

FINANCIAL ASSISTANCE APPLICATION

For use with projects requesting general city assistance
 (For projects requesting CRA property tax abatements and Income Tax Incentives, do not use this application)

SECTION I – Applicant/Project Information

Applicant Information:

Legal Name of Applicant Applying for Assistance: _____

Form of business enterprise: _____ (corporation, partnership, proprietorship, LLC, non-profit, or other)

Legal Address of Applicant: _____

Federal Tax ID #(s): _____

Applicant Contact Person: _____ Title: _____

Phone: _____ Main contact email address: _____

Address of project property _____ Zip: _____

Hamilton County Auditor Parcel ID#: ____ - ____ - ____

City of Cincinnati Neighborhood: _____

Have you previously discussed your request for assistance with the City? Yes No

If yes, please indicate the City Department & staff member with whom you are working:

Space/Units to be constructed/renovated:

Land Use:

- Commercial (Retail, Office etc.)
- Industrial
- Mixed-Use (Residential & Commercial)
- Describe the break down in use:

- Multi-Unit Residential (4 or more units)

Assistance Type Requested

- Direct Funding (City)
- Direct Funding (Federal)
- Tax Increment Financing
- City Property Sale / Lease
- Other

If other, explain assistance requested:

Project Type:

- New Construction
- Renovation

Space/Units to be constructed/renovated:

Size of existing structure to be renovated or addition to be constructed: _____ square feet

What percentage of the existing structure is currently occupied? _____%

Size of new building to be constructed: _____ square feet

Total sqft/units to be constructed/renovated: _____

Commercial: _____(sqft) Office: _____ (sqft) Industrial: _____ (sqft)

Residential: _____(sqft) Residential: _____(# of units)

General Project Information:

Project Name (if Applicable): _____

Description of the project:

Please provide a brief description of the applicant's development experience:

Please detail the project's planned community engagement ([link for community council boundaries](#)):

Please state why this project deserves assistance from the City of Cincinnati and what benefits the project will bring to the neighborhood where it is located:

Other pertinent information regarding this project:

SECTION II – Job Creation/Retention

Job Creation and Retention:

The Company will agree to use its best efforts to retain and/or create at least the following estimated number of employee positions at the Property in connection with the Project, in accordance with the specified schedule, and to maintain the minimum employment levels throughout the period of the incentive. The Job numbers below are to be listed in Full Time Equivalent (FTE) positions. FTEs are calculated by the number of total hours worked divided by the maximum number of compensable hours for a full-time work schedule (40hrs/week).

Existing positions at the site of the company to be retained:

Full-Time Equivalent _____ employees; total annual payroll \$ _____

Will the project involve relocation of positions from another company location in the State of Ohio to the City of Cincinnati? Yes No

Existing positions at other company locations in Ohio to be relocated:

Address of Other Location(s): _____

Full-Time Equivalent _____ employees; total annual payroll \$ _____

Address of Other Location(s): _____

Full-Time Equivalent _____ employees; total annual payroll \$ _____

***Please attach additional sheets if other locations exceed spaces provided above.**

Will the project involve relocation of positions from another company location outside of the State of Ohio to the City of Cincinnati? Yes No

Existing positions at other company locations outside of the State of Ohio:

Address of Other Location: _____

Full-Time Equivalent _____ employees; total annual payroll \$ _____

Address of Other Location: _____

Full-Time Equivalent _____ employees; total annual payroll \$ _____

Address of Other Location: _____

Full-Time Equivalent _____ employees; total annual payroll \$ _____

***Please attach additional sheets if other locations exceed spaces provided above.**

Estimate the number of **new employees** the property owner will cause **to be created at the facility that is the project site within three years**. Job creation projection must be itemized by the name of the employer (add an additional page if more than one employer). FTEs are calculated by the number of total hours worked divided by the maximum number of compensable hours for a full-time work schedule (40hrs/week):

Full-Time Equivalent _____ employees (Total); total annual payroll \$ _____

During the first twelve months of the agreement: _____ positions

During the second twelve months of the agreement: _____ additional positions

During the third twelve months of the agreement: _____ additional positions

Temporary Construction _____ jobs; total annual payroll \$ _____

Length of Construction Period: _____

Please provide a brief description of the Job Creation that is associated with this Project (types of jobs, e.g., fabrication, warehousing, sales, operations, management, technical, retail, etc.):

SECTION III – Project Investment

Real Estate Investment:

Indicate the estimated cost of the construction or remodeling: \$ _____

Estimated total cost of the project (including soft costs & acquisition): \$ _____

Estimated Project start date: _____ Estimated Project completion date: _____

Current Auditor's value of property (value of all parcels involved): _____

Estimated post-construction value of property: _____

Other Investment

Investment in Machinery & Equipment (M&E) at the Property: \$ _____

Investment in Furniture, Fixtures, and Equipment (FF&E) at the Property: \$ _____

Other Investment: \$ _____

Description of Other Investment:

SECTION IV – Developer Certifications

Certifications by Applicant:

Has the applicant:

1. Been convicted of a felony? Yes No
2. Been convicted of or enjoined from any violation of state or federal securities law? Yes No
3. Been a party to any consent order or entry with respect to an alleged state or federal securities law violation? Yes No
4. Been a defendant in a civil or criminal action? Yes No
5. Owe any delinquent taxes to the State of Ohio or a political subdivision of the State? Yes No
6. Owe any monies to the State or a state agency for the administration or enforcement of any environmental laws of the State? Yes No
7. Owe any monies to the State, a state agency, or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes No
8. Received City development assistance and/or enacted development Agreements with the City within the past 5 years? Yes No
 - a. If Yes to above, are the Applicant and its affiliates currently in compliance to said Agreement(s)? Yes No
 - b. If Yes to the above, have the Applicant and its affiliates had any agreements with the City of Cincinnati or other political subdivision of the State of Ohio terminated for non-compliance? Yes No

If the applicant responds yes to any of the above questions, please provide details of each instance using additional sheets for response.

Additional Certifications by Applicant:

- The Applicant acknowledges that to be eligible for assistance from the City of Cincinnati, the subject property must be located within the City of Cincinnati.
- The Applicant acknowledges that no offer of City assistance is binding until the execution of a funding agreement by both parties.
- The Applicant agrees to supply additional information upon request.

Please initial that you have read the above. X _____

I declare under the penalties of falsification that this application, including all enclosed documents and statements, has been examined by me, and to the best of my knowledge and belief is true, correct, and complete.

Signature of Applicant

Date

Printed Name

Title (if signed as officer)

Processing Timeline

Upon receipt of a completed application, City staff will work diligently to process the request and respond to the applicant in a timely manner. For estimating purposes, below is a timeline that the applicant should use from the date of the completed application to estimate the date that the applicant will be able to commence construction if the assistance request is approved. Note that most applicants do not initially submit a complete application and for most applicants some back and forth will be required with City staff to ensure the application is complete before the internal City review process can begin.

Internal City Review & Offer Letter	Four weeks
Contract Drafting & Legislative Approval	Twelve weeks
Contract Signature & Pre-construction Process	Two weeks
Estimated Timeline	Eighteen weeks

Note that the applicant cannot commence construction prior to having a signed agreement from the City or the requested assistance may not be provided by the City.

Required Application Attachments

<p>Please provide the following required items as a corresponding attachment. <i>If you believe a particular item is not applicable to your project, please address the item by including an explanation of why you believe it is not applicable.</i> Please ensure that all sections of the application are complete and that ALL REQUIRED ATTACHMENTS LISTED BELOW ARE SUBMITTED/ ADDRESSED WITH YOUR APPLICATION. Please check all items that are included. If an item is left unaddressed by the Applicant, the reviewing department <u>cannot</u> complete its review of the application</p>		
Attachment Number	Attached Y/ N	Attachment Description
#1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Public Purpose:</u> List the major reasons why City Assistance is necessary. Discuss the project gap, why other sources are not available to fill that gap (including debt and owner equity) and how City assistance will allow the gap to be filled. For property sale requests explain why a non-competitive sale is being requested and the public benefits that will be realized.
#2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Development Team:</u> A) Corporate Resolution, Articles of Incorporation, and an Operating/Partnership Agreement for entity applying for assistance showing who is authorized to sign for the organization B) Certificate of Good Standing from the Ohio Secretary of State for all Organizations that will be involved in the project C) Resumes of owners and/or key managers or partners. In the case of Real Estate development, provide information for the entire development team (developer, architect, contractor, leasing/sales agent, LEED certifications, etc.) D) Names, addresses, photos and a brief description of recent projects completed by the development team of similar type and size to that proposed in this application.
#3	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current Financial Statement or other acceptable third party verification of funds from all entities or individuals who will be contributing more than 20% of the required equity for the investment.
#4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>Financial Information:</u> A) Real Estate Projects: Provide spreadsheet of 10 year cash flow projection and list all project assumptions (rent rates, revenue & expense growth, etc). Provide budget that details total project investment (reference Section III of application). These documents may be requested in Excel format B) Business Lending/Economic Development: 1) Annual income statements, including profit & loss statement and balance sheet for past three fiscal years;

		<p>2) Current business financial statement (less than 90 days old);</p> <p>3) Business financial projections for three fiscal years (privately held companies only);</p> <p>4) Business financial information for the last three fiscal years on affiliate businesses when appropriate.</p>
#5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Sources of Funds:</u> For all sources included in the sources and uses provided in #4 above, please attach documentation:</p> <p>A) Conditional bank commitment and/or term sheet</p> <p>B) List of any additional grant requests pending or committed</p> <p>C) Tax credits allocated or being applied for</p> <p>D) Financing Projections</p> <p>E) Other</p>
#6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Cost Verifications:</u> Cost verifications and/or third party cost estimates. If third-party estimates are not available, explain your methodology for arriving at your project budget. Please include:</p> <p>A) Purchase agreements for any acquisitions</p> <p>B) Contractor Estimates or bids for new construction and/or rehabilitation</p> <p>C) Architectural Contract</p> <p>D) Other</p>
#7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Environmental Site Assessments:</u> Summary Review / Statement of Phase I & Phase II ESA results</p>
#8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Market Information:</u></p> <p>A) Summary of appraisal, market study, Real Estate comps and industry information with sources.</p> <p>B) Include a copy of any third-party or in-house market analysis completed for the preparation of financial projection assumptions (sales or lease prices, absorption and capture rates, vacancy rates, expense escalators, etc.).</p>
#9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Copy of proposed construction plans/renderings etc.</p>
#10	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Proposed Project Timeline:</u> Anticipated milestones – Please provide in Gantt format if available.</p>
#11	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Legal Description of the Property Involved:</u> This may include a survey as well as a written legal.</p>
#12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>If this project is seeking LEED or Living Building Challenge (Full, Net Zero, or Petal [must include “Energy Petal”]) Certification, provide confirmation of registration</p>
#13	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><u>Application Fee</u> (\$1,250 made payable to city of Cincinnati and \$750 for the Ohio Department of Development)</p>

#14	<input type="checkbox"/> Yes No	<u>City Business Disclosure Form</u> (Applicant Guide to City Business)
#15	Yes No	<u>SBE Utilization Plan</u> (SBE Application)
#16	Yes No	<u>Balanced Development Application</u> (BalDevApp)