

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

To collect accurate, up-to-date identification information about land use applicants in order to comply with Local Law 34 of 2007 (LL 34). LL 34 limits municipal campaign contributions from principal officers, owners, and senior managers of certain land use applicants, and mandates the maintenance of the 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 land use application that is being filed pursuant to NYC Charter §195 (office space), §197-c (ULURP) and/or §201(zoning text amendment) is considered a business dealing with the City under LL 34. Applications are not complete and, in the case of applications filed under NYC Charter §197-c or §201, will not be certified unless this Data Form is completed (62 RCNY §2-02(a)(1)). For applications filed by City agencies, the designated developer or sponsor must complete the Data Form. In addition to land use applications, most types of contracts, franchises, concessions, grants, economic development agreements, pension fund investments and real property transactions with the City are also considered business dealings.

### **Which land use applicants do not need to complete this form?**

Homeowners applying in regard to their one, two or three family dwellings are excluded from the law's coverage and do not need to complete this DBDF. Neighborhood, community or similar associations organized on a non-profit basis are similarly excluded. Other not-for-profit applicants, however, are covered by LL 34 and must complete the 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 be included in the Database.

- **Principal Officers** are the Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Chief Operating Officer, or their functional equivalents. See the DBDF for examples of titles that apply.
- **Principal Owners** are individuals or organizations that own or control 10% of more of the applicant. This includes stockholders, partners and anyone else with an ownership or controlling interest in the applicant.
- **Senior Managers** include anyone who, either by job title or actual duties, has substantial discretion and high-level oversight regarding the project that is the subject of this or any other land use application. Unless the applicant is an individual, at least one Senior Manager must be listed or the Data Form will be considered incomplete.

### **If senior managers are not involved with the project related to this Data Form, but are involved with projects that are the subject of other land use applications, should they be listed?**

Yes. All senior managers who meet the above criteria and are involved with projects that are the subject of any other land use application covered by LL 34 must be disclosed. This includes the senior managers for applications which are proceeding separately and/or are already approved, provided that such applications are considered business dealings with the City under LL 34.

### **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 Data Form must be complete so that the Campaign Finance Board can verify whether future contributions are in compliance with the law.

## **I have already completed a Doing Business Data Form. Do I have to submit another one?**

Yes. An entity is required to submit a Doing Business Data Form each time it enters into a transaction considered a business dealing with the City. However, the Data Form has both a Change option, which requires only information that has changed since the last Data Form was filed, and a No Change option.

If you have already submitted a Data Form for another transaction type covered by LL 34 (such as a contract or real property transaction) and this is the first time you are completing a Data Form for a land use action, please select the Change option and complete Section 4 (Senior Managers who oversee land use applications.)

## **Will the personal information on the 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.

## **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 at <https://apps.nyc.gov/dbnyc/>

## **How does an entity and its officers, owners and senior managers remain listed on the Doing Business Database?**

### **For §197-c and most §195 applicants, from the date of certification (§197-c) or application (§195) until:**

- 120 days after the City Council files its decision with the Mayor; or
- If no action is taken by the City Council, then until 140 days after the City Planning Commission files its decision with the City Council; or
- If the Mayor vetoes the City Council's action, then until 120 days after the 10 day period for the City Council to override the Mayor's veto.

### **For § 201 applicants, from the date of certification until:**

- 120 days after the City Council files its decision with the Mayor

### **For § 195 applicants when the City is leasing office space, from the date of application until:**

- One year after the execution of any lease agreement

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

Contribution limits to candidates vary by office and are adjusted for each election. Limits for the 2025 Elections can be found at <https://www.nyccfb.info/candidate-services/limits-thresholds/2025/>. For other elections or for more information, please contact the NYC Campaign Finance Board at [www.nyccfb.info](http://www.nyccfb.info), or 212-409-1800

## **The DBDF is to be returned to the City office that provided it (DCP, EDC, HPD, etc.)**

If you have any questions about the Doing Business Data Form, please contact Doing Business Accountability at 212-298-0600 or [doingbusiness@mocs.nyc.gov](mailto:doingbusiness@mocs.nyc.gov).