

**New York City Community Development Block Grant (CDBG) Program City Fiscal Year 2016 Avenue
NYC Community-Based Development Organization Certification**

**ORGANIZATION QUALIFYING AS A HUD-DEFINED
COMMUNITY-BASED DEVELOPMENT ORGANIZATION (CBDO)
AFFIDAVIT**

This affidavit is intended to verify the eligibility status of organizations as Community Based Development Organizations (“CBDO” or “CBDOs”) engaged in certain Avenue NYC projects pursuant to the Code of Federal Regulations (“CFR”) §570.204(a) – *Special Activities by CBDOs*.

The list below details the criteria that must be met in order to be certified as a qualified CBDO. An organization must meet all of the requirements of Section IA or the requirement of Section IIA listed below. Complete the appropriate section for your organization.

Organization Name: _____

Section IA: Must meet **all** eight components listed below:

The organization:

Is an association or corporation organized under New York State 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); and

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; and

May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and

At least 51 percent of the governing body’s membership meets one, or any combination of:

- Low- and moderate-income residents of its geographic area of operation; **or**
- Owners or officers of private establishments and other institutions located in and serving its geographic area of operation; **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; and

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; and

- Is not subject to requirements under which its assets can revert to the City of New York during the upcoming fiscal year in the event of dissolution; and
- Is free to contract for goods and services from vendors of its own choosing.

Section IB: Please submit the following documentation to complete this affidavit for Section I:

- 1) Bylaws
- 2) A Roster of Current Board Members Including a Brief Description of Their Relationship to the Organization and District (e.g. Property Owner, Business Owner, Resident, etc.)
- 3) Notarized Documentation or Letter by Board Chair Confirming:
 - a) The Board of Directors/ Governors is Comprised of Members Satisfying the Requirements detailed in Section IA of this Document; and
 - b) The organization has represented its service area accurately in all application documents and program materials to the Department of Small Business Services or any agency of the City of New York;

Section IIA:

The Organization is a Community Housing Development Organization (CHDO) under 24 CFR 92.2, designated as a CHDO by the HOME Investment Partnerships program participating jurisdiction, with a geographic area of operation of no more than one neighborhood, and has received HOME funds under 24 CFR 92.300 or is expected to receive HOME funds as described in and documented in accordance with 24 CFR 92.300(e).

Section IIB: Please submit documentation from the certifying entity that verifies that the agency qualifies as the option above to complete this affidavit for Section II.

I certify that the agency listed above qualifies as a HUD-defined Community Based Development Organization according to:

Section I (Must meet all eight conditions listed)

or

Section II (Must have checked the box in Section IIA)

I further certify that the organization will undertake the funded activities directly or through contract, or through the provision of financial assistance for activities in which it retains a direct and controlling involvement and responsibility.

The supporting documentation necessary to verify CBDO eligibility is attached; in the absence of necessary documentation, this certification is void.

Executive Director - Print Name

Executive Director – Signature Date

Notary Public, State of New York [and STAMP]

This document alone does not constitute a notice of award, or any guarantee of award or participation in the Avenue NYC program during this fiscal year. This document is for preparation and verification of eligibility purposes only.