



NEIGHBORHOOD SUPPORT PROGRAM FUND

City of Cincinnati Ordinance #249-2004
Legal Opinion: Definition of Residence in Ordinance # 220-1989

Historical Introduction

Historically, individual neighborhoods and Cincinnati city officials and neighborhood leaders worked together to improve conditions in Cincinnati's communities. Input in the city budget process through Neighborhood Priority Requests is now a routine practice. Over the years, Cincinnati has been enriched by the partnership that developed between city officials and neighborhood groups. The Neighborhood Support Program (NSP) enhances this partnership. Self-determination and neighborhood improvement are the foundations of the NSP.

Today, city officials of Cincinnati recognize indigenous neighborhood leadership and widespread resident volunteerism are essential elements to the vitality of the City. Through the NSP, the Cincinnati City Council intends to improve its communications with Cincinnati's neighborhoods, thereby facilitating resident involvement in developing and implementing policies that impact city operations. These efforts offer a collective City/Neighborhood challenge, "What can we do together to improve the quality of life in our neighborhoods?"

Historical Timeline:

1981 – The City of Cincinnati began a 3-year annual funding to Community Councils using Community Development Block Grant (CDBG).

1984 – The City utilizing CDBG funds to annually fund another 3-years.

1987 – The City funded 3 additional years with CDBG funds.

1988 – The City switched from CDBG to General Fund dollars due to eligibility concerns.

1990 – The city provided annual NSP allocations to Community Councils.

1989 – The first City Subcontract administration of NSP funding to a non-profit (Clean Cincinnati).

1991-Present – Invest in Neighborhoods were awarded the contract to administer program.

2009-2010 – The City began administering. However, community input encouraged the City to return administration to a non-profit organization.

Program Purpose and Categories of Eligible Projects

Enhancing the quality of life in each Cincinnati neighborhood is the goal of the Neighborhood Support Program (NSP). Support for efforts to recruit, train, and increase the productivity of neighborhood volunteers is also an important element of the NSP. The NSP funds are used to foster resident-controlled neighborhood projects and to improve the leadership capacity of Community Councils. NSP funds are available for projects that are planned, implemented, and evaluated by eligible (recognized by the City of Cincinnati) Community Councils. (See list on attachment, Who May Participate).

(Only Community Councils recognized and approved by the Cincinnati City Council are eligible to participate in the NSP program and must adhere to the NSP Guidelines and democratic operation of its Community Council. See **the attachment, Who May Participate.**

Each approved project must be designed for successful outcomes that positively impact the neighborhood or community overall. Cincinnati City Council has determined that the following types of activities are in the best interest of the City and its citizens when carried out by Community Councils.

- **Neighborhood Development Activities** - that strengthen, improve, and develop neighborhoods through development activities such as those aimed at increasing Council membership, leadership training, seminar attendance, youth leadership development to cultivate new neighborhood leaders, as well as fund-raising projects or neighborhood events to benefit the neighborhood.
- **Communication Projects** - such as specific or general activities that seek to inform, educate, and publicize the work of the Community Council, special activities or events, as well as neighborhood identification elements that aid in building a sense of neighborhood pride and cohesion.
- **Neighborhood Improvement Activities** - that focus on cleanup and beautification, recreation area development, conservation and capital improvements not privately-owned and the acquisition of fixed assets.
- **Educational Activities** - which seek to enhance existing programs or opportunities, inform residents of new neighborhood initiatives such as environment or development issues, or to create new programming that will fill an education void for youth, teenagers, adults, or senior citizens.
- **Neighborhood Services** - designed to aid law enforcement, develop or enhance recreation opportunities stimulate economic or commercial development, or manage, study, or promote environmental issues.
- **Problem-Solving Projects** - to investigate problems or conditions in an effort to develop a comprehensive plan to improve or alter situations communities deem a priority.
- Other - projects or activities which will improve the quality of life and serve public needs that are consistent with the NSP Guidelines. Examples of projects previously undertaken by Community Councils. (See attachment, Examples of Successful NSP projects).

The City Of Cincinnati

The City shall have final authority for determining that projects and the expenditures of the projects fall within the NSP Guidelines. The principal role of the City shall be to monitor the performance of the contracted Administering Agency. The City retains the right to disallow projects deemed inappropriate or that fall outside of the spirit of the NSP Guidelines.

- City staff shall review proposals and share comments with the Agency as needed.
- The City shall determine the Agency's Scope of Services to be provided to Community Councils, the budget-and contract language between the Agency for the NSP administration.
- The City shall provide all binding policies, guidelines, regulations, and compliance forms that could potentially impact the NSP to the Administering Agency.
- The City shall provide an Annual Evaluation of the NSP Administering Agency's contract through a survey of participating Community Councils.

The Administering Agency (Nonprofit Contractor)

The Agency shall establish a process to ensure a fair and equitable review and approval process for proposals and amendments by the Community Council for review by the NSP Review Committee and the NSP Director. The Agency shall review and approve recommendations made by the Review Committee prior to contracting with communities for NSP. Final authority for NSP rests with the City.

- The Agency shall make available Administrative Guidelines on an ongoing basis.
- The Agency shall be responsible for providing required and appropriate financial and program reports to the City.
- The Agency staff shall review and monitor all NSP communities and require-Performance Reports.
- The Agency shall hire a NSP Director (one who manages the program for the agency) and other staff as needed, as well as provide facilities to offer training to adequately administer the program, as contracted with the City.
- The Agency shall provide advice and counsel to the City Administration and City Council regarding program changes and enhancements. Final revisions are the responsibility of the City.

The NSP Review Committee

The Review Committee is comprised of neighborhood representatives who serve as a peer review group for all NSP proposals. Composition of the Review Committee shall be as follows:

- Sixteen neighborhood representatives
- One Agency representative (non-voting)
- One representative of the City to be appointed by the City Manager (non-voting)
- NSP Director (non-voting)

The Review Committee Chair shall be elected from among the 16 neighborhood representatives. The neighborhood representatives of the Review Committee shall each serve a 13-month term with eight members selected in February and-eight members selected in August. Elections for the Committee Chair shall be conducted at the August and February meetings.

The NSP Review Committee is responsible for the administrative and fiscal content review of Community Councils proposals and to the Agency, for administrative and fiscal processing.

The purpose of the Review Committee is to review and vote for or against NSP proposals and Final Reports, recommend and issue contracts to communities by the Agency and provide input to the Agency relative to changes or enhancement that benefits NSP. **A minimum of eight members of the Review Committee shall be present to constitute a quorum.** Review Committee members must attend majority of the Committee meetings scheduled during their term in order for their Community Council to be considered as having fulfilled their obligation to serve. A Community Council that does not fulfill its requirement will be subject to suspension by the Review Committee from participation in NSP. The Review Committee will review potential suspensions and recommend reinstatement conditions for each case.

The NSP Director and the Review Committee shall establish and publicize a schedule of meeting times and deadlines for proposal submissions and amendments for the coming year each August. The Review Committee shall meet a minimum of seven times per year.

- A proposal is approved if it receives a majority of votes among those attending that particular meeting. If requested, those voting against a proposal (in whole or in part) shall cite the following criteria with which the proposal does not comply. The Review Committee may invalidate a specific vote if a pertinent section is not cited.

The Review Committee shall review and approve proposals and recommend the issuance of a contract if, in its opinion:

- The NSP guidelines have been met
- All proposal projects are adequately defined in the Scope of Services
- The proposed budget is reasonable and clearly itemized
- There is evidence that the Council submitting the proposal can manage the contract to a successful conclusion

The Review Committee may only approve portions of any proposal and reject others. The Committee may also approve projects with specific conditions for changes and corrections prior to implementation.

- The Review Committee shall review all new proposals, all Final Reports, and project amendments. An amendment which substantially alters a contract is a Formal Amendment.
- Upon request from the Agency, the Review Committee may take on other tasks related to the NSP Program and as agreed to by the Committee.

The NSP Director

Administer all NSP contracts and approves all payments to communities in the program.

- The NSP Director shall assist Community Councils in developing proposals and contracts.
- The NSP Director shall review all proposals to determine possible duplication of services or conflict of services, as well as for compliance with the Guidelines.
- The NSP Director shall prepare all NSP materials for the Review Committee's consideration, and along with support staff, issue contracts to communities with approved proposals.

- The NSP Director shall maintain copies of funded and denied proposals, Review Committee Minutes and correspondence pertaining to the proposals and contracts for two years.
- The NSP Director shall provide a NSP Orientation Session and training workshops for Community Councils as necessary to ensure quality outcomes for the neighborhood. In addition, individual assistance will be provided as requested.
- The NSP Director shall be responsible for interpreting the NSP Guidelines for the Review Committee and the Communities, in consultation with the Agency and City as needed and/or required.
- The NSP Director may approve adjustments to the program budget or Scope of Services within the existing contract without review by the Committee if all of the following criteria apply: An Informal Amendment, changes that do not alter contract content, is applicable.
 - A. The proposed revision does not add to the total amount of the existing contract.
 - B. The total amount of funds, not to exceed \$1,000 per contract, are being shifted from one line item to another, within and/or between projects.
 - C. Proposed changes do not substantially alter the Scope of Services.
 - D. All requests are made in writing to the NSP Director in advance.
- The NSP Director can terminate a NSP contract if the contract is not being adhered to the NSP Guidelines, or budget or timeline. The NSP Director shall consult with the Review Committee, the Agency Board of Trustees, and the City prior to any contract termination. Additionally, a Community Council shall be notified of the possibility of contract termination and be afforded the opportunity to present its case before the Review Committee. Final determination to terminate a contract is the sole responsibility of the Agency. Communities have the right to appeal, challenge the decision from the Review Committee, through the City's Department of Community Development.

Neighborhood Support Program (NSP) Management

It is the Neighborhood's responsibility to appoint a volunteer to serve as a liaison between the NSP Manager, the Community Council and the Administering Agency to ensure effective participation in the NSP Program. Roles suggested for the NSP Manager (varies by neighborhood):

- Facilitate the Community Council's eligibility and participation in NSP and its processes in the neighborhood and across the community related to an open and well publicized process for deliberating proposal ideas and generating accurate meeting Minutes and Sign-In Sheets.
- Work with Community Council committees to plan projects and budgets that maximize the awarded NSP-funds each calendar year.
- Submit monthly progress reports to the Community Council related to annual contract.
- Notify the Agency NSP Director of any concerns, problems, or questions pertaining to the successful implementation of the NSP contract and/or maintaining the Neighborhood's eligibility for NSP.
- The NSP Manager or any Community Council designee is required to adhere to the following NSP Guidelines to ensure the Neighborhood's continued compliance with the Program:
- Attend NSP Review Committee Meeting(s) to answer questions related to the program proposal.

- Attend any mandatory NSP Financial and Administrative Procedures Training Sessions, unless directed as unnecessary by the Administering Agency. A Community Council shall have at least one representative attend the annual NSP Financial and Administrative Procedure Training. Failure to attend will result in the Community Council's temporary suspension from participation in NSP until training requirements have been met
- Conduct a well-publicized recruitment process for any paid project managers and monitor performance to ensure timely and effective implementation of contracted NSP projects, in compliance with NSP Guidelines.
- Submit and retain all required NSP documentation and financial support materials by stated deadlines, including all reports, monthly reimbursement vouchers, financial bookkeeping and volunteer hours' log.

Community Councils are encouraged to share their positive experiences and lessons learned with the Administering Agency and other Community Councils. Sharing of information will aid the Administering Agency to consistently evaluate and improve the program. Likewise, participating Community Councils are expected to provide constructive feedback to the City Administering Agency and City Liaison.

NSP PROGRAM QUALIFYING CRITERIA

- If not on file, the Community Councils must provide a description of its territorial boundaries to the City Manager or his designee,
- All NSP-funded neighborhoods shall operate in accordance with the attached City of Cincinnati Ordinance #220-1989.
- The Community Council shall allow full membership and voting rights to any resident 18 years or older; however, non-residents cannot vote or hold office unless Community Council By-Laws or regulations stipulate that "at least once per year, any group of at least five residents may require a special vote at which only residents may vote to determine whether persons other than residents shall have or continue to have voting privileges or be eligible to hold office." **The Community Councils shall not discriminate in its membership recruitment.**
- Community Councils may establish annual goals based on capacity to successfully implement with quality.

In the event of a conflict or disagreement with the process, the Guidelines, or the contract, the participating Community Council may file a formal written appeal to the City Council of Cincinnati.

NSP PROGRAM LIMITATIONS AND CONDITIONS

NSP-funded projects are subject to the following conditions:

In requesting funds for projects historically maintained by the City of Cincinnati, other than NSP funds, the Community Council shall submit documentation that verifies the City's inability to maintain or fund the project.

Fundraising in support of NSP-eligible activities is allowed. Expenditures for prizes may not exceed \$500 per contract year. **Community Council officers and their families may not be recipients of awards or prizes.**

The City will not fund communications or projects that disparage City departments, officials, other neighborhoods or the City as a whole. The City will not fund political activities of any nature.

All NSP-funded publications shall strive for objectivity when providing information; therefore, expenditures for neighborhood communication projects and/or any items leading to the production of communication projects (i.e., graphic design, layouts, color separations, etc.) shall be limited to \$3,000 per contract year unless the Community Council distributes at least one issue to every

residence in its neighborhood, in which case the Community Council is eligible for \$4,000 per contract year. General communication projects shall be defined as:

- Newsletters
- Brochures (non-project specific)
- Flyers (non-project specific)
- Electronic Communication and Websites

- There is a NSP funding capacity on general communications projects. It does not include the following: membership recruitment projects, signage specifying neighborhood boundaries, or publicity or communication elements that are integral to a larger project and not simply a communication focused project. Preparation of Annual audits and/or financial reports should not exceed \$500 of NSP-funds.

- Revenues obtained from NSP projects and their expenditures shall be reported to the Administering Agency annually in a Final Report. Revenues obtained from NSP projects shall be expended for activities which are beneficial to the neighborhood and compatible with NSP Guidelines.

- Neighborhood development projects specifically for membership recruitment shall be limited to \$1,000.

- Fixed assets in excess of \$500 per item can only be permanently installed in a public Right-of-Way or on public property and requires prior City approval and cannot be prohibited by City and State Law.

Capital assets (items having a useful life of three years or more) where cost exceeds \$200 and/or cleanup supplies, tools, etc., shall be made available to the neighborhood for NSP projects.

Any equipment purchased with NSP funds shall be used primarily in the implementation of neighborhood-driven NSP allowable projects. Such equipment shall be kept in a publicly accessible location and cannot be kept in a private location or private residence). Licensing for the equipment needs to be obtained and notification of purchased equipment should be shown to Administering Agency. In all cases where a Community Council purchases the equipment on behalf of another neighborhood entity, the following information must be provided: a statement indicating where the equipment will be kept, who will use it and for what purposes, and proof of insurance against theft. All equipment purchased with NSP funds will revert back to the City via the Administering Agency should the Community Council or other neighborhood cease to exist or no longer have use for the equipment. No office equipment should be purchased with NSP funds as well such as computers, phones, printer, fax machines, etc.

NSP GENERAL LIMITATIONS AND CONDITIONS

The following limitations and conditions also apply to NSP-funded activities.

- All direct social services such as emergency food, housing assistance and distribution of products or gifts.

- Routine operating expenses of the Community Council such as rent, utilities, taxes, building maintenance, repair, and equipment rental, except for Community Council expenses of a Community Council phone service and post office box not to exceed \$1000 per contract year.

- Purchase of office supplies to support the ongoing operations of the Community Council such as pens, paper, folders, staplers, etc.

- Food expenses, with the exception of fundraising items for resale purposes; limited to \$1,500 per contract year.

- Non-public entertainment, other than events widely promoted for general attendance by all residents of the neighborhood.
- NSP compensation for Project Coordinators, one who coordinates an NSP project for the Community Council, and other contractors for performing routine office duties or conducting activities unrelated to those of the Community Council.
- Direct cash awards to individuals or groups which include gift cards and gift certificates.
- Advertising that appears in NSP-subsidized publications.
- Activities that duplicate government services which are currently available within the neighborhood.
- Hiring of Community Council officers, NSP Manager or their immediate family members, with the exception of minor children who may not earn more than \$500 per year from NSP employment.
- Use of NSP funds to endorse or promote political candidates or their activities.
- Activities that fail to serve any public purpose.
- Legal Fees to contest any City rulings.
- Improvement to Private Property.
- Activities Prohibited by City, County, State and Federal Law.

HIRING (Workers & Contractors)

Community Councils are required to avoid discriminatory or exclusionary practices. However, with a demonstrated need, NSP-funded programming may be offered to specific resident groups with the understanding that no resident may be denied participation.

Community Councils shall provide a free, open, and competitive hiring process for each opened non-staff position. All non-staff paid positions shall be openly advertised to Residents prior to hiring, even if the neighborhood intends to retain current personnel. The NSP Director will provide consultation and written procedures to Community Councils on their hiring and procurement requirements. Community Councils shall document the selection process and the criteria to base salaries. This documentation shall be in the form of a memo to the NSP Director and shall be submitted before or with the first claim invoice.

In advance of selecting workers or service contractors, the Community Councils shall determine the job descriptions and skills needed for the job and the appropriate payment rate. The basis to determine salaries are as follows: job expectations, level of experience, and other criteria defined by the Community Council. In submitting proposals, Community Councils should determine the type of work they want accomplished and base their proposal budget on a maximum amount they wish to spend. If they are able to obtain a worker for a lesser amount after negotiation with the candidate, then Councils may request an adjustment in the contract line item by writing the NSP Director.

When deciding to hire non-staff workers, Community Councils shall determine whether the worker is considered an employee or a services contractor. NSP Program Proposal Budgets shall show the specific details of the working relationship. If workers are employees, then appropriate withholding for federal, state, and local purposes and other applicable employer taxes shall be detailed and sources of funds for payment identified (NSP Program or other source). The NSP Director will provide information on

the differences between employee and service contractor relationships. However, the Community Council and its workers are ultimately responsible for adherence to withholding requirements.

- When a contract permits hiring, the Community Councils shall follow guidelines furnished by the City's Contract Compliance Office and Prevailing Equal Opportunity policies.

PREPARATION AND SUBMISSION OF AN NSP PROPOSAL

Community Councils shall use the NSP Application forms (Attachment V) as determined by the NSP Review Committee. In preparing a NSP proposal, Community Councils shall encourage and consider all ideas from residents and community groups. The final decisions regarding the proposal are made in regular Community Council meetings with the required quorum (number noted in the respective Community Council By-Laws), well-publicized and open to the community. All Community Council members and residents have a vote. Documentation to finalize proposals must show that a democratic process was used.

Proposals and accompanying documentation shall be submitted to the Administering Agency by the appropriate deadline as specified in the current calendar of NSP Review Committee Meetings and Deadlines listing.-

Each Neighborhood proposal shall be accompanied by the following documentation, if not already on file with the Agency, or if there have been revisions since submitting the last NSP proposal:

- Current neighborhood By-Laws that meet the requirements of the **attached City Ordinance #220-1989**
- 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 Community Council stating "no one is barred from Community Council membership nor discriminated against in hiring based on race, sex, age, handicap, religion, or national origin."
- Submission of the Final NSP Report from the previous contract year, unless submitted previously and is on file with the Administering Agency.
- Proposal submissions and all documentation shall be received by the Administering Agency in advance of or on published deadline dates.
- Minutes and Sign-In Sheets from the Community Council meeting at which the proposal was voted on must be submitted. If the meeting took place on a date other than the council's regular monthly meeting, the neighborhood shall provide evidence that residents were notified in advance of the opportunity to vote on the NSP proposal.
- Job descriptions for any non-staff position to be paid with NSP funds.
- A Neighborhood Plan shall be provided when a proposal's budget seeks wages in excess of \$500 for any one worker. The Neighborhood Plan delineates the workers from the Community Council and its volunteers. The Plan also defines specific and measurable goals and objectives for the contract term.
- NSP neighborhoods are expected to utilize all available resources to ensure quality and timely proposal submissions:

The Administering Agency distributes an NSP Contract Preparation Packet to all Community Councils containing NSP Guidelines, Application Forms, Calendar of Review Committee Meetings and Deadlines, "How to Prepare A NSP Proposal" book, sample proposals, and accompanying instructions. Additional copies of these materials are available anytime from the Administering Agency, as is staff technical assistance.

Once a proposal has been forwarded onto the NSP Review Committee for approval, the Neighborhood shall ensure that at least one person knowledgeable about the proposal and previous year's Final Report is present at the Review Committee meeting when the proposal is considered. If no knowledgeable person is present, the proposal will not be considered. **If a proposal is denied, the Community Council may file a formal written appeal to the City Council of Cincinnati.**

TERMS OF THE NSP CONTRACT BETWEEN THE AGENCY AND THE COMMUNITY COUNCIL

The program year begins January and ends December 31 of each calendar year. Neighborhoods must submit proposals according to the published calendar of deadlines established by the Review Committee.

The contract between the Community Council and the Administering Agency has the following terms and conditions:

- Community Council may submit proposals; however, no more than one contract per calendar year with a maximum grant amount allowed by City Council, per calendar year.
- Community Councils or groups may combine proposals and share one contract. The written proposal must outline the specific outcomes and/or benefits of the collaboration for each neighborhood.
- Community Councils must submit a Final Report (summary of approved projects and budget) for the period of the contract. Final Reports must be in writing and may be submitted as soon as projects are completed, but no later than 30 days after the contract completion date. In order to assure a 12-month contract term for the following year, "projected" Final Reports shall be included with a new proposal submitted for approval prior to the end of the current contract year. If the projected Final Report is substantially different at the conclusion of the current contract year, the Neighborhood shall submit an updated Final Report.
- **No advance payments are permitted.** NSP payments are on a reimbursement basis and are paid from a voucher invoice or receipt for payment of goods or services received. Reimbursement requests, if any, shall be submitted within two months of the expenses. Specific repayment procedures are provided by the Administering Agency.
- Final Payments will be withheld until the Administering Agency has received Final Reports.
- A Community Council cannot request more than two formal Amendments for a single contract. Requests for Amendments must follow the same procedure outlined for proposals.
- A Community Council shall have at least one representative attend the annual NSP Financial and Administrative Procedure Training. Failure to attend will result in the Community Council's temporary suspension from participation in NSP until training requirements have been met.
- Community Councils must submit the name, address, zip code, and phone number of a person willing to serve as the Council's representative when that Council is selected to serve on the Review Committee.

Attachments: I - City of Cincinnati Ordinance #220-1989
II - Legal Opinion: Definition of Resident in Ordinance #220-1989
III - Who May Participate
IV - Example of Successful NSP Projects
V – NSP Proposal Form

ATTACHMENT I

City of Cincinnati Ordinance #220-1989

ATTACHMENT II

Legal Opinion: Definition of Resident in Ordinance #

ATTACHMENT III

Who May Participate

Each Cincinnati Community Councils listed below is eligible to participate in the NSP Program, provided the conditions specified within the NSP Guidelines are met. Any additions or deletions to this list shall be pursuant to City of Cincinnati Policies.

Avondale Community Council	Mt. Adams Civic Association
Bond Hill Community Council	Mt. Airy Town Council
California Community Council	Mt. Auburn Community Council
Camp Washington Community Council	Mt. Lookout Civic Club
Carthage Civic League	Mt. Washington Civic Association North Avondale
Clifton Town Meeting	Neighborhood Assn.
Clifton, University Heights & Fairview	North Fairmount Community Council
College Hill Forum	Northside Community Council
Columbia-Tusculum Community Council	Oakley Residents Association
Corryville Community Council	Over-the-Rhine Community Council
Downtown Residents Council	Paddock Hills Assembly
East End Area Council	Pendleton Community Council
East Price Hill Improvement Assn.	Pleasant Ridge Community Council
East Walnut Hills Assembly	Riverside Civic & Welfare Club
East Westwood Improvement Assn.	Roselawn Community Council
English Woods Civic Association	Sayler Park Village Council
Evanston Community Council	Sedamsville Community Council
Fay Community Council	South Cumminsville Community Council
Hartwell Improvement Assn.	South Fairmount Community Council
Heights Community Council	Spring Grove Village Community Council
Hyde Park Community Council	Walnut Hills Area Council
Kennedy Heights Community Council	West End Community Council
Linwood Community Council	West Price Hill Community Council
Lower Price Hill Community Council	Westwood Civic Association
Madisonville Community Council	
Millvale Residents & Community Council	

ATTACHMENT IV

Examples of Successful NSP Projects

Recreation

Additional recreation staff
Extension of recreation center hours
Playground equipment
Playground development, refurbishing
Recreation center improvements
Sports teams

Education

After school tutoring
Educational materials on neighborhood issues
(i.e : recycling, crime prevention)
Enhancement of existing educational opportunities
Leadership training, including travel to seminars
Summer education activities
Health fairs

Communication

Banners
Brochures
Communication in multi-ethnic neighborhoods
Electronic media (web sites, phone trees)
Flyers
Newsletters
Programs that improve communication
Promotional material development
Promotional, educational videos
Publicity materials
Public signage
Welcome signs

Safety and Crime Prevention

Code enforcement of littering, zoning, health regulations
Crime prevention activities
Law enforcement/emergency response studies
Watchdog operations

Youth Programs

Programming and materials for summer youth programs
Tot lot and play area improvement
Youth employment and training
Youth leadership development programs/training

Cleanup, Beautification, Environment

Clean-up of vacant lots and public areas
Environmental impact studies
Experts' and consultants' services
Landscaping of vacant public areas
Painting of public structures
Park benches
Recycling initiatives
Recycling feasibility studies
Recycling promotional materials
Trash containers

Neighborhood, Membership and Fund Raising

Block club formation
Business development analyses
Fund raising in support of eligible activities
Fund raising events
Insurance to support eligible public service activities
Membership recruitment activities
Membership training
Promotional or educational events
Resource materials for residents
Special event security
Parades

Neighborhood Health and Wellbeing

Eliminate Blight
Conservation of housing stock when coordinated with the City
Fact finding projects
Historic preservation
Housing Availability Assessments
Resource development, research, planning tied to specific project

ATTACHMENT V

NSP PROPOSAL FORM

(For assistance in completing proposal, call 921-5502
 SEND PROPOSAL TO: Invest In Neighborhoods
 315 West Court Street, Cincinnati, OH 45202

PLEASE PRINT IN INK OR TYPE

Amount Requested: _____

Check One: New Contract for Year _____

Amendment for Contract No. _____

Council Name: _____

Project Manager: _____

Address: _____

Zip Code: _____

Phone: Day: _____

Evening: _____

President's Signature: _____

Have you included the following? Check those which are enclosed or mark "N/A" for those that do not apply.

Proposals will not be considered without this documentation which must be on file at Invest.

If documentation is on file, indicate by writing "On File" in specific area.

_____ Proof of Non-Profit Status

_____ Current By-Laws

_____ Current Articles of Incorporation

_____ Statements of Nondiscrimination

_____ Council Minutes & Sign-In Sheets

_____ Previous Year's Final Reports

_____ Organizational Plan for Employees

_____ Job Descriptions for Employees

What was the vote on this NSP Proposal at the decision-making Council meeting?

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

List the projects you will undertake in this contract. (In the attached scope of services, each project must be described completely, including what you wish to accomplish, how you will accomplish it, and how you will measure and evaluate success. Also be sure to complete the itemized budget sheet indicating specific expenses for each project. See "NSP Guidelines" or "How-To" booklet for details.)

<u>PROJECTS</u>	Renewal Yes/No	Volunteer Hrs. Est.	Start & End Dates	Budget	Amendment Adjustment
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
TOTAL					

PROPOSED BUDGET FOR PROJECT PERIOD

Project	Direct Personnel Services	Specialty Contracts	Printing	Fixed Improvements or Equipt.	Postage	Consumable Supplies	Mileage or Misc.	GRAND TOTAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
TOTALS								

SUPPORTING EXPLANATIONS

List specific items included in "Specialty Contracts" column. Include dollar amount. (Example: Photo Developing = \$50)

List specific items included in "Fixed Improvements or Equipment" column. Include dollar amount. (Example: Park Benches = \$200/ea.)

List specific items included in "Mileage or Miscellaneous." Include dollar amounts. (Example: Gas for Lawn Mowers = \$20)

Project Details

1. What do we want to accomplish?

2. How will we accomplish this?

3. Intended Results:

4. Budget: