

INSTRUCTIONS

Application for CBDO Certification

Section 1:

1. Organization name
 - a. Enter the full name of the organization that is the applying for a Community Based Development Organization status
2. Tax ID and DUNS #
 - a. Enter the organizations tax ID number
 - b. Enter the organizations DUN/UEI number
3. Contact Information for President/CEO/Executive Director
 - a. Enter the full name, official title, phone number, and e-mail of the Contact Person of the organization.
4. Contact Information for Application preparer
 - a. Enter the full name, official title, phone number, and e-mail of the person that can be contacted for any questions regarding the form. (If different from President/CEO/Executive Director).
5. Contact Information for Organizations Board President
 - a. Enter the full name, personal phone number, e-mail, and personal address of the Board President.

Section 2: Certification Criteria

1. Complete questions 1-3. If yes is an answered to any of these questions STOP you do NOT need to fill out questions 4-11.
 - a. You must supply documentation to support any question answered yes. See Section 5 for a list of required documents.
2. Answer questions 4-11 to the best of your knowledge.
 - a. You must supply all required documents to support how questions 4-11 are answered. See Section 5 for a list of required documents.

Section 3: Certification

1. Enter the name and Title of the Board Chairperson
 - a. Signatures and dates completed must be entered
2. Submit a copy of this application to the assigned Community or Economic Developer
3. Retain the Original Copy with local files
4. The FORM is provided as a PDF fillable form. Do not hand write in any fields that are provided as fillable.
- 5.

Section 4: Determination for CDBO Status

1. This section is for official use only the OCR CDBG unit will complete this section.

Section 5: Required Attachments

1. Required attachments should be labeled with tabs or cover sheets and provided at the time the application id submitted.

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2. For any attachments that is not provided, and explanation as to why the attachments is not applicable will be required.