

Application for DOLA CBDO-ED Designation

A Community Based Development Organization - Economic Development (CBDO-ED), is a non-profit entity certified by the State of Colorado, Department of Local Affairs (DOLA) to undertake projects funded by the Community Development Block Grant (CDBG) program. CBDO-EDs work within a specific geographic area to address critical problems, particularly for low- and moderate-income individuals, by improving physical, economic, or social conditions through activities like economic development projects.

Submit by December 1, 2025

Updated October 2025

* Indicates required question

Applicant Information

Provide Applicant and Organization Information required for CBDO-ED Designation

1. 1. Applicant Name *

2. 2. Applicant Title *

3. 3. Applicant Phone Number *

4. 4. Applicant Email Address *

5. 5. Organization Name *

6. 6. Organization Address *

7. 7. Organization UEI Number *

8. 8. Organization's Highest Ranking Official - Name and Title *

Examples - CEO, Executive Director, President, etc.

Skip to question 9

Legal Status

9. 1. Indicate in which document (Charter, Articles of Incorporation, By-Laws and/or Board Resolution) and where within that document the following information is located: *

"The Organization must serve a clearly defined geographic service area within the State of Colorado"

10. 2. Indicate in which document (Charter, Articles of Incorporation, By-Laws and/or Board Resolution) and where within that document the following information is located: *

"One of the purposes of this Organization is to engage in community economic development activities which are intended to lead to an improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more of the critical problems of the area with attention to the needs of persons with low income"

11. 3. Indicate in which document (Charter, Articles of Incorporation, By-Laws and/or Board Resolution) and where within that document the following information is located: *

"No part of the Organization's earnings may benefit any members, founders, contributors or individuals"

12. 4. The Organization is a qualified non-profit development group that meets the requirements of the Housing and Community Development Act 105(a)(15) *

Verify that your Organization operates as one of the following:

Mark only one oval.

- ☐ Non-Profit Community Development Corporation (CDC): a local, tax-exempt, non-profit organization focused on physical and social improvements in low-income or under-served communities. CDCs are legally classified as 501(c)(3) non-profits.
- ☐ Non-Profit Local Development Corporation (LDC): private, nonprofit organization created to stimulate economic development and revitalize communities at the local level, often working in partnership with local government to achieve these goals.

13. 5. Your Organization meets the IRS Definition of a Non-Profit. *

Upload one of the following:

a. Letter from the IRS for either final or conditional designation as a 501(c)(3), 501(c)(4), 501(c)(6)

-OR-

b. IRS Determination Letter

Files submitted:

Organizational Structure

The

Organization must clearly commit to a Loan Review Committee that includes, at a minimum, the following criteria, as evidenced by a Board Resolution

14. 1. Low-to-Moderate Income (LMI) Representation – must meet one of the following to fulfill LMI representation requirement: *

- a. Representative is considered LMI
- b. Nonprofit employee that serves LMI population
- c. Business owner with at least 51% of employees meeting LMI
- d. Elected Official of LMI designated area
- e. Owner of a business located in an LMI designated area

LMI Designations can be found here: <https://gis.dola.colorado.gov/lowmodacs/>

Verify name and title of Committee Member meeting this criteria

15. 2. Banker – must meet one of the following to fulfill Banker representation requirement: *

- a. Banker with current or former Lending Experience
- b. Banker with current or former Administration and/or Management Experience

Verify name and title of Committee Member meeting this criteria

16. 3. Current or Former Business Owner *

Verify name and title of Committee Member meeting this criteria

17. 4. Community Representative, as defined by Colorado's Department of Local Affairs– must meet one of the following to fulfill the Community Representative requirement: *

- a. Legal
- b. Accounting Professional
- c. Education (Business Related)
- d. Community/Economic Development
- e. Real Estate
- f. Elected Official
- g. Investor/Financial Services

Verify name and title of Committee Member meeting this criteria

18. 5. If any additional Loan Review Committee members, please list name(s) and title(s). If none, please answer "N/A" *

19. Upload Loan Review Committee Roster Form *

Files submitted:

20. If applicable, Upload Conflict of Interest Disclosure Form(s)

Files submitted:

CBDO Capacity Requirements

CBDOs must demonstrate experience and their capacity to carry out the economic development activities they are planning. The organization, or its staff, must have the following capacity and experience:

1. A manual(s) containing fiscal and administrative policies and procedures
2. A mechanism for recording CDBG outcomes and maintaining all required CDBG Documentation
3. Experience or history servicing the community with economic development which serves low-to-moderate income individuals
4. Experience with or knowledge of federal revolving loan programs or other types of lending, including underwriting, technical assistance, and loan monitoring
5. The organization must participate in the creation and ongoing collaboration of a board of peer CBDO-EDs to share best practices and create procedures to ensure funds are spent to benefit communities
6. A CBDO-ED must be recertified annually (CBDO-ED certifications are good for one year from their authorization date.

21. CBDO Capacity Acknowledgment and Certification *

Check all that apply.

☐ I certify the Organization demonstrates experience and capacity to carry out the economic development activities they are planning, including all of the above requirements.

22. Upload resumes and/or statements that describe the experience of key staff members and copies of any contracts with consultants to train key staff members or contracted staff from affiliated organizations. If key staff members are in the process of being hired, include a copy of a training plan. *

Max - 10 files/uploads

Files submitted:

CBDO Financial and Accountability Requirements

CBDOs must have financial accountability standards located within their Policies and Procedures that cover the following:

1. Policies regarding identification of the source and requirements of funding
2. Organization's policies that identify adequately the source and application of funds. These records shall contain formation pertaining to awards, authorizations, obligations, unobligated balances, assets, outlays, income and interest.
3. Mechanisms to establish control and accountability for all funds
4. Ability to produce records/reports to compare outlays with budget amounts, by award.
5. Maintain a segregated tracking system for CBDG funds

(Upload full Policies and Procedures in next section)

23. Financial and Accountability Acknowledgment and Certification *

Mark only one oval.

☐ I certify the Organization has financial accountability standards that cover all of the above requirements

Documentation Upload

24. Upload your Organization's Articles of Incorporation *

Files submitted:

25. Upload your Organization's By-Laws and/or Charter *

Files submitted:

26. Upload your Organization's Board Resolution *

Files submitted:

27. Upload your Organization's Updated Policies and Procedures *

Files submitted:

Application Certification

28. Application Acknowledgment and Certification *

Check all that apply.

☐ I certify that to the best of my knowledge and belief, the information being submitted to DOLA is true and correct

29. Application Acknowledgment and Certification - Completion Date *

Example: January 7, 2019

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