

**Neighborhood Business District
Support Fund Program (NBDSF)
Proposal Review
Meetings & Deadlines**



(Fiscal Year 2018 Contracts)

To accommodate neighborhoods in submitting proposals and budgets, while also allowing the Program Manager enough time to review all proposals and draft contracts, the Department of Community & Economic Development has created a schedule below. All NBDSF reviews will take place at 805 Central Avenue, II Centennial Plaza on the first floor in the Auditorium Room at **8:00am** as the first agenda item in the CNBDU Meetings.

Final Submission Deadline	Review Committee Meeting Date
October 09, 2017	October 13, 2017
November 06, 2017	November 10, 2017
December 04, 2017	December 08, 2017
January 08, 2018	January 12, 2018
February 05, 2018	February 09, 2018
March 05, 2018	+March 09, 2018
April 09, 2018	++April 13, 2018

* = Assumes that contract proposal is approved at the Review Committee meeting.

+ = **Last time to submit proposal for 2018 NEW Contracts in order for communities to have enough time to spend funds by the end of the contract on June 30, 2018.**

++ = **Last time to submit a proposal for 2018 Formal Amendments.**

The final submission deadline is **MANDATORY** for all proposals. The purpose of the deadline is to have City staff review proposals for missing information, compliance or documentation in advance of the Review Meeting it's scheduled for with enough time to allow communities to resubmit the needed information. If it is not submitted in time, the proposal has to wait to be presented at the following Review Meeting.

Original proposals may be mailed to or dropped off at the Department of Community and Economic Development, 805 Central Avenue, Two Centennial Plaza, Suite 700, Cincinnati, Ohio 45202.

NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND PROPOSAL FORM

SEND PROPOSAL TO: City of Cincinnati, Community & Economic Development
805 Central Avenue, Two Centennial Plaza, Suite 700 Cincinnati, OH 45202

Organization Name: _____
 Organization Address: _____ Zip Code: _____
 Neighborhood: _____ Organization Tax Exempt Number: _____
 Project Manager's Signature: _____ Print: _____
 Email: _____ Phone: _____

Is this a FY 2017 New Contract OR Amendment?:

New Contract for \$ _____ OR Amendment for Contract #: _____

Required Attachments:

_____ Proof of Non-Profit Status (State of Ohio)	_____ Minutes & Sign-In Sheets w/ Business name
_____ Current Articles of Incorporation	_____ EEO Form
_____ Current By-Laws	_____ Certificate of Liability Insurance
_____ Notification of other NBD Stakeholders	

What was the vote on this NBD Proposal at your business association meeting?

_____ # of Yeas _____ # of Nays _____ Total Attendance Quorum? Yes _____ No _____



List the projects you will undertake in this contract. Please group similar projects into project categories, such as "Marketing" or "Beautification."

	Budget (or Amended Budget)	Start Date - End Date
<u>PROJECTS</u>		
1.		- 6/30/18
2.		- 6/30/18
3.		- 6/30/18
4.		- 6/30/18
5.		- 6/30/18
6.		- 6/30/18
7.		- 6/30/18
8.		- 6/30/18
9.		- 6/30/18
TOTAL		

Project Name (for each project):

Scope of Project:

[Provide details on what the community will accomplish with this grant money. This includes details such as: what will be purchased, location, anticipated dates, community goal, etc.]

How we intend to do it:

[Provide details on how the scope of work will be accomplished. This includes details such as: anticipated contractors, frequency, equipment, volunteer hours, etc.]

How we will measure success:

[This helps to ensure this grant continues in the future. Provide details on how the project will be deemed successful. This includes metrics such as: quantitative data, surveying of businesses, increase in membership, increase in fundraising, etc.]

Project budget:

See next page for example:

Statement of Detailed Budget (Sample)
(NBD Council Name)

A. Expenses:

Project #1: *Promotion/Marketing*

Phone at Center	\$1,000
Mailings and stationery	\$1,000
Supplies/Material	\$275
Printing/Postal	\$100
Marketing/Photos	\$100
Subtotal	\$2,475

Project #2: *Beautification*

Garden Equipment	\$500
Flowers	\$800
Grass Cutting	\$1,000
Subtotal	\$2,300

Project #3: *Insurance*

City of Cincinnati general liability insurance	\$225
Subtotal	\$225

Total Expenses **\$5,000**

B. Income

<u>City of Cincinnati (Funds Awarded)</u>	<u>\$5,000</u>
---	-----------------------

Total City Funds **\$5,000**



AUTHORIZED SIGNATURE FORM

This form must be completed and returned to the Department of Community & Economic Development office before any disbursements will be made. Eligible authorized signers on NBD documents are elected officers and trustees. If you have questions, feel free to call the Department of Community & Economic Development. Send this completed form to Department of Community & Economic Development, 805 Central Avenue STE. 700, II Centennial Plaza, Cincinnati, OH 45202.

For the year _____, the following persons are authorized to sign NBD documents on behalf of the _____ Business District. The community hereby assures that each person listed below is an elected officer or trustee of the council.

PRINT NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAILADDRESS _____

PRINT

NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAILADDRESS _____

PRINT

NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAILADDRESS _____



E.E.O. FORM

Please complete this form and return to the Department of Community & Economic Development office with your proposal forms:

**Department of Community & Economic Development
805 Central Avenue
II Centennial Plaza, Suite 700
Cincinnati, Ohio 45202**

The _____
(Name of your Community Council or Business District)

Tax Exempt Number _____

Please indicate the current composition of your Board:

Number of Males _____

Number of Females _____

Number of Caucasians _____

Number of African Americans _____

Number of Hispanics _____

Number of Asian/Pacific Islanders _____

THANK YOU FOR YOUR COOPERATION!



BUSINESS DISTRICT PROFILE

Business District: _____

Business District E-Mail: _____ Business District Address: _____

President: _____

Phone: _____

Address: _____

Zip: _____

E-mail address: _____

Date Most Recently Elected (REQUIRED): _____ (Month/Year)

Vice President: _____

Phone: _____

Address: _____

Zip: _____

E-mail address: _____

Secretary: _____

Phone: _____

Address: _____

Zip: _____

E-mail address: _____

Treasurer: _____

Phone: _____

Address: _____

Zip: _____

E-mail address: _____

NBD Manager: _____

Phone: _____

Address: _____

Zip: _____

E-mail address: _____

Monthly Meeting Day & Time: _____

Place of Monthly Meeting: _____

I hereby certify that the aforementioned information is correct.

XTITLE: _____ DATE _____



NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND (NBDSF) GUIDELINES

Original Ordinance #249-2004 (copy provided upon request)
Current FY Ordinance provided upon request

LAST REVISED 7/2015

PROGRAM OVERVIEW

The intent of the Neighborhood Business District Support Fund (NBDSF) is to support recognized Neighborhood Business District (NBDs) in Cincinnati's neighborhoods. The Program has three goals:

- To assist NBDs in recruiting new members and increasing community participation by promoting the NBDs at special community events and or other activities, including holiday festivals.
- To provide minimal funding for annual capital, streetscape, landscaping, safety-related, or other projects that generally improve the NBD.
- To foster cooperation between NBDs, Community Development Corporations, and area Community Councils.

Eligibility is limited to the Neighborhood Business Districts currently recognized by the City. NBDSF's purpose is to identify and fund Neighborhood Business District (NBD) projects that enhance the vitality of Cincinnati's Neighborhood Business Districts, increase the leadership capacity of Business Associations, Community Development Corporations and/or Community Councils, support efforts to recruit, train, and increase the productivity of neighborhood volunteers.

The City of Cincinnati provides the funding for this program and the City Administration serves as the administrator of the program. An advisory group composed of representatives from the recognized business districts will assist the City in peer-reviewing NBDSF proposals and making recommendations. At the City's discretion, the City may choose to contract out the administration responsibilities of the program to an outside entity. When this happens, the City will primarily oversee the administering agency. More details can be found about each entity's roles below.

NBDSF PROGRAM QUALIFYING CRITERIA

The maximum grant per neighborhood is established annually by City Council during the budget process. These funds can be used to support one or more of the community's NBDs. Each project must meet each of the following qualifying criteria:

- Support the City Council approved goals for the Neighborhood Business District Support Fund (NBDSF);
- Be located in one of the currently recognized Neighborhood Business Districts;
- Have written documentation that the Neighborhood Business Association, Community Development Corporation and/or Community Council reviewed and commented on the project; and,
- Have a completion schedule that does not extend past June 30 of the current fiscal year

ELIGIBILITY STANDARDS

NBDSF projects must improve the quality of life, serve public needs within the Neighborhood Business District, and must be consistent with these Guidelines. Projects must meet one of the following eligibility standards:

- **Organizational Development** - The project must strengthen, improve, and develop the NBD through organizational development activities for its association aimed at increasing its membership. Examples include: business development analysis, leadership & membership training, and membership recruitment activities.
- **NBD Promotional Activities** - The project must increase community awareness of the NBD and its businesses. These projects are specific or general activities that seek to inform, educate, and publicize the businesses and services in the NBD to neighborhood residents, the Community Council and other neighborhood stakeholders. Examples include: brochures, newsletters, websites, advertisements, or other promotional events/activities.
- **Physical Improvements** - The project must focus on capital improvements, streetscape improvements or other amenities or activities in the NBD public right-of-way that are designed to improve safety, clean-up, beautify, enhance signage or lighting, and/or landscaping (including planters). Examples include: gateway signage, trash containers, public benches, and improvement or maintenance of the right-of-way.
- **Collaboration between the Neighborhood Business Associations, Community Development Corporations and Community Councils** - The project activities must improve the communication and collaboration between the Neighborhood Business Association, Community Development Corporations and Community Council. Such activities may include the joint sponsoring of a NBD or community event. Innovation is encouraged in this area. Examples include: fundraising events, consultant services, and neighborhood charrettes.

INELIGIBLE EXPENSES NBDSF PROGRAM

The following are INELIGIBLE expenses and cannot be funded using the NBDSF Program.

- NO direct social services such as emergency food, housing assistance and distribution of products and gifts.
- NO routine operating expenses of the Business Association, Community Development Corporation or Community Council such as rent, utilities, taxes, building maintenance, repair, and equipment rental.
- NO purchase of office equipment (including computers, phones, printer, fax machines, etc.) or office supplies (paper, writing utensils, staplers, etc.) to support the ongoing operations of the Business Association or Community Council.
- NO compensation for anyone performing routine office duties or conducting activities unrelated to those of the Business Association or Community Council.
- NO prizes or direct cash awards to individuals or groups, including gift cards and certificates.

- NO purchase of advertisement that appears in its own NBDSF Program subsidized publications.
- NO activities that duplicate government services currently available within the neighborhood.
- NO hiring of Business Association, Community Development Corporation or Community Council officers or their immediate family members.
- NO promotion and endorsement of political candidates or their activities.
- NO activities that fail to serve any public purpose.
- NO legal fees.
- NO real estate options.
- NO improvement to private property.
- NO sales tax.
- Activities Prohibited by City, State, County and Federal Law.

PREPARATION AND SUBMISSION OF A NBDSF PROPOSAL

In preparing a proposal, a Business Association, Community Development Corporation or Community Council shall use the NBDSF Application forms as determined by the City. Please encourage and consider all ideas from organization membership. Final decisions regarding the proposal must be made in regular open, well-publicized meetings with the required quorum (number noted in the respective organization's by-laws), where all members, businesses located within the NBD and neighborhood residents have a vote. Documentation to finalize proposals must show that a democratic process was used.

Each proposal shall be accompanied by the following documentation, if not already on file with the Administrator:

- Current organization's By-Laws that meet the applicable requirements of **City Ordinance #249-2004** (Attachment I, City Ordinance).
- Proof of current nonprofit incorporation status within the State of Ohio (i.e., copy of a Certificate of Continuing Existence, Statement of Good Standing, or Certificate of Reinstatement) and the corporation's Articles of Incorporation and all amendments (a separate document from the By-Laws).
- A resolution passed by the Business Association, Community Development Corporation or Community Council, as applicable, stating that no one is barred from the organization's membership nor will be discriminated against in hiring by reason of race, sex, age, handicap, religion, or national origin.
- All proposal submissions and documentation materials shall be received by the Administering Agency in advance of or on published deadline dates.
- Minutes and Sign-In sheets from the meeting at which the proposal was voted on must be submitted. Sign-in sheets must include name of businesses present at the meeting. If the meeting took place on a date other than the Business Association or Community Council regular monthly meeting, the Business Association or Community Council shall provide evidence that businesses and Neighborhood Business District residents were notified in advance of the opportunity to vote on the NBDSF Program proposal.
- Job descriptions for any non-staff position to be paid with NBDSF funds.
- An Organizational Plan shall be provided when a proposal budget seeks wages in excess of \$500 for any one worker. The Organizational Plan shall describe the connection between workers and the Business Association or Community Council and its volunteers, as well as define a set of goals and objectives for the contract term that are specific and measurable.
- General Liability Insurance with the City of Cincinnati named as additionally insured.
- Proof that non-applicant NBD stakeholders were notified about the proposal.

Once a proposal has been forwarded onto the NBDSF Advisory group for approval, the Business Association or Community Council shall ensure that at least one person knowledgeable about the proposal and previous year's Final Report is present at the NBDSF meeting to present the proposal. If no knowledgeable person is present, the proposal will not be considered and moved to the next Review Committee meeting.