

**THE CITY OF NEW YORK
DEPARTMENT OF DESIGN + CONSTRUCTION
NOT-FOR-PROFIT - DISCRETIONARY FUNDED PROGRAM
QUESTIONNAIRE & CERTIFICATION
EQUIPMENT AND MOTOR VEHICLE PURCHASES**

1. NAME OF ORGANIZATION: _____

2. DOING BUSINESS AS (if applicable): _____

3. ADDRESS: _____
_____, New York _____

4. EIN# _____

5. WEB SITE (If your organization has a web site, please provide the web site address) _____

6. THE FISCAL YEAR WHEN THE ALLOCATION OF CITY FUNDS WAS MADE TO THE ORGANIZATION AND THE AMOUNT OF THE CITY ALLOCATION (When did the City allocate the funds to the organization [the City operates on a Fiscal Calendar Year of July 1st to June 30th], and how much money is the City providing your organization)

FISCAL YEAR: 20__
\$ _____

7. SOURCE OF CITY ALLOCATION (Please provide the name of the City Council Member or Borough President that allocated the City funds to your organization)

8. IF THE ORGANIZATION IS PURCHASING EQUIPMENT, THEN LIST THE ADDRESS OF THE BUILDING WHERE EQUIPMENT WILL BE PLACED. IF THE ORGANIZATION IS PURCHASING A VEHICLE, THEN LIST THE

ADDRESS OF WHERE THE VEHICLE(S) WILL BE GARAGED/PARKED WHEN NOT IN USE.

9. DESCRIBE THE ORGANIZATION'S PURPOSE:

10. DESCRIBE THE ORGANIZATION'S LEGAL STATUS:

10.A. IS THE ORGANIZATION A NOT-FOR-PROFIT CORPORATION?

Y or N

10.B IS THE ORGANIZATION A RELIGIOUS CORPORATION?

Y or N

10.C. IS THE ORGANIZATION FORMED UNDER NEW YORK LAW?

Y or N

10.D. IF THE ORGANIZATION IS NOT FORMED UNDER NEW YORK LAW, THEN UNDER THE LAW OF WHAT STATE IS IT ORGANIZED?

10.E. IF THE ORGANIZATION WAS NOT ORGANIZED UNDER NEW YORK LAW, THEN IS IT AUTHORIZED TO DO BUSINESS IN NEW YORK?

Y or N

10.F. WHAT YEAR WAS THE ORGANIZATION ESTABLISHED?

10.G. HAS THE ORGANIZATION PROVIDED DDC A COPY OF THE CERTIFICATE OF INCORPORATION FILED WITH THE SECRETARY OF STATE?

Y or N

10.H. IF THE ORGANIZATION HAS AMENDED ITS CERTIFICATE OF INCORPORATION, HAS A COPY OF SUCH AMENDMENTS BEEN GIVEN TO DDC?

Y or N

- 10.I. HAS THE ORGANIZATION PROVIDED DDC A COPY OF A CURRENT CERTIFICATE OF GOOD STANDING ISSUED BY THE SECRETARY OF STATE?

Y or N

- 10.J. IS THE ORGANIZATION REQUIRED TO SUBMIT A FORM 990 WITH THE IRS?

Y or N

- 10.K. IF THE ORGANIZATION DOES NOT FILE A FORM 990, PLEASE DESCRIBE WHY NOT? _____

- 10.L. INDICATE THE ORGANIZATION'S TAX STATUS UNDER THE INTERNAL REVENUE CODE:

501(c) _____
501(c)(3) _____
501(c)(6) _____
501(e) _____
501(f) _____
501(k) _____
501(n) _____
527 _____
4947(a)(1) _____

- 10.M. DOES THE ORGANIZATION DESCRIBE ITSELF AS A CHURCH, SYNAGOGUE, MOSQUE OR OTHER FAITH-BASED ORGANIZATION?

Y or N

IF YES, THEN PLEASE ATTACH A NARRATIVE STATEMENT THAT DESCRIBES THE ORGANIZATION'S SECTARIAN AFFILIATION

- 10.N. DOES THE ORGANIZATION DESCRIBE ITSELF AS A RELIGIOUS SCHOOL?

Y or N

- 10.O. DOES RELIGIOUS WORSHIP AND/OR INSTRUCTION OCCUR IN THE BUILDING OR LEASED SPACE CONTROLLED BY THE ORGANIZATION?

Y or N

IF YES, THEN PLEASE ATTACH A NARRATIVE STATEMENT THAT DESCRIBES THE RELIGIOUS WORSHIP AND/OR INSTRUCTION THAT OCCURS

- 10.P. DOES THE ORGANIZATION HOST OR ORGANIZE ANY PROGRAMS IN THE BUILDING OR ITS LEASED SPACE THAT HAVE SOME LIMITED RELIGIOUS ACTIVITY?

Y or N

IF YES, THEN PLEASE ATTACH A NARRATIVE STATEMENT DETAILING THE NATURE OF THE LIMITED RELIGIOUS ACTIVITY, INCLUDING THE FREQUENCY OF ANY SUCH ACTIVITY (I.E., DAILY, THREE TIMES A WEEK, FIVE TIMES A DAY, WEEKLY, MONTHLY, AD HOC, ETC.); THE CHARACTER OF THE ACTIVITY (I.E., WORSHIP SERVICES, RELIGIOUS INSTRUCTION, RELIGIOUS CEREMONIES); WHO CONDUCTS/LEADS/DIRECTS SUCH INSTRUCTION; THE ACTIVITIES; AND IS THE SPACE CURRENTLY SET UP TO ACCOMMODATE RELIGIOUS ACTIVITIES (I.E., HOLY ARK, RAISED PLATFORM, RELIGIOUS INSTRUCTIONAL OR DEVOTIONAL MATERIAL STORED IN THE SPACE).

- 10.Q. DOES THE ORGANIZATION OWN THE BUILDING OR LEASE SPACE IN THE BUILDING?

Y or N

- 10.R. IS THE BUILDING LANDMARKED IN NEW YORK CITY?

Y or N

[FOR ALL QUESTIONS UNDER THIS PARAGRAPH 10, YOU WILL BE REQUESTED TO PROVIDE ALL OF THE DOCUMENTS IDENTIFIED ABOVE PRIOR TO EXECUTION OF THE FUNDING AND SECURITY AGREEMENTS.]

11. FOR EQUIPMENT ONLY:

- 11.A. IS THIS AN INITIAL OUTFITTING OF A ROOM OR ROOMS (PLEASE CONSULT WITH DDC FOR A DESCRIPTION OF AN "INITIAL OUTFITTING")?

Y or N

IF YES, THEN PLEASE PROVIDE THE DATE THE BUILDING OR LEASED SPACE WAS ACQUIRED AND THE DATE OF THE CONSTRUCTION OR RECONSTRUCTION OF THE BUILDING OR LEASED SPACE.

EACH ITEM OF EQUIPMENT AND AN ESTIMATED COST FOR EACH ITEM OF EQUIPMENT).

12. FOR MOTOR VEHICLES ONLY:

12.A. DESCRIBE THE TYPE OF VEHICLE THE ORGANIZATION IS INTERESTED IN PURCHASING (I.E. VAN, TRUCK, BUS, AMBULANCE, ETC.) AND AN ESTIMATED COST FOR THE VEHICLE.

12.B. DESCRIBE IN DETAIL HOW THE MOTOR VEHICLE WILL BE USED (I.E.HOW WILL IT BE USED BY THE ORGANIZATION, WHO FROM THE ORGANIZATION MAY DRIVE IT, WHO WILL HAVE ACCESS TO THE VEHICLE WHEN IT IS NOT BEING USED TO TRANSPORT PASSENGERS FOR THE PROGRAMS DESCRIBED HEREIN BY THE ORGANIZATION, WHEN THE VEHICLE IS NOT BEING USED FOR THE PROGRAMS DESCRIBED HEREIN BY THE ORGANIZATION WHERE WILL THE VEHICLE BE GARAGED, WHO WILL QUALIFY AS A PASSENGER, ETC.)

12.C. DOES THE ORGANIZATION INTEND TO USE THE VEHICLE TO TRANSPORT PASSENGERS TO ANY RELIGIOUS SERVICES OR ACTIVITIES ?

Y or N

IF YES, THEN PLEASE PROVIDE A NARRATIVE DESCRIBING THE RELIGIOUS SERVICES OR ACTIVITIES

12.D. HAS THE ORGANIZATION INVESTIGATED THE COSTS FOR INSURANCE AND NEW YORK STATE REGISTRATION FOR THE MOTOR VEHICLE?

Y or N

12.E. DESCRIBE THE TYPE OF VEHICLE THE ORGANIZATION WANTS TO PURCHASE.

12.F. WHAT MARKET RESEARCH HAS THE ORGANIZATION DONE IN FIGURING OUT WHAT VEHICLE IT NEEDS (I.E. RANGE OF PRICES FOR THE VEHICLE INTERESTED IN PURCHASING, LIST AUTO DEALERS CONTACTED, TYPES OF VEHICLE BRANDS AND VEHICLES CONSIDERED, ETC.)

13. SECURITY INTERESTS OR LIENS (PLEASE BE ADVISED THAT SINCE THE CITY FUNDING WILL BE FOR 100% OF THE PURCHASE PRICE OF THE VEHICLE THERE IS A SPECIAL DMV FORM THAT WILL BE PROVIDED FOR BY THE ORGANIZATION FOR THE PURCHASED VEHICLE):

13.A. IS ANY PROPERTY OF THE ORGANIZATION SUBJECT TO ANY SECURITY INTERESTS OR LIENS (I.E., MORTGAGES, UCC, OR OTHER) THAT COULD APPLY TO THE EQUIPMENT TO BE PURCHASED WITH CITY FUNDS?

Y or N

13.B. IF YES, WHO HOLDS THE LIENS OR SECURITY INTERESTS?

13.C. IF YES, WHAT IS THE OUTSTANDING TERM(s) OF THE LIENS OR SECURITY INTERESTS

13.D. IF YES, THEN WOULD THE INSTITUTION THAT HOLDS THE LIENS OR SECURITY INTERESTS OVER THE EQUIPMENT THAT WILL SERVE AS COLLATERAL FOR THE CITY FUNDING BE WILLING TO SUBORDINATE THEIR LIENS OR SECURITY INTERESTS TO THE CITY'S SECURITY INTERESTS OR LIENS?

Y or N

14. OUTREACH AND COMMUNITY AWARENESS: EXPLAIN HOW THE ORGANIZATION REACHES OUT TO THE COMMUNITY AND LIST WHERE THE ORGANIZATION ADVERTISES ITS PROGRAMS.

15. WARRANTS, REPRESENTATIONS, AND COVENANTS: AS PART OF THE FUNDING AGREEMENT THAT THE ORGANIZATION WILL HAVE TO ENTER INTO, THERE ARE A NUMBER OF WARRANTS, REPRESENTATIONS, AND COVENANTS THAT THE ORGANIZATION WILL HAVE TO MAKE IN THE FUNDING AGREEMENT. SET FORTH BELOW IS A SERIES OF STATEMENTS THAT THE ORGANIZATION WILL HAVE TO ABIDE BY. PLEASE READ THE STATEMENTS CAREFULLY AND ADVISE AS TO WHETHER THE ORGANIZATION CAN AGREE TO EACH OF THE STATEMENTS

YES ____ NO _____

Funding Recipient shall not discriminate against any Person based on race, religion, creed, color, national origin, sex, age, disability, marital status, sexual orientation or a political affiliation.

YES ____ NO _____

The Vehicles (if applicable) and the Equipment (if applicable) paid for or intended to be paid for, directly or indirectly, with the proceeds of the Funding shall not be used to advance or support sectarian activity, including religious worship, instruction or proselytization.

YES ____ NO _____

Notwithstanding the preceding, subject to the requirements of the City Purpose Covenant (another covenant in the Funding Agreement), such Equipment may be made available to any Person, including Funding Recipient itself, on a neutral, non-discriminatory basis in conjunction with any religious or nonreligious purposes or activities conducted at the Premises, provided that the Premises together with such Equipment are generally made available to the general public for such purposes or activities on substantially similar terms and conditions, the availability of the Premises together with such Equipment for such purposes or activities on such terms and conditions is made known to the general public, and the use of the Premises together with such Equipment for any such purposes or activities is occasional and temporary.

16. CONTACT INFORMATION:

16.A. LIST NAME, TITLE, PHONE NUMBER, FAX NUMBER AND E-MAIL ADDRESS OF PERSON DDC WILL WORK WITH:

CONTACT NAME _____
CONTACT MAILING ADDRESS _____
CONTACT PHONE NO. _____
CONTACT FAX NO. _____
CONTACT E-MAIL _____
WEBSITE _____
CITY COUNCIL DISTRICT NO. _____
COMMUNITY BOARD NO. _____

16.B. LIST NAME, TITLE, PHONE NUMBER, FAX NUMBER AND E-MAIL ADDRESS OF THE ORGANIZATION'S ATTORNEY:

ATTORNEY NAME _____
ATTORNEY MAILING ADDRESS _____
ATTORNEY PHONE NO. _____
ATTORNEY FAX NO. _____
ATTORNEY E-MAIL _____

17. AUTHORIZATION TO ANSWER THE QUESTIONNAIRE AND MAKE THE WARRANTS AND REPRESENTATIONS SET FORTH IN THIS QUESTIONNAIRE:

I _____, AS _____
_____ OF THE ORGANIZATION, HAVE THE
AUTHORITY TO SUBMIT THIS QUESTIONNAIRE AND
CERTIFICATION ON BEHALF OF _____.

SIGNATURE

PRINT NAME

DATE

TITLE