



**CITY OF ST. LOUIS
COMMUNITY DEVELOPMENT ADMINISTRATION**

Community Based Development Organization (CBDO)

CERTIFICATION REQUEST PACKET

City of St. Louis
Community Development Administration
Community Based Development Organization (CBDO) Certification Request

Initial Certification

Recertification

General Information

Legal Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person and Title: _____

Contact Telephone: _____ Contact Email: _____

Date of Incorporation: _____ Tax ID Number: _____

Organization's Mission Statement:

CBDO Eligibility Review - Activities

CBDOs must undertake neighborhood revitalization, community economic development or energy conservation projects. Please check all that apply:

NEIGHBORHOOD REVITALIZATION PROJECTS: My organization undertakes activities of sufficient size and scope that have an impact on the decline of a geographic location within the City of St. Louis.

COMMUNITY ECONOMIC DEVELOPMENT PROJECTS: My organization undertakes activities in the City of St. Louis that increase economic opportunity, principally for persons of low and moderate income, or that stimulate or retain businesses or permanent jobs, and projects that consist of one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs.

ENERGY CONSERVATION PROJECTS: My organization undertakes activities that address energy conservation, principally for the benefit of low and moderate income residents of the City of St. Louis.

CBDO Eligibility Review - Service Area

The Community Development Administration requires that eligible CBDOs serve a minimum of one and a maximum of three neighborhoods (unless special permission is granted by CDA to serve more than three). Subdivisions of these neighborhoods will not be accepted. Please list the neighborhoods to be served.

Neighborhood 1: _____

Neighborhood 2: _____

Neighborhood 3: _____

CBDO Eligibility Review - Other Requirements

Is your organization an instrumentality of the City of St. Louis, who permits more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials?

YES

NO

Does your organization require members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body?

YES

NO

Is your organization free to contract for goods and services from vendors of its own choosing?

YES

NO

CBDO Eligibility Review - Board Requirements per 24 CFR 570.204 (c) (iv)

CBDOs are required to maintain at least 51 percent of its governing body's membership for low and moderate income residents of its geographic area of operation; OR owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation; OR representatives of low and moderate income neighborhood organizations located in its geographic area of operation. In order to verify that this requirement is fulfilled, please submit the following items with this certification request:

Board of Directors List: Full names, addresses and phone numbers of all current board members must be included.

Governing Board Summary

Self-Certification Forms (Forms A, B, or C): Wet signatures for each board member meeting the 51 percent criteria are required.

CBDO Eligibility Review - Checklist of Required Documents

In addition to this certification request, the Community Development Administration requires that all organizations submit the following items:

- Copies of Articles of Incorporation and most current bylaws. It must state in one or both of these documents that (1) the applicant is organized to engage in community development activities **and** (2) that the organization's primary purpose is the improvement of the physical environment of its geographic area of service, with particular attention to the needs of persons of low and moderate income (bylaws should reference the geographic area requested to be served).
- Copy of the organization's 501(c) (3) determination letter from the IRS.
- Certificate of Good Standing (no older than 6 months old).
- Proof of participation in the System for Award Management (www.sam.gov).
- Narrative of organization's housing and community development experience.

Brief narrative describing how the organization intends to address the needs of the area's low and moderate income residents. The description should also include how the organization plans to physically improve the neighborhood. If your project/organization is not making a physical improvement or related directly to a physical improvement project, the CBDO certification will be denied.

- Board Certification documents, including board list, governing board summary, and self certification forms for at least 51% of the organization's Board of Directors.

Statement of Perjury

I declare under penalty of perjury, under the laws of the State of Missouri and the City of St. Louis, that all statements contained in this certification request and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Prepared By: _____ Date: _____

APPROVED BY: _____ Date: _____
Organization's Board President or Executive Dir.

**Community Based Development Organization
Governing Board**

A Community Based Development Organization (CBDO) is required to maintain at least 51 percent of its governing body's membership for low and moderate income residents of its geographic area of operation; OR owners or senior officers of private establishments and other institutions **located in and serving its geographic area of operation**; OR representatives of low and moderate income neighborhood organizations **located in its geographic area of operation**. **Please list all Governing Board members** (Attach additional sheets if needed).

| List All Governing Board Members | | Complete All Columns That Apply | | | | |
|-------------------------------------|------------|--|--|---|--|----------------------------|
| Last Name | First Name | Low and Moderate Income Person Residing in the Geographic Area of Operation? (Provide self-certification form A) | Owner or Senior Officer of a Private Establishment or Other Institution Located in and Serving the Geographic Area of Operation? (Provide self-certification form B) | Representatives of a Low and Moderate Income Neighborhood Organization Located in the Geographic Area of Operation? (Provide self certification form C) | 62 Years Old or Older or other Presumed L/M Income Person? * (Provide self-certification form A) | Board Term Expiration Date |
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| Total Number of Board Seats: | | | | | | |

*HUD regulations presume specific populations to be low and moderate income (such as elderly persons, battered spouse, homeless persons, and the severely disabled)

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM A
LOW AND MODERATE INCOME REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low and moderate income neighborhood organizations located in its geographic area of operation" 24 CFR 570.204 (c) (1) (iv). This form is to be completed by low and moderate income residents of the agency's geographic area of operation.

Each low or moderate income board member must indicate the number of persons in his/her family, and indicate whether the total annual family income exceeds or falls below the listed figure for appropriate family size by indicating a check mark in the applicable box below.
NOTE: "Income" is the total annual income of all family members.

2016 CDBG Income Guidelines - Please check the appropriate box:

| Family Size | Total Annual Family Income is Above | Total Annual Family Income is At or Below | Amount |
|-------------|-------------------------------------|---|----------|
| 1 Person | | | \$39,400 |
| 2 Person | | | \$45,000 |
| 3 Person | | | \$50,650 |
| 4 Person | | | \$56,250 |
| 5 Person | | | \$60,750 |
| 6 Person | | | \$65,250 |
| 7 Person | | | \$69,750 |
| 8 Person | | | \$74,250 |

Presumed Low and Moderate Income Persons:

HUD regulations presume specific populations to be low and moderate income. If using this method to certify eligibility, a board member must check the box next to the category(ies) of which he/she is a member:

| | |
|--------------------------|-------------------------------|
| <input type="checkbox"/> | Elderly Person (62 and older) |
| <input type="checkbox"/> | Homeless Person |
| <input type="checkbox"/> | Severely disabled adult |
| <input type="checkbox"/> | Other (Please Specify): _____ |

I declare under penalty of perjury, under the laws of the State of Missouri and the City of St. Louis, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

I certify that I am a low and moderate income (or a member of a population that is presumed to be low and moderate income) resident of the _____ (organization's name) area of operation.

Board Member's Name: _____

Board Member's Address: _____

Board Member's Signature: _____ Date: _____

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM B
BUSINESS OWNER/SENIOR OFFICER REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low and moderate income neighborhood organizations located in its geographic area of operation" 24 CFR 570.204 (c) (1) (iv).

Board members, who qualify as owners or senior officers of private establishments and other institutions, located in and serving the agency's geographic area of operation should complete this form.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print): _____

Board Member's Position: _____

Name of Business: _____

Address of Business: _____

Business Phone: _____

Please provide a description of the goods and services provided by the business:

Please describe your functions within the business or organization that provide you an understanding of and insight into the needs of the community served by the CBDO applicant:

****Please attach to this certification a letter signed by the owner or Chief Executive Officer of the business stating that you are the designated representative of the business/organization.****

I declare under penalty of perjury, under the laws of the State of Missouri and the City of St. Louis, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Board Member's Signature: _____ Date: _____

**COMMUNITY BASED DEVELOPMENT ORGANIZATION (CBDO)
GOVERNING BODY
SELF-CERTIFICATION FORM C
NON-PROFIT OR NEIGHBORHOOD ORGANIZATION REPRESENTATIVE**

A Community Based Development Organization (CBDO) is required to "maintain at least 51 percent of its governing body's membership for low and moderate income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low and moderate income neighborhood organizations located in its geographic area of operation" 24 CFR 570.204 (c) (1) (iv).

Board members, who qualify as representatives of low and moderate income neighborhood organizations, located in and serving the agency's geographic area of operation should complete this form.

CBDO Applicant's Name: _____

CBDO Geographic Area of Operation: _____

Board Member's Name (please print): _____

Board Member's Position: _____

Name of Organization: _____

Address of Organization: _____

Please provide a description of the goods and services provided by the neighborhood organization:

Please describe your functions within the neighborhood organization that provide you an understanding of and insight into the needs of the community served by the CBDO applicant:

****Please attach to this certification a letter signed by the Board President or Chief Executive Officer of the organization stating that you are the designated representative of the organization.****

I declare under penalty of perjury, under the laws of the State of Missouri and the City of St. Louis, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

Board Member's Signature: _____ Date: _____