



# **2018 NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND (NBDSF) PROGRAM GUIDELINES**

## **I. PROGRAM OVERVIEW**

The Neighborhood Business District Support Fund (NBDSF) provides funding support for recognized Neighborhood Business Districts (NBDs) in Cincinnati's neighborhoods. A current list of recognized NBDs is attached as Attachment I.

NBDSF projects must, within a given NBD, improve quality of life, serve public needs, and fall within one or more of the following categories:

**Organizational Development** - Strengthen, improve, and develop the NBD through organizational development activities for its membership aimed at increasing its membership. Examples include: business development analysis, leadership & membership training, and membership recruitment activities.

**NBD Promotional Activities** - 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** - 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 and Community Councils** - Improve the communication and collaboration between the Neighborhood Business Association 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 charities.

The Neighborhood Business District Support Fund (NBDSF) funding level is established {00250376-11}

each year by the City Council. The Department of Community and Economic Development (“DCED”) oversees the awarding of funds based upon these guidelines and the recommendations it receives from Cincinnati Neighborhood Business Districts United (CNBDU).

## **II. ELIGIBILITY STANDARDS**

Any business association, community council, community development corporation, or other entity meeting the following criteria may apply for NBDSF funding:

1. Be a non-profit entity recognized by the State of Ohio and in good standing with the state.
2. Have articles of incorporation, articles of organization, or other required formation document(s) on file with the State of Ohio.
3. Have bylaws, a code of regulations, a membership agreement, or similar document governing the operation of the entity. The document must have been formally adopted by the entity, and it must:
  - a. provide rules for determining eligibility for membership in the entity and the voting rights of members;
  - b. provide rules for the appointment or election of directors, officers, trustees, manager, or similar authorized representatives;
  - c. provide rules for holding and conducting meetings which, among other things, require the keeping of minutes and specify how votes are to be conducted; and
  - d. explicitly state that no person will be barred from membership in the entity, prohibited from voting, or denied employment with the entity by reason of race, sex, age, handicap, religion, or national origin.
4. The entity must demonstrate that some portion of its purpose is to promote the health and growth of a recognized NBD. Evidence of such purpose may be shown in any one or more of the following ways:
  - a. in the language of the entity’s formation documents;
  - b. in the language of the entity’s governing documents;
  - c. by providing minutes of meetings (including sign-in sheets of meetings, if available) of the entity that show evidence of the purpose; or
  - d. any other documentation of the entity that shows evidence of the purpose that is acceptable to DCED.

## **III. THE APPLICATION PROCESS**

A qualifying entity (which meets all of the criteria outlined in Section II, above) may submit a complete application for 2018 NBDSF funding no later than

\_\_\_\_\_. The application must be made on forms provided by the City. Failure to provide a complete application by the application deadline may result in denial of the application.

Each application must be accompanied by the following documentation unless current versions are already on file with the City's DCED:

1. A description of the funding proposal that meets all of the following criteria:
  - a. Fall within one or more of the categories eligible for NBDSF funding;
  - b. Be located in a recognized Neighborhood Business District; and
  - c. Have a completion schedule that does not extend past June 30 of the current fiscal year (the fiscal year being the fiscal year of the City, which runs from July 1 – June 30).
2. Articles of incorporation, articles of organization, or other formation document demonstrating that the applicant is a non-profit entity recognized by the State of Ohio.
3. Proof that the applicant is in good standing with the State of Ohio, e.g. copy of a certificate of continuing existence, statement of good standing, or certificate of reinstatement.
4. Bylaws, code of regulations, membership agreement, or similar document governing the operation of the entity that meets the standards described in Section II, above.
5. Sign-in sheets and minutes from business association and community council meetings demonstrating that the funding proposal was submitted to the memberships of those groups for a vote and providing a tally of the vote; or, alternatively, proof that the applicant was denied the ability to present the funding proposal following good faith efforts to make a presentation.

All final votes should be made in a regular, well-publicized meeting with the required quorum set forth in the organization's governing documents. DCED may, in its discretion, require additional proof that a democratic process was used.

If the meetings occur on a date other than the regular monthly meeting of those organizations, the applicant must provide evidence that members of those organizations were provided \_\_\_\_\_ advance notice of the meeting and vote.

6. Evidence that the applicant has a bank account or has a relationship with another organization which is acting as fiscal agent for the member organization.
7. Proof of commercial general liability insurance in the amount of \$1,000,000 per

occurrence and \$2,000,000 in aggregate, as required by the City of Cincinnati, or a written commitment to obtain the same with a portion of the NBDSF funding sought, as outlined in the Scope of Work and Budget materials included with the application.

8. A corporate resolution authorizing up to three different officers or employees to have the power to execute documents on behalf of such entity, with the power to legally bind the same.
9. Job descriptions for any non-staff position to be paid with program funds.
10. An organizational plan shall be provided when a proposal seeks wages in excess of \$500 for any one worker. The plan shall describe the connection between workers and the applicant and provide a set of goals and objectives for the contract term that are specific and measurable.

After the application deadline, the City shall provide all complete NBDSF applications to CNBDU for review and recommendation pursuant to CNBDU's bylaws. CNBDU shall report on its recommendations to the City no later than \_\_\_\_\_.

The City shall then review pending NBDSF applications taking into consideration these guidelines and CNBDU's recommendations and it shall make the final decision to award funding.

In instances where multiple NBDSF applications have been submitted for a single NBD, DCED shall first review the applications to determine whether they comply with the strict requirements of these guidelines, and it will reject those that do not qualify. If more than one application meets the strict requirements of the guidelines, DCED will then determine which application most thoroughly conforms to the NBDSF program goals taking into consideration the recommendation of CNBDU.

All funding awards will be announced no later than \_\_\_\_\_.

# ATTACHMENT I

## RECOGNIZED NEIGHBORHOOD BUSINESS DISTRICTS

Each of the 33 Cincinnati neighborhoods listed below has at least one recognized Neighborhood Business District. Any additions or deletions to this list shall be pursuant to City of Cincinnati policy. General descriptions of each recognized Neighborhood Business District have been provided, below. Please request a map of your NBD's boundaries from the Program Administrator (as defined in Attachment II, below) for a more detailed description of NBD boundaries.

	<b>Neighborhood</b>	<b>General Boundary</b>
1.	AVONDALE	A. Reading Road B. Burnet Avenue
2.	BOND HILL	Reading Road from Anita and Andina Street north to Dale Rd. and Elizabeth Place.
3.	CAMP WASHINGTON	Colerain Avenue and Hopple Street
4.	CARTHAGE	Vine Street
5.	CLIFTON	Ludlow Avenue
6.	CLIFTON HEIGHTS	McMillan Street, Calhoun Street, and Clifton Avenue
7.	COLLEGE HILL	Hamilton Avenue
8.	COLUMBIA TUSCULUM	Eastern Avenue, Delta Avenue, and Columbia Parkway
9.	CORRYVILLE	Vine Street
10.	EAST PRICE HILL	Warsaw Avenue
11.	EAST WALNUT HILLS	Woodburn Avenue and Madison Road
12.	EVANSTON	Montgomery Road, Woodburn Ave, and Dana Avenue
13.	HARTWELL	Vine Street
14.	HYDE PARK	A. Erie Avenue, Edwards Road, and Observatory Avenue B. Hyde Park East-Erie Avenue
15.	KENNEDY HEIGHTS	Montgomery Road
16.	LOWER PRICE HILL	State Avenue and W. Eighth Street
17.	MADISONVILLE	Madison Road and Whetsel Avenue
18.	MT. ADAMS	St. Gregory Street and Pavilion Street
19.	MT. AIRY	Colerain Avenue
20.	MT. LOOKOUT	Delta Avenue and Linwood Avenue
21.	MT. WASHINGTON	Beechmont Avenue
22.	NORTH AVONDALE	Glenwood Avenue and Reading Road
23.	NORTHSIDE	Hamilton Avenue
24.	OAKLEY	Madison Road
25.	O'BRYONVILLE	Madison Road and Torrence Parkway
26.	OVER-THE-RHINE	A. Main Street B. Vine Street
27.	PLEASANT RIDGE	Montgomery Road and Ridge Road
28.	ROSELAWN	Reading Road
29.	SAYLER PARK	Gracely Drive
30.	WALNUT HILLS	Gilbert Avenue, E. McMillan Street, and William Howard Taft
31.	WEST END	Linn Street
32.	WEST PRICE HILL	Glenway Avenue
33.	WESTWOOD	A. Harrison Avenue B. Glenmore Avenue

# **ATTACHMENT II**

## **Additional Information**

### **1. TERMS OF THE NBDSF CONTRACT BETWEEN THE CITY AND SUCCESSFUL APPLICANTS**

The program year begins each July 1 and ends June 30 of following calendar year. Any business association, community council, community development corporation, or other entity eligible for NBDSF funding pursuant to the criteria described in the above guidelines must submit proposals according to the published calendar of deadlines established by the NBDSF Program Administrator, being the City's DCED employee tasked with administering the NBDSF program.

A qualifying entity can submit no more than one application per calendar year for a maximum grant amount as allowed by City Council for such calendar year.

Multiple qualifying entities may combine applications and project proposals and share one contract as long as the benefits to the NBDs that such entities represent are evident and a coordination plan between the multiple qualifying entities is included in the joint proposal.

A qualifying entity whose NBDSF program application is accepted by the City (a "Grantee") will enter into a contract with the City, and must submit a final written performance report (being a summary of the approved projects completed and the use of the approved budget toward the same) for the period of the contract (a "Final Report"). Final Reports may be submitted as soon as all approved projects are completed, but no later than 30 days after the contract completion date.

Grant funds can be distributed either through an advanced payment, or by reimbursement after all projects in the approved NBDSF contract are complete. Grantees can request either advanced payment or reimbursement, as further described below, and the Program Administrator's consent to such choice shall not be unreasonably withheld.

o Advanced Payment: The City shall make one advanced payment to Grantee, in an amount of funds specified in the Grantee's contract, at a reasonable time after the execution of Grantee's NBDSF contract. Prior to receiving such advanced payment, Grantee must submit a payment voucher and notarized affidavit stipulating that advanced funds will be spent in accordance with the contract.

- Grantee shall transmit data satisfactory to the City to document the use of such funds in accordance with the terms of the Grantee's contract, at any time subsequent to the completion of the projects and terms specified in the contract, but no later than thirty (30) days after the expiration of the term of the contract. Any funds that are not spent in accordance with the contract terms or are ineligible according to these Guidelines will need to be returned to the City.
- If Grantee is unable to produce documentation on how advanced payment funds, or some portion thereof, were spent, Grantee must

reimburse the City for amount that is undocumented. If Grantee cannot reimburse the City for such undocumented funds use, funds of such amount will be deducted from that NBD's allocated funds the following year. If undocumented funds are over \$1,000, Grantee will be ineligible to receive any NBDSF funds the following program year.

- o Reimbursement: No later than thirty (30) days after the expiration or termination of a Grantee's contract, the Grantee shall submit to the City, in a form and manner acceptable to the City, a voucher for payment for all funds spent by the Grantee in accordance with the terms of the contract. Payment by the City on such voucher may be withheld until the City has received the Grantee's Final Report.

The funding described in these Guidelines and provided for by a Grantee's contract, whether provided through advanced payment or reimbursement, may only be disbursed for expenses incurred after the Grantee's contract has been fully executed by the Grantee and the City, so that it becomes effective. No funds shall be spent for any service rendered or expense incurred prior to such date.

## **2. PROGRAM GENERAL LIMITATIONS AND CONDITIONS**

All NBDSF program-funded publications shall strive for balanced coverage.

Qualifying entities are required to avoid discriminatory or exclusionary practices. Fundraising in support of NBDSF program activities is allowed.

The City will not fund communications or projects that disparage City Departments, officials, other neighborhoods or NBDs, or the City as a whole.

Revenues obtained from NBDSF program projects shall be expended for activities that are beneficial to the neighborhood and compatible with NBDSF Program Guidelines.

Expenses for phone service and a post office box shall not to exceed \$1,000 per contract year.

Property taxes are an eligible expense on community-owned properties only, and each specific property must be approved by the Program Administrator in advance.

Food expenses are only allowed for fundraising resale purposes, limited to \$1,500 per contract year.

Entertainment expenses are only allowed for events widely promoted for general attendance by the qualifying entity membership or residents of the community.

Fixed assets in excess of \$500 per item shall be permanently installed in a public right-of-way or on public property, and require prior City approval and cannot be prohibited by City and/or 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 community for NBDSF projects.

Up to \$500 of NBDSF program funds may be used for the preparation of annual audits and/or financial reports. Equipment purchased with NBDSF funds shall be used primarily in the implementation of NBD allowable projects. Such equipment shall be kept in a publicly accessible location, not a

private location (i.e. private residence). The Program Administrator shall be notified of the purchasing of such equipment and, where applicable and requested by the Program Administrator, proper licensing for the equipment shall be obtained and provided to the Program Administrator.

### **3. NBDSF PROGRAM MANAGEMENT**

It is the responsibility of each qualifying entity which intends to submit an application for NBDSF funding to appoint a NBDSF Program Manager, who is a volunteer, to manage the project and serve as the liaison between the qualifying entity and the Program Administrator to ensure effective participation in the program. The Program Manager is also responsible for retention, organization, and completion of all required program paperwork and financial support materials by stated deadlines, including Final Reports, reimbursement vouchers, financial bookkeeping systems, and volunteer hours logs.

While the specific duties assigned by each qualifying entity to its Program Manager may vary from neighborhood to neighborhood, the responsibilities listed below are suggested as a preferred model for NBDSF program purposes. This is not a mandated or required job description, but is a helpful checklist for qualifying entities as they may undertake recruitment for volunteers to aid in the development and implementation of projects.

A Program Manager should:

Facilitate NBDSF program participation and eligibility in terms of encouraging an open and well-publicized process for deliberating proposal ideas, generating accurate Minutes and Sign-In Sheets from the meetings.

Work with NBDSF program participant committees to plan projects and budgets in order to maximize the NBDSF-funded award amount available each fiscal year to the neighborhood.

Notify the NBDSF Program Administrator of any concerns, problems, or questions pertaining to the successful implementation of the NBDSF program contract (if so awarded) and/or maintaining the neighborhood's eligibility for program participation.

### **4. HIRING (WORKERS AND CONTRACTORS)**

A qualifying entity which receives NBDSF program funds via a contract (being a "Grantee," as defined above) shall provide a free, open, and competitive process for each non-staff position for which they intend to contract. All non-staff **paid positions** shall be openly advertised to neighborhood residents prior to hiring, even if the qualifying entity intends to retain current personnel. The NBDSF Program Administrator will provide consultation and written procedures to Grantees on their hiring and procurement requirements. Grantees shall document the selection process and the basis for payment. This documentation shall be in the form of a memo to the NBDSF Program Administrator and shall be submitted (i) either before or with the Grantee's invoice pursuant to the reimbursement method of funding or, (ii) with the Final Report pursuant to the advanced payment method of funding (each method of funding, respectively, being as described above).



In advance of selecting contractors, the Grantee shall determine the job descriptions and skills needed for the job and the appropriate payment rate. The basis for payment shall consider: job expectations, level of experience, and other criteria defined by the Grantee. In submitting proposals, applicants 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 the Grantee may request an adjustment in the contract line item by writing the NBDSF Program Administrator regarding the same.

When deciding to hire non-staff workers, participating NBDSF qualifying entities shall determine whether the worker is an employee or a services contractor. NBDSF program applications and proposed 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 the sources of funds for payment identified (NBDSF program or another source). The NBDSF Program Administrator will provide information on the differences between employee and contractor relationships. However, the Grantee and its workers are ultimately responsible for adherence to withholding requirements.

## **5. INELIGIBLE EXPENSES NBDSF PROGRAM**

The following are INELIGIBLE expenses and cannot be funded using NBDSF program funds.

- Direct social services such as emergency food, housing assistance and distribution of products and gifts.
- Routine operating expenses of the qualifying entity such as rent, utilities, taxes, building maintenance, repair, and equipment rental.
- 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 qualifying entity.
- Compensation for anyone performing routine office duties or conducting activities unrelated to those of the qualifying entity.
- Prizes or direct cash awards to individuals or groups, including gift cards and certificates.
- A qualifying entity's use of NBDSF funds to purchase advertising that appears in its own NBDSF program subsidized publications.
- Activities that duplicate government services currently available within the neighborhood.
- Hiring of qualifying entity officers or their immediate family members.
- Promotion and endorsement of political candidates or their activities.
- Activities that fail to serve any public purpose.
- Legal fees.
- Real estate options.
- Improvement to private property.

-Sales tax.

-Activities prohibited by City, state, county, and/or federal law.