

NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM (NBDIP) GUIDELINES

I. PROGRAM OVERVIEW

The Neighborhood Business District Improvement Program (NBDIP) provides funding support for specific project proposals in recognized Neighborhood Business Districts (NBDs) in Cincinnati. A current list of recognized NBDs is attached as Attachment I.

The NBDIP funding level is established each year by City Council. The Department of Community and Economic Development (DCED) oversees the administration of such funds and will work with Qualified Entities (as defined in Section II, below) to identify eligible projects that can be implemented in a two-year time frame.

A. Eligible Projects

Projects eligible to receive NBDIP funding must (i) be located within a recognized NBD and (ii) create a positive impact on businesses and/or create jobs in the NBD, and (iii) be able to be commenced upon an award of NBDIP funds and completed within 2 years of award, should the application be successful. Eligible projects generally fall within the following categories:

1. Property Development
 - a. Acquisition
 - b. Redevelopment
 - c. Site preparation for commercial development (depending on the source of funding an identified end user may be required)
2. Façade improvements
3. Public Parking Improvements
 - a. Including public parking lot development
4. Right-of-Way Improvements
 - a. Streetscape improvements
 - b. Signage
 - c. Gateway
 - d. Lighting
5. Other NBD Infrastructure Improvements

If not listed above, please consult with DCED staff regarding whether your proposed project will be eligible to receive funding.

B. Eligible Project Costs

Project costs eligible to be funded by NBDIP funding may include both hard and soft costs of eligible projects, but some restrictions and limitations do apply depending on the type of funding available for a given project type.

Additional information on certain **ineligible** project costs and limitations on project costs can be found in Attachment II.

In preparing project budgets prior to submission of full applications, Applicants should consult with DCED staff on eligible project costs.

II. APPLICANT ELIGIBILITY STANDARDS

Any business association, community council, community development corporation, or other entity meeting the following criteria may apply for NBDIP funding (each entity referred to herein as a “**Qualified Entity**”):

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. Overview

Type of Request. The funding requests are categorized into two categories: (i) a major request for a proposed project or (ii) a minor request for a proposed project. There is no funding limit for major projects; however, applicants should realize that projects that have a higher private-to-public funding ratio are more likely to be funded. Minor projects should not exceed \$50,000. For each recognized NBD, a maximum of two (2) funding requests, consisting of one major and one minor request, for projects located in such NBD, can receive NBDIP funding each program year. In aggregate no more than \$250,000 dollars will be awarded for funding of minor project requests.

NBDIP Program Administrator. The NBDIP Program Administrator acts as the primary point of contact for the NBDIP application process. Each NBD has a designated DCED staff member that can provide technical assistance with applications and acts as the primary point of contact for their respective NBDs. A list of the designated staff members for each NBD is included as Attachment II.

Pre-Application. The application process includes a mandatory pre-application. This step is a one-page summary of the project. The form for the pre-application is attached as Attachment III (the "Pre-Application"). This step will screen for projects not eligible for funding, thus saving a Qualified Entity the trouble of submitting a full NBDIP Funding Application for a project that is ineligible. All applicants seeking funding through this program are required to submit a Pre-Application by 4:30 PM on March 2, 2020.

Complete NBDIP Funding Application. Following approval of the pre-application, a Qualified Entity must submit a complete application for 2020 NBDIP funding no later than April 23, 2020. The application must be made in the form attached as Attachment IV ("NBDIP Funding Application"). Failure to provide a complete NBDIP Funding Application by the application deadline may result in denial of the application.

Schedule. A full schedule for the 2020 NBDIP funding process is included in the NBDIP Funding Application attached as Attachment IV.

Community Support. Prior to submission of the Pre-Application, a Qualified Entity must inform Community Councils and Neighborhood Business Associations of each proposed project, regardless of the type of Qualified Entity which proposes it. Applications that have community council and business association support will be given preference in the evaluation process, as reflected in the NBDIP Rating Sheet attached as Attachment V.

B. Step-by-Step Process for Application and Funding Awards

Step One – Pre-Application:

Submit Pre-Application(s) in the form of Attachment III for review. Pre-applications can be emailed to the NBDIP Program Administrator (as defined in Section 1 of Attachment II, below) or submitted to the Department of Community & Economic Development, 805 Central Avenue, Suite 700, Cincinnati, OH 45202. **Pre-Applications are due: 4:30 PM on March 2, 2020.** After Pre-Applications are submitted, City staff and community representatives will review them. Applicants are encouraged to submit Pre-Application as early as possible. Please note that Pre-Applications can be revised and resubmitted as long as such resubmission meets the Pre-Application deadline.

Following submission, the designated DCED staff member will schedule a pre-application review meeting with each applicant. The pre-application review meeting is necessary to qualify for submission of a full application and organized to answer questions about City process, evaluate feasibility, provide preliminary estimate costs, and provide technical assistance for a successful final application. Representatives of DCED, DOTE, and the Planning Department will participate in the pre-application review meeting to provide feedback and input on the proposed project.

In the event that multiple Qualified Entities each submit Pre-Applications for NBDIP funding for different project proposals located in the same NBD (with the combined number of major or minor funding requests surpassing the maximum number of one major and one minor eligible funding request per NBD), it will not be possible for both applications to receive NBDIP funding. Qualified Entities that wish to apply on behalf of their NBD are encouraged to work collaboratively with business and property owners in the NBD to identify projects that have broad support, and are encouraged to keep in mind the criteria reflected in the NBDIP Rating Sheet attached hereto as Attachment V, upon which each application will be peer-reviewed as part of the ultimate funding determination.

Step Two – Submit NBDIP Funding Application:

Submit NBDIP Funding Application for consideration to the applicable NBDIP Program Administrator. The full application is attached as Attachment IV. Each application must be complete and accompanied by the following documentation unless current versions are already on file with DCED:

1. **Commitment Letters** - Commitment letters from third parties providing other necessary project financing or support.
2. **Job Verification** – A letter from any business committing to create or retain jobs as a direct result of the project.
3. **Letter of Support** – Letter(s) of support from supporting businesses.
4. **Quotes and Bid** – Quotes and bids received to support described project costs.

5. **Map and/or Site Plan** – A map or site plan of the project area, as applicable.
6. **Purchase Option or Letter of Intent** – An executed purchase option or letter of intent, if applicable to the project.
7. **Formation Documents** - 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.
8. **Certificate of Good Standing** - 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.
9. **Governance Documents** - Bylaws, code of regulations, membership agreement, or similar document governing the operation of the entity that meets the standards described in Section II, above.
10. **Corporate/Membership Support** - Sign-in sheets and minutes from the meetings of the Qualified Entity demonstrating that the funding proposal was submitted to the membership of such group for a vote and providing a tally of the vote.

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 14 days' advance notice of the meeting and vote.

11. **Resolution** - 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.
12. **Bank Account/Fiscal Agent** - 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.
13. **Proof of Insurance** - 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 NBDIP funding sought, as outlined in the Scope of Work and Budget materials included with the application.

Step Three – Funding Awards:

NBDIP funding awards are based on i) ratings from a peer review of each NBDIP funding application and presentation by other Qualified Entities submitting applications, ii) project recommendations received from Cincinnati Neighborhood Business District United (“**CNBDU**”), and iii) a final review by City staff that takes into consideration both (i) and (ii).

After the application deadline, the City shall provide all completed NBDIP Funding Applications to each CNBDU member. Each member (one representative per NBD) may review, and rate projects based upon the rating criteria found in Attachment V and submit such ratings to the NBDIP Program Administrator.

Further, the City shall provide all complete NBDIP applications to the CNBDU Board for review and recommendation pursuant to CNBDU’s bylaws. The Board shall report on its recommendations to the City no later than **May 30, 2020**.

The City shall then review all completed NBDIP applications, taking into consideration these guidelines, CNBDU’s recommendations, and the results of the peer review ratings from all NBDIP applicants, and it shall make the final decision to award funding.

The City Manager will make a final recommendation to City Council. City Council must approve all recommended funding requests prior to project implementation.

All funding awards will be announced no later than June 30, 2020.

ATTACHMENT I

RECOGNIZED NEIGHBORHOOD BUSINESS DISTRICTS

Each of the 34 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 NBDIP Program Administrator for a more detailed description of NBD boundaries.

	Neighborhood	General Boundary
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	Short Vine Street
10.	EAST END	Riverside Drive between Corbin and Worth Street
11.	EAST PRICE HILL	Warsaw Avenue
12.	EAST WALNUT HILLS	Woodburn Avenue and Madison Road
13.	EVANSTON	Montgomery Road, Woodburn Ave, and Dana Avenue
14.	HARTWELL	Vine Street
15.	HYDE PARK	A. Erie Avenue, Edwards Road, and Observatory Avenue B. Hyde Park East-Erie Avenue
16.	KENNEDY HEIGHTS	Montgomery Road
17.	LOWER PRICE HILL	State Avenue and W. Eighth Street
18.	MADISONVILLE	Madison Road and Whetsel Avenue
19.	MT. ADAMS	St. Gregory Street and Pavilion Street
20.	MT. AIRY	Colerain Avenue
21.	MT. LOOKOUT	Delta Avenue and Linwood Avenue
22.	MT. WASHINGTON	Beechmont Avenue
23.	NORTH AVONDALE	Glenwood Avenue and Reading Road
24.	NORTHSIDE	Hamilton Avenue
25.	OAKLEY	Madison Road
26.	O'BRYONVILLE	Madison Road and Torrence Parkway
27.	OVER-THE-RHINE	A. Main Street B. Vine Street
28.	PLEASANT RIDGE	Montgomery Road and Ridge Road
29.	ROSELAWN	Reading Road
30.	SAYLER PARK	Gracely Drive
31.	WALNUT HILLS	Gilbert Avenue, E. McMillan Street, and William Howard Taft
32.	WEST END	Linn Street
33.	WEST PRICE HILL	Glenway Avenue
34.	WESTWOOD	A. Harrison Avenue B. Glenmore Avenue

ATTACHMENT II

Additional Information

1. DCED Staff Members.

2020 Program Administrator:

Joseph Malek, (513) 352-6129, joseph-malek@cincinnati-oh.gov

The following DCED staff are designated as the NBDIP Program Administrator for the following NBDs:

	NBD:	Name:	Phone:	E-mail:
1.	AVONDALE	Joseph Malek	513.352.6129	joseph.malek@cincinnati-oh.gov
2.	BOND HILL	Greg Koehler	513.352.1596	greg.koehler@cincinnati-oh.gov
3.	CAMP WASHINGTON	Taylor German	513.352.4546	taylor.german@cincinnati-oh.gov
4.	CARTHAGE	Joseph Malek	513.352.6129	joseph.malek@cincinnati-oh.gov
5.	CLIFTON	Joseph Malek	513.352.6129	joseph.malek@cincinnati-oh.gov
6.	CLIFTON HEIGHTS	Brian Ogawa	513.352.6139	brian.ogawa@cincinnati-oh.gov
7.	COLLEGE HILL	Brian Ogawa	513.352.6139	brian.ogawa@cincinnati-oh.gov
8.	COLUMBIA TUSCULUM	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
9.	CORRYVILLE	Brian Ogawa	513.352.6139	brian.ogawa@cincinnati-oh.gov
10.	EAST END	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
11.	EAST PRICE HILL	Gerald Fortson	513.352.1926	gerald.fortson@cincinnati-oh.gov
12.	EAST WALNUT HILLS	Marc Von Allmen	513.352.4549	marc.vonallmen@cincinnati-oh.gov
13.	EVANSTON	Greg Koehler	513.352.1596	greg.koehler@cincinnati-oh.gov
14.	HARTWELL	Joseph Malek	513.352.6129	joseph.malek@cincinnati-oh.gov
15.	HYDE PARK	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
16.	KENNEDY HEIGHTS	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
17.	LOWER PRICE HILL	Taylor German	513.352.4546	taylor.german@cincinnati-oh.gov
18.	MADISONVILLE	Marc Von Allmen	513.352.4549	marc.vonallmen@cincinnati-oh.gov
19.	MT. ADAMS	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
20.	MT. AIRY	Gerald Fortson	513.352.1926	gerald.fortson@cincinnati-oh.gov
21.	MT. LOOKOUT	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
22.	MT. WASHINGTON	Taylor German	513.352.4546	taylor.german@cincinnati-oh.gov
23.	NORTH AVONDALE	Marc Von Allmen	513.352.4549	marc.vonallmen@cincinnati-oh.gov
24.	NORTHSIDE	Greg Koehler	513.352.1596	greg.koehler@cincinnati-oh.gov
25.	OAKLEY	Brian Ogawa	513.352.6139	brian.ogawa@cincinnati-oh.gov
26.	O'BRYONVILLE	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
27.	OVER-THE-RHINE	Giovanni Rocco	513.352.1960	giovanni.rocco@cincinnati-oh.gov
28.	PLEASANT RIDGE	Katrina Gragston	513.352.4981	katrina.gragston@cincinnati-oh.gov
29.	ROSELAWN	Greg Koehler	513.352.1596	greg.koehler@cincinnati-oh.gov
30.	SAYLER PARK	Brian Ogawa	513.352.6139	brian.ogawa@cincinnati-oh.gov
31.	WALNUT HILLS	Marc Von Allmen	513.352.4549	marc.vonallmen@cincinnati-oh.gov
32.	WEST END	Robert Dehnham	513.352.6253	robert.denham@cincinnati-oh.gov
33.	WEST PRICE HILL	Gerald Fortson	513.352.1926	gerald.fortson@cincinnati-oh.gov
34.	WESTWOOD	Gerald Fortson	513.352.1926	gerald.fortson@cincinnati-oh.gov

2. TERMS OF THE NBDIP CONTRACT BETWEEN THE CITY AND SUCCESSFUL APPLICANTS

A. Funding Agreements.

The program year begins each July 1 and ends June 30 of following calendar year. Upon appropriation by City Council of funding for the NBDIP Program, the City will begin to generate and execute funding agreements for each Qualified Entity receiving an award of NBDIP funds (a “**Grantee**”). Terms contained in these Guidelines and in this Section 2 are only an indication of terms that may be included in the final funding agreements.

B. Disbursement of NBDIP Funds

NBDIP funds can be distributed either through an advanced payment, or by reimbursement after all projects in the approved NBDIP funding agreement are complete. Grantees can request either advanced payment or reimbursement, as further described below, and the NBDIP 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 funding agreement, at a reasonable time after the execution of such agreement. 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 funding agreement, 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 agreement 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 NBDIP funds the following program year.

o Reimbursement: No later than thirty (30) days after the expiration or

termination of a Grantee's funding agreement, 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 (defined below).

The funding described in these Guidelines and provided for by a Grantee's funding agreement, 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.

C. Final Report

Each Grantee 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.

3. PROGRAM GENERAL TERMS AND CONDITIONS

- A. Qualifying Entities are required to avoid discriminatory or exclusionary practices.
- B. Fundraising in support of NBDIP program activities is allowed.
- C. Any revenues obtained from NBDIP program projects shall be expended for activities that are beneficial to the neighborhood and compatible with NBDIP Program Guidelines.
- D. The City will not fund communications or projects that disparage City Departments, officials, other neighborhoods or NBDs, or the City as a whole.

4. NBDIP PROGRAM MANAGEMENT

It is the responsibility of each Qualified Entity which intends to submit an application for NBDIP funding to appoint a NBDIP Program Manager to manage the project and serve as the liaison between the qualifying entity and the NBDIP 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 NBDIP program purposes. This is not a mandated or required job description, but it 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 NBDIP 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 NBDIP program participant committees to plan projects and budgets in order to maximize the NBDIP-funded award amount available each fiscal year to the neighborhood.
- Notify the DCED staff members of any concerns, problems, or questions pertaining to the successful implementation of the NBDIP funding agreement (if so awarded) and/or maintaining the neighborhood's eligibility for program participation.

5. HIRING (WORKERS AND CONTRACTORS)

A Grantee 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 NBDIP 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 NBDIP 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 NBDIP Program Administrator regarding the same.

When deciding to hire non-staff workers, participating NBDIP qualifying entities shall determine whether the worker is an employee or a services contractor. NBDIP 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 (NBDIP program or another source). The NBDIP 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.

6. INELIGIBLE NBDIP PROJECT COSTS AND LIMITATIONS

The following are INELIGIBLE NBDIP project costs and cannot be funded using NBDIP 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 NBDIP funds to purchase advertising that appears in its own NBDIP 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.

The following are explicit LIMITATIONS on eligible project costs NBDIP program funds:

- Expenses for phone service and a post office box shall not to exceed \$1,000 per contract year.
- Property taxes are an eligible expense for community-owned properties only, and each specific property must be approved by the NBDIP 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.
- Up to \$500 of NBDIP program funds may be used for the preparation of annual audits and/or financial reports.

Nothing in this section shall prevent the City from, in its sole and absolute discretion, rejecting any line item in a proposed project budget or use as ineligible for funding with NBDIP program funds.

ATTACHMENT III
PRE-APPLICATION

[ATTACHED]

ATTACHMENT IV

NBDIP FUNDING APPLICATION

[ATTACHED]

ATTACHMENT V

Scoring Criteria

Proposed projects will be scored through a peer review process with the acknowledgement of, but not limited to the following categories:

1. **Benefit to Low/Mod:** Project impacts Low/Mod job creation, Low/Mod area benefit or the removal of Slum and Blight.
2. **NBD Impact:** Project physically, contractually, or financially (directly) impacts one ore more businesses. Direct impact should be verified through documentation.
3. **Job Creation:** Project directly results in job creation or retention. All job creation or retention numbers should be verified through documentation.
4. **Community Support:** Project demonstrates community support from, but not limited to, community council, business association, community development corporation, and other stakeholders.
5. **Project Scope:** Applicant clearly explains the work needed to complete the project.
6. **Project Budget:** Applicant has outlined a thorough and reasonable budget with line items verified through quotes and bids.
7. **Private Leverage:** Budget demonstrates direct (project specific) private leverage.
8. **Organization's Capacity:** Applicant has the capacity to carry out the project.
9. **Completeness of Application:** Applicant submitted a completed application along with the applicable supporting documents verifying budgets, financial commitments, and direct benefits.

**City of Cincinnati, Department of Community and Economic Development
Neighborhood Business District Improvement Program**

Project Title

Project Type

 Select one

Project Category

Select one of the following

Neighborhood

 Select one

Project Address

Contact Person

Name

Address

Phone

Email

Applicant Organization

Funding Request

Brief Project Description

Who is intended to lead the project management?

 Select one

Is the project in the Right-of-Way?

 Select one

Based on the selected project category, the City will expect the following, but not limited to...

#N/A

The pre-application has been reviewed with the applicant's board and/or general body.

The pre-application has been reviewed by the DCED Development Officer.

Stop here for Pre-Application

**City of Cincinnati, Department of Community and Economic Development
Neighborhood Business District Improvement Program**

Dear Community Leaders,

The Department of Community & Economic Development (DCED) is excited to release this year's Neighborhood Business District Improvement Program (NBDIP) application and are seeking proposals from communities for the FY2021 funding round.

Proposed projects should have a quantifiable benefit to a business district, community support, leverage private investment, and be implementation ready. Applicants are encouraged to coordinate with neighborhood stakeholders and various City agencies to identify and develop project proposals. Each community may submit up to two (2) funding applications- one major and one minor. Minor projects may not exceed \$50,000 in request grant funds. Major projects do not have a request limit.

Cincinnati Neighborhood Business District United (CNBDU), the advisory group of neighborhood business districts, will continue to review proposals for funding recommendations. DCED will make final recommendations to the City Manager in June 2020. City Council must approve the upcoming program year's allocation before funds are made available.

NBDIP applications consist of three primary components; Applicant information and project narrative, direct business impact, and sources & uses. Applications should also include any letters of support, verifying documentation, quotes, and bids that supplement your application.

I look forward to your participation in this year's NBDIP process. If you have any questions regarding the process or application, please contact the program manager, Joseph Malek at joseph.malek@cincinnati-oh.gov or (513) 352-6129.

Sincerely,

Bob Bertsch
Economic Development Division Manager, Department of Community & Economic Development

I have submitted an NBDIP pre-application.

Directions: Please fill out grey cells. Tabs will unlock as you enter information and move through the application. Once complete, please submit a digital copy of the application, as well as hard copy to Joseph Malek at joseph.malek@cincinnati-oh.gov

**City of Cincinnati Department of Community and Economic Development
NBDIP Schedule**

Date	
January 10, 2020	CNBDU Annual Meeting, General Body Meeting 8:00 AM
January 13, 2020	Applications are released by DCED. Applicants are recommended on forming committees and assigning project managers within their respective organizations.
February 3, 2020	Applicants are recommended at this time to have their organizations' general body meeting and board review their pre-application for submission.
February 7, 2020	CNBDU General Body Meeting, NBDIP Training Session 1
March 2, 2020	Mandatory pre-application due by 4:30 PM. Pre-applications must be submitted to NBDIP Program Manager.
March 6, 2020	CNBDU General Body Meeting, NBDIP Training Session 2
March 12-13, 2020	Mandatory DCED, DOTE, and Planning review meetings. Community representatives must schedule 30-minute time slots with the City departments to review pre-applications.
March 14, 2020	Cincinnati Neighborhood Summit. Visit DOTE for the Vision Zero project funding update.
April 23, 2020	Final Application deadline. NBDIP applications along with all supporting documentation must be sent to the NBDIP Program Manager by 4:30 PM on Thursday, April 23, 2020. Any late documentation will not be added to the application.
May 5-7, 2020**	Project Presentations. Each applicant will make a 15-minute presentation to CNBDU and DCED followed by a short Q&A. Presentations will begin at 6:00 PM and conclude at approx. 9:30
May 16, 2019**	Citywide Bus Tour of proposed projects. 8:00 AM to approximately 3:30 PM. Representation is mandatory for each applicant community.
June 2020	Based on the peer-reviewed results, DCED will make final recommendations and formation notifications to all applications.
July 2020	Funds will become available based on City Councils FY2021 budget allocations. Please note that funding recommendations are subject to Budget legislation.

****Dates are tentative and subject to change**

**City of Cincinnati, Department of Community and Economic Development
Application**

Directions: Please fill out grey cells. Tabs will unlock as you enter information and move through the application. Once complete, please submit a digital copy of the application, as well as hard copy to the NBDIP Program Manager.

Census Tract(s)

Project Title

Select one of the following

Project Type
 Select one

Project Category

Neighborhood
 Select one

Project Address

Contact Person

Name	<input type="text"/>
Address	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

Applicant Organization

Funding Request

Detailed Project Description

**City of Cincinnati, Department of Community and Economic Development
NBDIP Business Impact**

Does your project have documentation of job creation or retention component? If so, how many?

All created and retained jobs must be verified through documentation signed by business owner

Jobs Created

Jobs Retained

Impacted Businesses: Identify businesses physically, contractually, or financially impacted DIRECTLY from the project

All businesses or organization directly involved in the project either financially or contractually

of Businesses

Commitment Letters Attached

Business Impact: Please provide name of businesses directly impacted

Letter of Support

1	Community Council	
2	Business Association	
3		
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Project Impact must documented by business owner and submitted with application

**City of Cincinnati, Department of Community and Economic Development
NBDIP Sources and Uses**

All Funding Sources	Public / Private		Amount	Uses (Detailed Line Item)	Amount
1	NBDIP Grant	Public	\$ -		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
	Total		\$ -		
				Total \$ -	

Applicant certifies that all indicated private funding is committed to the project.

What is the neighborhood contribution to this project (including volunteer hours and financial commitments)?

Does this project complete or continue a previously funded project? Yes/No

A. Phased Project (Project Name)

B. Previously Funded Amount(s)

C. Reason(s) for requesting additional funds?

**City of Cincinnati, Department of Community and Economic Development
NBDIP Application Certification**

Application Certification

I/We certify that at the time of application, there is no delinquent payment of any covered financial obligation to the Federal Government, the State of Ohio or the City of Cincinnati- including any of its departments, boards or commissions as specified in Ordinance No. 336-1996. The included financial obligations are loans and grants, permit fees, procurement obligations, rental payments, license fees, and fines/penalties for municipal code violations. Utility payments, traffic or parking fines are excluded. I further verify that I/We have not been declared ineligible to participate in such transactions as defined by Ordinance as of the date of application and ineligible at any time during the ten years proceeding the time of application to receive any City process. I/We also certify that the organization is in good standing with the Better Business Bureau.

I/We certify that all information in and attached as part of this application is complete and correct to the best of my knowledge. I understand that the City of Cincinnati will rely on the accuracy of this information. I authorize the verification of all financial and other information provided in connection with this application including obtaining credit reports.

I/We acknowledge that NBDIP is a public financing tool provided for projects to improve a neighborhood business district. I/We acknowledge that the City may require certain terms, conditions, and documentation in its agreements, which may include mortgagees, maintenance agreements, revocable street privileges, assessment petitions, covenants, financial clawbacks or other guarantees at its discretion.

I/We acknowledge that the bids and quotes solicited from contractors are not guaranteed approval if project is awarded. I/We acknowledge that the City may require a competitive bidding process, SBE utilization, and procurement methods subject to City standards.

I/We acknowledge that City of Cincinnati reserves the right to accept or reject any or all proposals submitted, in whole or in part. Further, I/We understand the City and its funding is not liable for any contract(s) or costs incurred in preparation of proposals. I/We also acknowledge the City reserves the right to postpone due dates for its own convenience and to withdraw this solicitation at any time without prior notice.

I/We acknowledge that this application is not complete without ALL APPLICABLE attachments below.

Attachment Checklist

Attachment I - Commitment Letters from any organization directly involved with the project either financially or contractually if applicable.

Attachment II - Job verification from any businesses that are committing to create or retain jobs as a **direct** result of the project.

Attachment III - Letter of Support from all indicated businesses.

Attachment IV - Financial Commitment from any entity providing private leverage funding.

Attachment V - Quotes and Bid justifying project cost

Attachment VI - Map and/or Site Plan if applicable

Attachment VII - Purchase Option and/or Letter of Intent if applicable