Mayor's Office of Community Affairs

Mosque & Community Center Partnership Guide

Updated: October 2025

This guide supports mosque leaders, administrators, and community organizations in operating effectively, planning responsibly, and building strong partnerships with New York City agencies.

1. RUNNING A SUCCESSFUL MOSQUE OR COMMUNITY CENTER

Strong Governance & Leadership

- Establish a clear leadership structure with defined responsibilities.
- Ensure transparent decision-making and accountability.

Financial Transparency

- Maintain organized financial records.
- Publish annual financial reports.

Community Engagement

- Communicate regularly with congregants and neighbors.
- Build partnerships with local schools, precincts, nonprofits, and city programs.

2. ORGANIZATION & ADMINISTRATION

Operational Structure

- Create an organizational chart with clearly defined roles.
- Keep detailed meeting minutes, logs, and operational records.

Safety & Compliance

- Ensure the center meets NYC Fire Department (FDNY) requirements.
- Maintain safety codes, including ADA accessibility.

Volunteer Management

- Develop volunteer programs, especially for youth.
- Use structured volunteer roles to strengthen community impact.

3. PLANNING FOR CONSTRUCTION OR EXPANSION

Before Starting a Project

- Hire a qualified Project Manager (PM) for design, permits, and budgeting.
- Work with a licensed architect experienced in NYC building codes.

NYC Agencies Directory

BELOW IS A SIMPLIFIED DIRECTORY OF NYC AGENCIES RELEVANT TO MOSQUE OPERATIONS, PROGRAMS, EVENTS, AND COMMUNITY NEEDS.

NYC Department of Buildings (DOB) Support: Construction, renovation, occupancy, zoning help, pre-consultations	**Contact:** (212) 566-5000 DOBCustomerService@buildings.nyc.gov Development Hub: (212) 393-2144 nycdevelopmenthub@buildings.nyc.gov
NYC Department of Health & Mental Hygiene (DOHMH) Support: Health permits, public-health guidance	**Contact:** 311 | (212) 639-9675 OGCServiceEF@health.nyc.gov
IDNYC (Municipal ID) Support: Free NYC ID card for residents 10+	**Contact:** 311 ("IDNYC") 212-NEW-YORK |
NYC Family Justice Centers (ENDGBV) Support: Services for survivors of domestic & gender-based violence	**Hotline:** 1-800-621-HOPE (4673) TTY: 800-810-7444 Borough Centers: Bronx: 718-508-1220 Brooklyn: 718-250-5113 Manhattan: 212-602-2800 Queens: 718-575-4545 Staten Island: 718-697-4300
Mayor's Office of Nonprofit Services (MONS) Support: Nonprofit capacity-building, procurement, partnerships	**Contact:** (212) 748-0208
ENDGBV (Central Office) Support: Citywide leadership on DV/GBV prevention	**Contact:** (212) 788-3156 Online contact portal

NYC Administration for Children's Services (ACS) Support: Child welfare, foster care, early education, family assistance	**Contacts:** Main: 212-341-0900 Family Support: 212-676-7667 Report abuse: 311 or 800-342-3720 Email: connect@acs.nyc.gov
NYC Department of Correction – Family Assistance Support: Visitation, inmate info, re-entry resources	**Contact:** 718-546-1500 ConstituentServices@doc.nyc.gov
New York Cares / NYC Services Support: Volunteer-mobilization programs for education, hunger, parks, and more	**Contact:** 212-228-5000 info@newyorkcares.org Emergency project line: 212-402-1102
NYC Department of Cultural Affairs (DCLA) Support: Cultural programming, accessibility guidance, arts funding	**Contact:** Main: (212) 298-8700 Accessibility: disabilityfacilitator@culture.nyc.gov Grants: (212) 513-9300 | funding@culture.nyc.gov
FDNY Support: Fire safety, inspections, trainings	**Contact:** (718) 999-2000 FDNY.BusinessSupport@fdny.nyc.gov
NYPD Community Affairs Bureau Support: Safety partnerships, event coordination, precinct meetings	**Contact:** (646) 610-5323 communityaffairs@nypd.nyc.gov
NYC Department of Transportation (DOT) Support: Traffic permits, street closures, parking coordination	**Contact:** (212) 839-9850 freightplan@dot.nyc.gov

NYC Department of Sanitation (DSNY) Support: Trash & recycling collection Street cleaning Snow removal Environmental programs Emergency cleanup	**Contact:** (212) 639-9675 customerservice@dsny.nyc.gov
NYC Department of Education (DOE) Support: After-school partnerships, youth programs, halal meals	**Contact:** (718) 935-2200 info@schools.nyc.gov
Mayor's Office of Immigrant Affairs (MOIA) Support: Immigrant services, language access, civic programs, free immigrant legal assistance	**Contact:** (212) 788-7654 AskMOIA@cityhall.nyc.gov
NYC Office of Emergency Management (OEM) Support: Emergency planning, community preparedness training	**Contact:** (718) 422-4800 publicinfo@oem.nyc.gov
Mayor's Community Affairs Unit (CAU) Support: Event assistance, agency connections, neighborhood problem-solving	**Contact:** (212) 788-7418 constituentservices@cau.nyc.gov
NYC Commission on Human Rights (CCHR) Support: Anti-discrimination enforcement, community trainings	**Contact:** (212) 416-0197 cchrcompliance@cchr.nyc.gov policy@cchr.nyc.gov
NYC Office of Administrative Trials and Hearings (OATH) Support: Help resolving city summonses, free legal guidance, translation support	**Contact:** 1-844-OATH-NYC clerksoffice@oath.nyc.gov

NYC Taxi & Limousine Commission (TLC) Support: Licensing, regulation, paratransit services	**Contact:** 311 tlcwebmaster@tlc.nyc.gov
NYC Small Business Services (SBS) Support: Business support & compliance Workforce1 job programs MWBE certification	**Contact:** 888-727-4692 | (212) 513-6300 business@sbs.nyc.gov
NYC Dept. of Youth & Community Development (DYCD) Support: Youth programs, after-school grants, community initiatives	**Contact**: (800) 246-4646 communityconnect@dycd.nyc.gov
NYC Human Resources Administration (HRA) Support: Rental assistance, eviction prevention, housing help	**Contact:** 718-557-1399 civiljustice@hra.nyc.gov
NY State Office of Temporary & Disability Assistance (OTDA) Support: Emergency rent assistance	**Contact:** 1-844-691-7368 nyspio@otda.ny.gov
NYC City Council Support: Local advocacy, community programs, discretionary funding	**Contact:** (212) 788-7116 press@council.nyc.gov

PASSPort (NYC's Contract & Grants Portal)
Required for all organizations seeking City Council funding.

Steps to Register:

1. Visit nyc.gov/passport
2. Create an account using your EIN.
3. Complete the Business Integrity Questionnaire (BIQ).
4. Upload required documents (IRS letter, incorporation, etc.).
5. Submit for review.

Help: help@mocs.nyc.gov | 212-298-9700

NYC City Council Discretionary Funding

Contacts: (212) 788-7116
discretionary@council.nyc.gov
Application Website: council.nyc.gov/budget/

Checklist for Applicants

- Ensure your organization is a registered 501(c)(3) with valid EIN.
- Confirm NY State Charities Bureau registration.
- Read the Policies and Procedures document.
- Prepare a clear project summary with goals and community impact.
- Apply online (January–February).
- Submit capital requests separately through CapGrants.
- After award, complete PASSPort prequalification.
- Maintain accurate records for reporting and audits.

Tips for Success

- Be concise and community centered.
- Show measurable outcomes.
- Highlight partnerships and youth engagement.
- Submit early to avoid technical issues.
- Maintain communication with your Council Member's office.

Citywide Emergency Food Resources

NYC GOVERNMENT AGENCY RESPONSIBLE FOR EMERGENCY FOOD SUPPORT

NYC Human Resources Administration (HRA) – *Emergency Food Assistance Program (EFAP)*
EFAP provides food and funding to hundreds of NYC pantries and soup kitchens.
Info: 718-557-1399 | nyc.gov/hra | Ask 311 for "Emergency Food Assistance"

Citywide Food Locators

- **Food Help NYC Map:** finder.nyc.gov/foodhelp/locations
- **Food Bank For NYC Finder:** foodbanknyc.org/find-food/
- **City Harvest Food Map:** cityharvest.org/food-map/
- **311:** Ask for "Emergency Food Assistance."

MANHATTAN

New York Common Pantry (East Harlem) **(Halal-friendly options vary)** 8 E 109th St New York, NY 10029	**Phone:** (917) 720-9700 **Hours:** Choice Pantry: **Wed–Sat, 10 AM–2 PM** New Intakes: **Mon–Sat, 9 AM–2 PM** Emergency Food: **Mon–Sat, 10 AM–2 PM** **Notes:** Schedules vary by program.
Food Bank For NYC – Community Kitchen (Harlem) 252 W 116th St New York, NY 10026	**Phone:** (212) 566-7855 **Hours:** Mon–Fri **8 AM–6 PM** (program-specific times vary) **Notes:** Confirm pantry distribution schedule.
Holy Apostles Soup Kitchen & Pantry (Chelsea) 296 9th Ave New York, NY 10001	**Phone:** (212) 924-0167 **Hours:** Weekday daytime— see website for exact pantry hours **Notes:** Registration required for pantry distributions.
St. Francis of Assisi – Breadline (Midtown) 135 W 31st St New York, NY 10001	**Phone:** (212) 736-8500 **Hours:** Daily **7–7:30 AM** **Notes:** Grab-and-go meals, line forms early.

BROOKLYN

COPO – Halal Food Pantry (Ditmas Park) — HALAL
1077 Coney Island Ave
Brooklyn, NY 11230

Phone: (718) 434-3266
Hours: Fridays **10 AM–12 PM**
(extra distributions vary)
Notes: Arrive early, ID helpful.

Masbia of Flatbush – Kosher & Halal-friendly
1372–1376 Coney Island Ave,
Brooklyn, NY 1123

Phone: (718) 972-4446
Hours:
Soup Kitchen: **Mon–Thu, 3–7 PM**
Pantry: Appointment only (text **"FOOD" to 726879**)
Notes: Hours vary weekly.

Masbia of Boro Park – Kosher & Halal-friendly
5402 New Utrecht Ave
Brooklyn, NY 11219

Phone: (347) 787-8871
Hours: Same as above
Notes: Appointment required for pantry.

Reaching-Out Community Services (RCS)
7708 New Utrecht Ave
Brooklyn, NY 11214

Phone: (718) 373-4565
Hours: Mon–Fri **10 AM–5 PM**
Notes: Appointment or registration may be needed.

Bay Ridge Community Development Center (BRCDC) (Halal-friendly distributions at times)
9818 Fort Hamilton Pkwy,
Brooklyn, NY 11209

Phone: (347) 560-6700
Hours: Monthly pantry (dates vary)
Notes: Check BRCDC calendar/social media.

QUEENS

Masbia of Queens (Forest Hills) – Kosher & Halal-friendly
105-47 64th Rd
Forest Hills, NY 11375

Phone: (718) 972-4446
Hours:
Soup Kitchen: **Mon–Thu, 3–7 PM**
Pantry: Appointment only (text **"FOOD" to 726879**)
Notes: Confirm schedule online.

ICNA Relief – Jamaica Food Pantry — HALAL
87-91 144th St
Jamaica, NY 11435

Phone: (718) 658-7028
Hours:
Thursdays **10 AM–12 PM**
Additional Mon–Wed appointments posted online
Notes: ID helpful, check ICNA site for updates.

Commonpoint Queens – Jack & Shirley Silver Hub (Elmhurst)
77-17 Queens Blvd
Elmhurst, NY 11373

Phone: (718) 268-5057
Hours: Mon–Fri **9 AM–4 PM** (digital pantry pickup by arrangement)
Notes: Call or text to schedule.

Hour Children – LIC Pantry
36-11 12th St
Long Island City, NY 11106

Phone: (718) 433-4724
Hours: Mon–Fri **9 AM–5 PM** (distribution days posted)
Notes: Check website for pantry windows.

St. Bonaventure / St. Benedict the Moor Pantry (Jamaica)
171-17 110th Ave
Jamaica, NY 11433

Hours: 2nd & 4th Tuesdays **10–11:30 AM**
Notes: Confirm via parish bulletin.

BRONX

POTS – Part of the Solution (Pantry & Kitchen)
2759 Webster Ave
Bronx, NY 10458

Phone: (718) 220-4892
Hours:
Pantry: **Mon–Sat 9 AM–12 PM & Sat 3:30–5:30 PM**
Lunch: Daily **12:30–3:30 PM**
Notes: Arrive early, ID not required.

MWIRD – Muslim Women's Institute (Highbridge) — HALAL
1363 Ogden Ave
Bronx, NY 10452

Phone: (718) 960-2262
Hours:
Tue & Thu **9–11 AM**
Wed **4–6 PM**
1st Sat monthly (AM)
Notes: Follow MWIRD social media for updates.

BronxWorks – Community Food Pantry (CMCC) 1130 Grand Concourse, Bronx, NY 10456	**Phone:** (646) 596-1316 **Hours:** Appointment-based **Notes:** Call early, schedule fills fast.
BronxWorks – Twin Parks Pantry 355 E 183rd St Bronx, NY 10458	**Phone:** (646) 596-1316 **Hours:** Appointment-based **Notes:** Hotline provides dates.
St. Ann's Church of Morrisania Pantry 295 St. Ann's Ave Bronx, NY 10454	**Phone:** (718) 585-5632 **Hours:** Wed & Fri **10:30 AM–2 PM** Some Sundays **11:30 AM–2 PM** **Notes:** Check parish schedule.

STATEN ISLAND

Project Hospitality – Food Pantry 205 Canal St Staten Island, NY 10304	**Phone:** (718) 815-0800 **Hours:** Tue & Thu **9 AM–12 PM** **Notes:** ID & proof of address requested.
MAS Staten Island Center — HALAL 180 Burgher Ave Staten Island, NY 10304	**Phone:** (718) 667-1896 **Hours:** Fridays 12–2 PM **Notes:** Halal meat often available—verify weekly.
Muslims Giving Back – Staten Island 332 Broadway Staten Island, NY 10310	**Hours:** Community distribution dates posted online **Notes:** Check social media pages.
Salvation Army – Port Richmond Corps 1291 Forest Ave Staten Island, NY 10302	**Phone:** (718) 442-5420 **Hours:** Call for pantry times **Notes:** Schedule varies weekly.
Catholic Charities – Staten Island Info Line 120 Anderson Ave Staten Island, NY 10302	**Phone:** (718) 447-6330 **Hours:** Call for nearest pantry & hours **Notes:** Multiple partner sites available.


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