

Commercial Tenant Improvement Program Application

Applicant Information

Business Name as filed with Ohio Secretary of State: _____

Business is a (check one):

Corporation LLC Partnership Sole Proprietorship Other: _____

Business Address: _____

Length of operation from this location: _____ EIN: _____

Contact Person: _____ Contact Telephone Number: _____

Contact Email Address: _____

Number of Owners: _____ Is business a subsidiary or affiliate of another business? Yes No

Owners' Names: _____

Year Business Was Established: _____

Current # of FT employees: _____ Current # of PT employees: _____

Number of jobs that will be created as a result of these improvements: # FT _____ # PT _____

Is business a City-certified business enterprise (MBE/SBE/WBE etc.): Yes No

If "Yes," select all that apply: WBE SBE MBE MWBE ELBE SLBE

Leased Premises Information

Property / Project Address: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property's Hamilton County Parcel ID Number: _____

Property Owner's Email Address: _____

Property Owner's Telephone Number: _____

Lease Expiration Date: _____

Sample – Sources and Uses Table

Sources of Funds		Uses of Funds	
<i>Description</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>
Owner’s Equity	\$30,000	HVAC	\$45,000
City Grant	\$20,000	Security System	\$ 5,000
Bank Loan	\$50,000	Lighting	\$10,000
		Electrical	\$25,000
		Flooring	\$15,000
Total Sources of Funds	\$100,000	Total Uses of Funds	\$100,000

Commercial Tenant Improvement Program - Sources and Uses Table

Instructions: Please provide a summary of where capital for the proposed project will come from (the “Sources”) and what that capital will be spent on (the “Uses). The City grant should reflect the amount being requested in the application. The “Total Sources of Funds” should be equal to the “Total Uses of Funds”.

Sources of Funds		Uses of Funds	
<i>Description</i>	<i>Amount</i>	<i>Description</i>	<i>Amount</i>
1. Owner’s Equity		1.	
2. City Grant		2.	
3.		3.	
4.		4.	
5.		5.	
		6.	
Total Sources of Funds		Total Uses of Funds	

Required Attachments

- A letter from the property owner consenting to the specific improvements described in this application and acknowledging there is no requirement that the property be restored to its original condition at the end of the lease term;
- A fully signed copy of the current lease for the property that will be improved, or a letter of intent;
- Ohio Secretary of State registration / certificate of good standing for all businesses other than sole proprietors;
- A copy of the most recently filed Federal Income Tax Return for the business or, if the first Federal Income Tax Return has not yet been filed, each of the following: balance sheet and income statement, copy of business banking statement and a copy of the extension request if the initial filing deadline for the return has passed;
- Completed Sources and Uses of Funds Attachment (estimated budget for improvements)
- Quotes that provide a cost estimate for the work to be done (**additional consideration will be given if the applicant uses a City-certified business to perform the work. Here is a directory of City-certified businesses: [Vendor Compliance and Certification System - City of Cincinnati \(diversitycompliance.com\)](http://diversitycompliance.com)**)
- Business Bank Account Statement (no more than 45 days prior to application date) OR Year-to-date profit and loss statement and balance sheet (no more than 60 days old);
- Additional items for application verification as requested by the City; and
- Copy of current payroll report (confirming employment meets small business criteria)

Program Eligibility Requirements

- Applicant must be a for-profit business engaged in the restaurant/dining, retail, service, or office sector that has 50 or fewer employees.
- The business must be one of the following:
 - A business that is relocating to the City of Cincinnati;
 - A business that is expanding within the City of Cincinnati; or
 - A business that is opening a new business location in the City of Cincinnati;
- The leased premises to which improvements will be made (the “Leased Premises”) must be located within the geographical boundaries of the City of Cincinnati;
- The Leased Premises may not be used as a residence;
- The business must have a written lease agreement for the Leased Premises with a minimum of two years remaining under the lease term, inclusive of any tenant options, or a letter of intent (LOI). If the applicant has a letter of intent, the business must go from an LOI to a lease agreement within 30 days of grant award.
- The business must have evidence of at least 1 year of continuous operations.
- The business must be in good standing with the Ohio Secretary of State, the City of Cincinnati (the “City”), and the IRS.
- Neither the business nor its owners may be included on any debarred vendor list or otherwise be restricted from doing business with the City, the State of Ohio and any of its agencies (“Ohio”), or the federal government and any of its agencies.

The deadline to submit applications is by 5:00 PM EST on Monday, October 21, 2024.

The business must demonstrate a commitment to the Program Guidelines set forth below.

Program Guidelines (Initial all that apply.)

- I have included with my application a letter of consent for the improvements to the Leased Premises (“Consent Letter”) from the property owner.
- The lease or the Consent Letter allows for tenant improvements with no requirement to return the Leased Premises to the original condition.
- If awarded funds under the City’s Commercial Tenant Improvement Program, I will continue to operate my business from the Leased Premises for two years after the improvements are made or, if the duration of the lease is longer, for the full lease term.
- If awarded funds under the City’s Commercial Tenant Improvement Program, I will participate in City-approved technical assistance (TA) programs, as needed, and must also allow the City access to its financial statements for two years subsequent to the grant award.
- If awarded funds under the City’s Commercial Tenant Improvement Program, I will ensure all improvements comply with City building codes and architectural standards.

Accuracy Certification

By signing below, you certify that the information provided in this application and the information provided in all supporting documents and forms is true and complete.

BUSINESS NAME: _____

By: _____
Signature

Date

Printed Name

Title

This is a competitive process. It is anticipated that less than fifteen grants will be awarded.

The scoring matrix below will be used to rate applications.

Economic Impact	30 Points (Max)	
<ul style="list-style-type: none"> • <i>Impact of the project on the applicant’s jobs and payroll</i> • <i>Impact of the project on the City’s jobs</i> • <i>Leveraged funding / private investment for the project</i> • <i>City-certified business (SBE/MBE/WBE)</i> • <i>Utilizing a City-certified business to do the project</i> • <i>Demonstrates a financial need (will the project happen without the assistance)</i> 		
Project Readiness	25 Points (Max)	
<ul style="list-style-type: none"> • <i>Completeness and clarity of the application</i> • <i>Provided quotes for the work – cost estimates</i> • <i>Can begin the project within 3 months of approval</i> • <i>Can complete the project within 1 year of approval</i> 		
Types of Improvements or Project Scope	25 Points (Max)	
<ul style="list-style-type: none"> • <i>Do the improvements help eliminate blight</i> • <i>Converting vacant space to utilized space</i> • <i>Do the improvements make the space healthier or more energy efficient (HVAC, LEED, lighting)</i> • <i>Do the improvements make the building safer (lighting, security, ADA, etc.)</i> 		
Project Location	20 Points (Max)	
<ul style="list-style-type: none"> • <i>Area lacking investment – be a catalyst</i> • <i>Low/mod area</i> • <i>Located in an NBD (or node)</i> • <i>Other developments currently occurring or planned for the immediate area (continue momentum)</i> • <i>Will the project increase foot traffic for the area</i> 		
Total Points		

Note: Priority will be given to for-profit businesses that are going into previously uninhabited spaces.