



Guide to CERTIFIED STATEMENTS OF NEED

The [Certified Statement of Need](#) (“Statement of Need”) was enacted into law to limit the amount of public funds paid in races where participants face only minimal opposition (see Admin. Code § 3-705(7)(b)).

WHEN IS A STATEMENT OF NEED REQUIRED?

PRE-BALLOT PAYMENTS

For pre-ballot payments, a Statement of Need is required to receive **any** public funds unless:

- You are running for an open seat (no incumbent is running for re-election) **OR**
- You are opposed (based on CFB registration) by a candidate who has already received a pre-ballot public funds payment

Submission deadline: 15 business days prior to the [payment date](#).

PRIMARY PAYMENTS

Payments are capped at **25%** of the [public funds maximum](#) for your office. A Statement of Need is required to lift that cap unless:

- You are running for an open seat **OR**
- You are opposed (on the ballot) by a candidate who has already received public funds

Submission deadline: the [disclosure statement](#) preceding the payment date. The final deadline to submit a Statement of Need for any primary payment is the 32-day pre-primary disclosure statement deadline.

GENERAL ELECTION PAYMENTS

A Statement of Need is **always** necessary to receive more than 25% of the public funds maximum unless you are opposed by a candidate who has already received public funds for the general election (pre- or post-ballot).

Submission deadline: the [disclosure statement](#) preceding the payment date. The final deadline to submit a Statement of Need for General payments is the 32-day pre-general disclosure statement deadline.

Note: For all payment types, if you previously submitted a Statement of Need, but the opponent you cited is no longer on the ballot or has terminated their candidacy, you must submit a new Statement of Need citing a different opponent to receive additional public funds.

SUBMISSION REQUIREMENTS CHECKLIST

Your submission is comprised of the items listed below and must contain them in order. Submissions that do not meet these requirements will be rejected without being reviewed on the merits, and you will receive a letter via C-Access explaining why your submission was unacceptable and have the opportunity to resubmit. Resubmissions received after the deadline for a payment will be reviewed and processed for the next payment date.

- [Statement of Need form](#)
 - Completely fill out the candidate information
 - Check the correct box for the type of payment (pre-ballot, primary, or general)
 - Check the box for at least one condition for payment and provide the full name of the opposing candidate you are citing. For pre-ballot payments only, you can cite any candidate [registered with the CFB](#) to run for

the same office you are seeking. You may cite the incumbent even if the incumbent is not registered with the CFB or has not declared the office sought.

- The candidate must sign and date the form at the bottom. For electronic submissions (preferred) the candidate should simply type their name and date directly into the form (no need to print and sign)

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- Lists the supporting documentation in order
- Provides for each supporting document:
 - Name or title of piece, name of publication in which it appeared, and the date of publication
 - Functioning hyperlinked URLs (where applicable)

Supporting Documentation:

- Relevant information must be clearly flagged or marked
- PDF images must be clear and uniform in size
- Be sure to provide functioning hyperlinked URLs (as applicable) in the Table of Contents
- Attach a PDF of the content if a paid subscription is required to access it (e.g., paywall sites)

Email your submission to documents@nyccfb.info as a single PDF, with the subject line “Certified Statement of Need”. It must be sent from one of the campaign email accounts listed on your Certification.

GUIDELINES AND CHECKLIST FOR SUPPORTING DOCUMENTATION

There are seven conditions you can document about your cited opponent(s). While you can cite more than one opponent and/or condition, you only need to successfully document **one** condition for **one** opponent. The supporting documentation you submit with your Statement of Need must follow the guidelines outlined below. If you fail to fully document the condition(s) cited in your Statement of Need, it will be rejected on the merits. You will be notified via C-Access whether your submission was accepted or rejected. **Note:** Statements of Need are published to the CFB website whether they are accepted or rejected on the merits.

1. Self-Financing Opponent

You must document that your non-participating opponent can self-finance by submitting the following:

- Previous or current disclosure filing(s) submitted by your cited opponent to the CFB, NYS Board of Elections, or Federal Election Commission demonstrating that they have raised or spent at least one-fifth of the expenditure limit for the current race, or that they self-financed a previous race at that level of spending; OR
- Press releases, audio or video statements/reports, or articles showing the opponent’s campaign activities or intent to self-finance their campaign.

2. Endorsements

You must document that your cited opponent has received an endorsement from:

- a citywide, statewide, or federal elected official who represents all or a part of the area covered by the election; OR
- two or more other city elected officials who represent all or a part of the area covered by the election; OR
- one or more membership organizations with more than 250 members.

Document this by submitting:

- Press releases, audio or video statements/reports, websites, or news articles documenting the endorsement(s).
- For a membership organization, include information verifying the size of the membership.

3. Significant Media Exposure

You must document at least 12 appearances by an opposing candidate and/or his or her name on television, radio, or in print media in general circulation in the area of the election by submitting:

- Articles, online podcasts and/or videos from news media outlets and online organizations that conduct investigative journalism or cover news stories:
 - Links or PDF copies of direct news articles; OR
 - Articles found in the “news” feature of search engines; OR
 - Articles mentioned in online daily or weekly news.
- Advertisements featuring the cited opponent, including commercial advertisements and those paid for by independent spenders (excluding advertisements paid for by the candidate’s current committee)
 - You must list where and when the advertisement was published.
- Audio or video talk shows, including commercial talk shows and podcasts and public access shows run by a third party not related to the submitting candidate.
 - List the name of the show, episode number (if applicable) and date the show originally aired.
 - Social media postings including tweets by news outlets and online organizations that conduct investigative journalism or cover news stories, or their employees (i.e., journalists and news anchors).

4. 25% of the Vote in a Previous Election

You must document that your cited opponent received at least 25% of the vote in an election held within the last 8 years in the geographic area of the office you are seeking, as follows:

- Provide a working hyperlink to the specific NYC Board of Elections “Statement and Return Report for Certification” documenting your opponent’s vote total, which can be found [here](#). Paste that specific hyperlink next to the name of the cited opponent on the Statement of Need form, OR
- Download and attach a PDF of the report to the form.

5. Substantially Similar Name

You must submit the following:

- Documentation showing that your cited opponent has the same first and last name as you, or that the names appear or sound similar (e.g., **Robert Smith** and **Bob Smith**, **Robert T. Smith**, or “**Robert Smith Jr.**”), as found on the CFB’s [candidate list](#); opponent’s campaign website, social media feeds, or literature; or news articles about the cited opponent.

6. Chairperson, president, or district manager of a community board

This condition can only be cited if you are running for City Council or borough president and your opponent holds this office in the area covered by the race in which you are running at the time of submission. You must submit the following:

- Community Board website or literature containing the list of officeholders that demonstrates your cited opponent holds one of these positions. A list of community boards can be found on the Mayor’s Office of Community Affairs [website](#).

7. Family member is/was an elected official

You must submit the following:

- Documentation showing that your cited opponent has a spouse, domestic partner, sibling, parent, or child who holds or has held elective office in an area encompassing all or part of the area of the covered election in the past ten years.