Business Data Form (DBDF)*?

To collect accurate, up-to-date identification information about organizations that have business dealings with the City of New York to comply with Local Law 34 of 2007 (LL 34), New York City's campaign finance law. LL 34 limits municipal campaign contributions from principal officers, owners and senior managers of entities doing business with the City and mandates the creation of a *Doing Business Database* to allow the City to enforce the law. The information requested in this *DBDF* must be provided, regardless of whether the organization or the people associated with it make or intend to make campaign contributions.

No sensitive personal information collected will be disclosed to the public.

Why have I received this *DBDF*?

The Discretionary award for which you are applying is considered a business dealing with the City under LL 34. No proposal or application will be considered and no award will be made unless this *DBDF* is completed. Most transactions valued at more than \$5,000 are considered business dealings and require completion of the *DBDF*. Exceptions include transactions awarded on an emergency basis or by "conventional" competitive sealed bid (i.e. bids that do not use a prequalified list or "Best Value" selection criteria.) Other types of transactions that are considered business dealings include real property and land use actions with the City.

I have already completed a *Doing Business Data Form*; do I have to submit another one?

Yes. All organizations applying for Fiscal 2020 discretionary funding must submit a current *DBDF*.

An organization is required to submit a *DBDF* each time it enters into a transaction considered a business dealing with the City, including contract, concession and franchise proposals. *DBDF*s submitted can be completed as a Change form, which requires only information that has changed since the last *DBDF* was filed, or a No Change form.

What individuals will be included in the *Doing Business Database*?

The principal officers, owners and certain senior managers of organizations listed in the *Doing Business Database* are themselves considered to be doing business with the City and will also be included in the *Database*, and are subject to the campaign donation limits under LL 34.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer (COO), or functional equivalents. See the *DBDF* for examples of titles that apply.
- **Principal Owners** are individuals and organizations that own or control 10% or more of the organization. This includes stockholders, partners, parent companies and anyone else with an ownership or controlling interest in the entity. **NEW:** Beginning January 1, 2018, the *DBDF* must report organizations, as well as persons, that own 10% or more of the organization.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the solicitation, letting or administration of any contract, concession, franchise, grant or economic development agreement with the City. At least one Senior Manager must be listed or the *DBDF* will be considered incomplete.

Will the personal information on this *DBDF* be available to the public?

No. The names and titles of the officers, owners and senior managers reported on the *DBDF* will be made available to the public, as will information about the organization itself. However, personal identifying information, such as home address and date of birth, will not be disclosed to the public, and home address will not be used for communication purposes.

I provided some of this information on PASSPort; do I have to provide it again?

Yes. Although the *DBDF* and PASSPort request some of the same information, they serve entirely different purposes. In addition, the *Doing Business Data Form* requests information concerning senior managers, which is not part of the PASSPort registration.

What organizations will be included in the *Doing Business Database*?

Organizations that hold \$100,000 or more in grants, contracts for goods or services, franchises or concessions (\$500,000 for construction contracts), or that hold any economic development agreement or pension fund investment contract, are considered to be doing business with the City for the purposes of LL 34. Because all of the business that an organization does or proposes to do with the City will be added together, the *DBDF* must be completed for all transactions valued at more than \$5,000 even if the organization doesn't currently do enough business with the City to be listed in the *Database*.

No one in my organization plans to contribute to a candidate; do I have to fill out this *DBDF*?

Yes. All organizations are required to return this *DBDF* with complete and accurate information, regardless of the history or intention of the entity or its officers, owners or senior managers to make campaign contributions. The *Doing Business Database* must be complete so that the Campaign Finance Board can verify whether future contributions are in compliance with the law.

How long will an organization and its officers, owners and senior managers remain listed on the *Doing Business Database*?

- **Line item and discretionary appropriations:** from the date of budget adoption until the end of the contract, plus one year.
- **Contract, Concession and Economic Development Agreement holders:** generally, for the term of the transaction, plus one year.
- **Franchise and Grant holders:** from the commencement or renewal of the transaction, plus one year.
- **Pension investment contracts:** from the time of presentation on an investment opportunity or the submission of a proposal, whichever is earlier, until the end of the contract, plus one year.
- **Contract proposers:** for one year from the proposal date or date of public advertisement of the solicitation, whichever is later.
- **Franchise and Concession proposers:** for one year from the proposal submission date.

For information on other transaction types, contact Doing Business Accountability.

How does a person remove him/herself from the *Doing Business Database*?

When an organization stops doing business with the City, the people associated with it are removed from the *Database* automatically. However, any person who believes that s/he should not be listed may apply for removal. Reasons that a person would be removed include his/her no longer being the principal officer, owner or senior manager of the organization. Organizations may also update their database information by submitting an update form. Removal Request and Update forms are available online at www.nyc.gov/mocs (once there, click MOCS Programs) or by calling 212-788-8104.

What are the campaign contribution limits for people doing business with the City?

Contributions to City Council candidates are limited to \$250 per election cycle; \$320 to Borough President candidates; and \$400 to candidates for citywide office. Please contact the NYC Campaign Finance Board for more information at www.nycffb.info, or 212-306-7100.

The *DBDF* is to be submitted via email to DoingBusiness@mocs.nyc.gov.

If you have any questions about the *Doing Business Data Form* please contact Doing Business Accountability at 212-788-8104 or DoingBusiness@mocs.nyc.gov.