**FY 2023 THRIVING COMMUNITIES PROGRAM**

**ORGANIZATION DESCRIPTION TEMPLATE**

This template is intended to help Capacity Builder applicants complete the “Organization Description” requirement detailed in Section D.2(c) of the Notice of Funding Opportunity. DOT recommends, but does not require, the use of this template. A one-page profile should be provided for each member of the Capacity Builder team included in the application (i.e., the table below should be completed separately for each organization).

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| **ORGANIZATION NAME** |  |
| **ORGANIZATION ROLE ON CAPACITY BUILDER TEAM** |  |
| **NUMBER OF ORGANIZATION EMPLOYEES** |  |
| **ORGANIZATION CERTIFICATIONS (CHECK ANY/ALL THAT APPLY)** | Certified disadvantaged business enterprise (e.g., 8(a) business) (as defined by the Small Business Administration (SBA))  Small business (as defined by the SBA)  Historically Black College or University  Minority Serving Institution  HUBZone  Woman-owned small business  Service-disabled veteran-owned small business |
| **SUMMARY OF SERVICES PROVIDED BY ORGANIZATION** |  |
| **KEY STAFF MEMBERS, INDICATING HOW TEAM MEMBERS REPRESENT THE TYPES OF COMMUNITIES AND STAKEHOLDERS TO BE SERVED** |  |