**Operating Contracts Letter for Funding Recipients with City Operating Contracts**

**[To be Completed on Organizational Letterhead]**

[Date]

Attn: [DDC Project Manager]

NYC Department of Design and Construction

30-30 Thomson Avenue, 4th Floor

Long Island City, NY 11101

**Re: City Operating Contracts Related to FY [Insert Year], Project ID [Enter Project ID] for $[Enter Award Amount]**

Dear [DDC Project Manager]:

I, [Name of Authorized Signatory], am the [Title] of [Organization] which is seeking to receive capital funds from the City of New York for the above referenced project.

I hereby certify that [Organization] does not have any operating contracts with the City of New York related to this award.

Sincerely,

[Signature of Authorized Signatory]

[Printed Name of Authorized Signatory]

[Title]

[Organization]