

Neighborhood Catalytic Capital Investment Program
RFP Questions and Answers

- 1. Are for-profit, not-for-profit, hybrid, and sole proprietorships equally eligible?**
 - a. Yes.

- 2. Does the "early action funds" affect eligibility for other funding later?**
 - a. Early Action awards do not affect future eligibility for other City funding.

- 3. Timeline: When would the funds be released to the project?**
 - a. 1) Early Action funds - The City and recommended awardee(s) will negotiate a funding agreement for disbursement of City funds towards the awarded project(s). The funding agreement(s) will outline the terms and conditions for disbursement of funding.

2) Project Implementation funds – City funds will be released pro rata with all other funding sources. Awardees in this program category will be permitted to use the City’s commitment of funds to secure additional loans, grants, tax credits, and solicit other forms of investment. Projects, however, must show the ability to commence construction in the 18 months following a City contract as that is also a strategic priority for this program.

Upon an award of City funds, the City and recommended awardee(s) will negotiate a funding agreement. The funding agreement(s) will outline the terms and conditions for disbursement of funding, including a retainage requirement on construction draws.

- 4. Regarding the Balanced Development Priorities Table, what is the relevance of the questions "does the project development exceed \$5 million, and does the City assistance exceed \$3 million."**
 - a. The Balanced Development Priorities table is attached to the RFPs for informational purposes only. These are intended to help applicants consider the potential benefits of their project. Unless other City sources have already been secured for the project, the Balanced Development threshold will not be achieved.

- 5. These RFP applications (Early Action and Project Implementation) seem to be narrative descriptions. Does our previously submitted "application for funding" fill the bill?**
 - a. Please submit proposals using the Neighborhood Catalytic Capital Investment Program RFP form provided.

- 6. What is the DCED information regarding best practices for living wage policy?**
 - a. In cases where the project involves job creation, best practice would be for the proposed wages to meet or exceed the City's living wage if the project seeks to represent it will meet or exceed the City's living wage policy when completing the Balanced Development Framework.

<https://www.cincinnati-oh.gov/inclusion/bid-contract-requirements/living-wage/>

- 7. In the table under "transformative Project" there is reference to "targeted Neighborhood" and "Catalytic Project" definition. as defined in Ordinance No. 275-2017, as amended. Is there a link to this?**
 - a. [Click here](#) for a link to Ordinance No. 275-2017
 - b. However, the Balanced Development Priorities table is for informational purposes only. Please refer to the **Section VII. Strategic Investment Areas** within the RFP for a list of defined priority areas for this program.

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- 8. Who do we contact for letters from community, business association, and community development corporation?**
 - a. Please refer to the following websites to obtain community contacts:
 - [Community Councils](#)
 - [Community Development Corporations](#)
 - [Neighborhood Business Associations](#)

- 9. Applicants must demonstrate the proposed project would not be financially feasible if limited to only real estate tax incentives or other available DCED programs (on the RFP). – how do we demonstrate this? Are we eligible for these incentives/programs?**
 - a. Applicant can include a summary of their financial feasibility analysis of the project (e.g., debt capacity and eligibility for other types of funding).

 - b. Typical real estate financial assistance programs offered by the City include partial property tax abatements, gap financing, and forgivable loans. Entities seeking general assistance for a real estate development or business lending/economic development project may complete a [Financial Assistance Application](#).

 - c. Please refer to Chooscincy.com for a listing of incentive and funding programs currently available for real estate, neighborhood, and business development projects and eligibility requirements.
 - <https://choosecincy.com/real-estate-development/>
 - <https://choosecincy.com/neighborhood-services/>
 - <https://choosecincy.com/small-business/>

- 10. Operating/Partnership Agreement for entity applying for assistance – what is this? (long-term lease)**
 - a. Operating Agreement – This is the legal document that governs the entity that will be undertaking the development. A non-profit will have a different governing document (articles of incorporation and bylaws) from a for profit LLC (operating agreement). The documents provided must show the ownership and control of the organization.

 - b. For profit entities will need to list individuals with ownership interest if not articulated in the legal document and non-profit applicants should provide a roster of board members and key officers.

 - c. Partnership Agreement – Documentation detailing the organizational structure and responsibilities of the final project. This is required for projects being undertaken by two or more individual entities that will develop and/or occupy the project site.

 - d. Long-term Lease - In the case of an applicant gaining site control through a long-term lease, please include a copy of the lease agreement.

- 11. Certificate of Good Standing for all organizations that will be involved in the project – is this our secretary of state document?**
 - a. Yes. The entity must also be in good standing with the Ohio Secretary of State as evidenced by a Certificate of Good Standing. This can be secured from the Ohio Secretary of State [here](#).

- 12. Can you help me with a definition on the list of required attachments for the Project Implementation applications? Where might I find an “Operating/Partnership Agreement for entity applying for assistance?” Also, is the “Certificate of Good Standing” just for the non-profit applying for assistance, or is there something needed from our construction and A/E firms?**
 - a. Please refer to Question 10.

 - b. Documentation of business form is required of the applicant requesting assistance. Please refer to Question 11.

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13. Can any amount be from a different City source and not limited to \$1.9M?

- a. City Council has only allocated \$1.9million to this program. Applicants can apply for up to \$1,900,000. Applicant requests may be partially funded if a partial award will still allow the project to meet the project timeline (see response to question 3)

14. Can entities apply to both RFPs or only one?

- a. Applicants can submit more than one application as long as they are unique projects. Otherwise, entities should only apply to one of the RFP categories as their project is either in Early Action phase and in need of financing for due diligence or the project has completed due diligence and is seeking implementation funding.

15. Is there a specific format you need the Corporate Resolution attachment to be in?

- a. The Corporate Resolution should state that the individual submitting the proposal is authorized by the organization to sign/act on behalf of the organization.

16. On the Required Attachments tab it seems that there are quite a few items that don't apply to us as a non-profit completing a renovation project. Could you let me know which of these items are essential for us (i.e. Cert of good standing, 10 year cash flow.....)?

- a. Please refer Questions 10, 11 and 12.
- b. A 10-yr. cash flow projection is required for real estate projects in which the applicant (non-profit or for-profit) will be receiving income from a tenant(s) or organization(s) that uses or occupies a portion of property and it is from this income that the project is viable to undertake. Non-profits may intend to finance by having users of the project pay rent to finance the private financing for the improvements. If the non-profit has or intends to fund raise to ensure no rent revenue is necessary to repay private financing, a fundraising plan showing funds raised to date and funds still to be raised and the timeline in which to raise them can supplement this requirement.

17. Is there a spreadsheet for Sources and Uses, Balanced Development Priorities checklist?

- a. The Sources and Uses spreadsheet referenced in the checklist is within the tab next to the checklist tab. It's labeled "Financing Plan."

18. Is the 10-yr Cash Flow Projection required for non-profits?

- a. Please see Question 16.