

New York State COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

APPLICATION for CBDO CERTIFICATION



OFFICE OF COMMUNITY RENEWAL

**Homes and
Community Renewal**

Housing
Trust Fund
Corporation

KATHY HOCHUL, GOVERNOR
RUTHANNE VISNAUSKAS, COMMISSIONER/CEO

Section 1: Organization & Key Contacts

Organization Name

Tax ID Number:

DUNS/UEI Number:

Mailing Address (include physical address if different from mailing address):

Name, Title, and Contact Information (phone and email) for the following:

Organization President/CEO/Executive Director

Application Contact Person (if different than President/Executive Director)

Board President (provide personal cell phone and email address, not address of organization)

Section 2: Certification Criteria

In this section, the applicant should indicate which attached document(s) provide evidence for specific threshold criteria, and where in the attached document applicable provision can be found.

Shaded sections are for CDBG use only.

1. **Is this Organization a Community Housing Development Organization (CHDO) under 24 CFR92.2, designed 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 CFR92.300 or is expected to received HOME funds as described in and documented in accordance with 24CFR 92.300 (e)?**
 Yes No

2. **Is the organization organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15U.S.C 681 (d), including those which are profit making?**
 Yes No

3. **Is the organization approved by the Small Business Administration (SBA) as a Section 501 State Development Company, Section 502 Local Development Company, or an SBA Certified Section 503 Company under the Small business Investment Act of 1958, as amended?**
 Yes No

If yes to any of the 3 questions above questions 4-11 of this section do not have to be completed.

CDBG Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

Certification of HOME CHDO Designation

Other: _____

Other: _____

Review Notes:

4. The association or corporation is organized under New York State to engage in community development activities (which may include housing and economic development) that has a designated service area. The service area can be identified as a neighborhood within the organization’s jurisdiction (but not be multi-county).

<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>By-Laws, Articles of Incorporation/Charter, OR Board Resolution Other: _____; AND Map/description of service area</p>
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Review Notes:

5. The organization’s primary purpose is the improvement of the physical, economic, and 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.

<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>Articles of Incorporation/Charter By-laws; OR Resolutions</p>
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Review Notes:

6. The organization may be either non-profit or for-profit, provided any monetary profits to its stakeholders or members must be only incidental to its operations.

<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>Articles of Incorporation/Charter</p>
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Review Notes:

<p>7. The organization must maintain <u>at least</u> 51% of its governing board's membership must meet one, or any combination of low- and moderate-income residents of its geographic area of operation, owners or officers of private establishments and other institutions located in and serving its geographic area of operation, and/ or representatives of low-and moderate-income neighborhood organizations located in its geographic area of operation.</p>	
<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>By-Laws, Articles of Incorporation/Charter, AND Current Board Roster indicating which members meet this criterion along with documentation of each such board member's qualification (e.g., certification of low-income status, documentation of home address in low-income community, appointment by low-income neighborhood organization)</p>
<p><i>Review Notes:</i></p>	
<p>8. No more than one-third of the governing board members may be elected officials, public officials, employees of jurisdiction or partner jurisdiction.</p>	
<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>By-laws, OR Articles of Incorporation/Charter AND Current Board Roster indicating which members, if any, are public officials or employees of government entities</p>
<p><i>Review Notes:</i></p>	
<p>9. The members of the governing body were nominated and approved by the general membership of the organization, or by its permanent governing body.</p>	
<p><i>CDBG Determination</i></p> <p><i>Criterion Met:</i></p> <p>Yes No</p>	<p><i>Documentation submitted to demonstrate this item:</i></p> <p>By-laws, or Articles of Incorporation/Charter Meeting Minutes Other: _____</p>

Review Notes:

10. The organization is not subject to requirements under which its assets can revert to the State of New York upon dissolution.

Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

CBDO's By-laws,
Articles of Incorporation/Charter, or
Other: _____

Review Notes:

11. The organization is free to contract for goods and services from vendor(s) of its own choosing

Determination

Criterion Met:

Yes No

Documentation submitted to demonstrate this item:

CBDO's By-laws,
Articles of Incorporation/Charter, or
Other: _____

Section 3: Certification

As the Board President (or Chair) of the organization named in Section 1 of this application for CBDO Certification, I hereby certify that all the information contained in this application is true and correct and that accurate versions of required attachments have been provided as part of this application. I acknowledge that submission of materially false or misleading information is grounds for rejection of this application and any related project funding application. Further, I certify that the submission of this application has been approved by a two-thirds vote of the Board of Directors.

Signature:

Date:

Printed Name:

Section 4: Determination of CBDO Status

This section for CDBG Use only

Determination:

The organization meets initial CBDO Threshold requirements, including the capacity requirement as demonstrated by the application and associated attachments **OR**

The organization will not be designated as a CBDO at this time for the following reasons:

The organization has failed to meet and/or document compliance with the threshold criteria as indicated in the notes below and/or

Staff does not have the necessary capacity given the project proposed by the organization.

Other Notes:

Director Signature

Date:

Section 5: Required Attachments

Required attachments should be labeled with tabs or cover sheets. Key sections of Articles, Bylaws, or other documents that highlight specific CBDO definitional elements should be highlighted. For any attachment not being submitted, provide an explanation as to why the attachment is not applicable.

C-1. Articles of Incorporation/Charter

C-2. Current Bylaws

C-3. Certificate of Good Standing or Existence (issued not less than 60 days prior to application)

C-4. IRS Nonprofit Designation letter

C-5. Map and Description of CBDO Service Area

C-6. Adopted process (e.g., board resolution) for Low Income Beneficiary Input

C-7. Current Board Roster, including LI representatives and public official/employee status

C-8. Board Member Certifications of Governmental Official/Employee Status – All Members

C-9. Board Member Certifications of Low-Income Representation Status – LI Members

C-10. Other: _____

C-11. Other: _____