NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM 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 commence 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*
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. Business District Branding
6. Other NBD Infrastructure Improvements

If not listed above, please consult with DCED staff regarding whether your proposed project will be eligible to receive funding.
*depending on the source of funding an identified end user may be required

B. Eligible Project Costs

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

Property Development projects include acquisition, redevelopment, renovation, etc. of a property and its assets within the neighborhood business district (NBD). These projects have a high impact with the potential to add commercial/retail space, add housing units, expand a business's footprint, and open opportunity for new businesses to locate in the NBD. Furthermore, the projects often require large budgets accompanied by strict local, state, and federal requirements. A property development project would require the applicant to have site control and a development plan for the property. City funding is tied to the redevelopment of the property for blight removal or business expansion, and also accompanied by development obligations. Applicants must have a clear strategy to redevelop the property and/or remove blight.

Façade Improvement programs increase the economic vitality of neighborhood business districts (NBDs) by improving the physical appearance of buildings in compliance with Building Code requirements. Promoting a positive image will assist in the retention of existing businesses and encourage reinvestment and new investment within the neighborhood business district. The program funds are used solely for fixtures, equipment, and materials that are permanently incorporated into the real estate.

Parking lot projects help communities increase the capacity for local patrons to visit their neighborhood business district with access to parking. They also become an asset for the owner(s) as they bring in revenue for the organization. City funding will require the parking lot to provide public parking spaces to benefit the business district.

Right-of-Way improvements enhance the quality of life of the neighborhood business district by ensuring safety and accessible passage for all users in the public way; pedestrians, bicycles, vehicles, etc. Any work that is outside of private property, in the public rights-of-way, requires Department of Transportation and Engineering (DOTE) review, approval, and permit. Projects in public rights-of-way includes streetscapes, gateways, benches signage, outdoor seating, street lighting, etc. Any work on private property that impacts the public rights-of-way, requires DOTE review, approval, and permit. Projects may include changes or additions to driveways, curb cuts, or sidewalks. Additionally, impact to public rights-of-way may include development projects that impact volume of vehicles, traffic signals, curb controls (signage and meters) etc. Applicants are expected to work with their designated Development Officer to coordinate the project with the DOTE staff.

Business District Branding projects include improvements such as noncommercial signage on City owned assets that are not in right-of-way or on private property. Signage on City owned non-right-of-way property must be owned by the City and maintained by a community entity. With respect to the signage permanently placed on a City-owned asset, the improvement is subject to government speech and is exempt from public forum analysis. Thus, such signage is restricted to noncommercial use for the purpose of general business

district branding which includes the neighborhood logo, neighborhood business district logo, approved neighborhood-oriented slogan, and graphics representative of the built environment.

Other neighborhood infrastructure improvements include amenities to the neighborhood business district that does not fall in any of the above categories but will support the development of the business district. These types of improvement proposals must be reviewed by City staff to ensure its eligibility and overall benefit to the neighborhood business district.

In the event the applicant is awarded funding for their project, the applicant is expected to work with DCED to execute a form of an agreement for the use of funds. Project costs to be reimbursed with City funds must be incurred after the execution of a City funding agreement and meet all applicable requirements of funding. Any costs incurred prior to the execution of the agreement are not eligible for reimbursement by the City.

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.

5. The entity must demonstrate they have capacity to carry out an NBDIP project by appointing an NBDIP Project Manager with the qualifications outlined in Attachment II capable of completing a project in a timely manner.

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 3, 2023**. Qualified Entities are also required to attend a Pre-Application review meeting after their submission. The review meeting will help answer questions regarding their project proposal. The Program Administrator will schedule a 30-minute meeting with the Qualified Entity and City staff after the Pre-Application submission deadline.

Complete NBDIP Funding Application: Following approval of the pre-application, a Qualified Entity must submit a complete application for 2023 NBDIP funding no later than **April 28,**

2023. 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 2023 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 scoring criteria 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 3, 2023.** After Pre-Applications are submitted, City staff and community representatives will review them. Applicants are encouraged to submit the Pre-Application as early as possible. Please note that Pre-Applications can be revised and resubmitted if such resubmission meets the Pre-Application deadline.

Following submission, the Program Administrator 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 cost estimate, 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 scoring criteria 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 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. As the City of Cincinnati practices competitive bidding, at least three quotes and bids are required for submission to demonstrate compliance with the City's competitive bidding requirements.

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 **June 30, 2023**.

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 July 30, 2023.

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

DCED STAFF MEMBERS

2023 Program Administrator:
Joseph Malek, (513) 352-6129, joseph.malek@cincinnati-oh.gov

The following DCED staff are the designated Development Officers for the following NBDs:

DCED Staff	Neighborhoods
Gerald Fortson (513) 352-1926 Gerald.Fortson@cincinnati-oh.gov	East Price Hill Mt. Airy West Price Hill Westwood
Katrina Gragston (513) 352-6250 Katrina.Gragston@cincinnati-oh.gov	Columbia Tusculum East End Hyde Park Kennedy Heights Mt. Adams Mt. Lookout O'Bryonville Pleasant Ridge
Greg Koehler (513) 352-1596 Greg.Koehler@cincinnati-oh.gov	Bond Hill Evanston Northside Roselawn
Joseph Malek (513) 352-6129 Joseph.Malek@cincinnati-oh.gov	Avondale Clifton Clifton Heights Corryville Hartwell North Avondale Walnut Hills
Scott Wolfe (513) 352-6125 Scott.Wolfe@cincinnati-oh.gov	Camp Washington Carthage Lower Price Hill Mt. Washington
Diana Vakharia (513) 352-6130 Diana.Vakharia@cincinnati-oh.gov	College Hill East Walnut Hills Madisonville Sayler Park Over-the-Rhine West End

NBDIP PROJECT MANAGEMENT

It is the responsibility of each Qualified Entity which intends to submit an application for NBDIP funding to appoint a NBDIP Project 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 Project Manager is also responsible for retention, organization, and completion of all required program paperwork and financial support materials by the stated deadlines

While the specific duties assigned by each qualifying entity to its Project 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 Project Manager should:

- Have experience in the type of project the neighborhood is undertaking.
- Have experience in working with City funds or other similar grant sources.
- Have experience in setting and meeting deadlines with neighborhood projects.
- 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.

ATTACHMENT III

PRE-APPLICATION

[ATTACHED]

city of CINCINNATI
COMMUNITY & ECONOMIC DEVELOPMENT

NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM

Pre-Application

Project Title

_____

Project Type

_____

Project Category

_____

Neighborhood

_____

Project Address

_____ *street*

_____ *city, state, zip*

Contact Person

Name

_____

Address

_____ *street*

_____ *city, state, zip*

Phone

_____

Email

_____

Applicant Organization

_____

Funding Request ($)

_____

Brief Project Description

Who is intended to lead the project management? _____

Is the project in the Right-of-Way (Y/N) _____

List the City departments that are expected to be involved in the project:

The pre-application has been reviewed with the applicant's board and membership. (Y/N)

_____

The pre-application has been reviewed by the DCED Development Officer (Y/N)

PROJECT CATEGORIES

Acquisition

Applicant's applying for an acquisition project should submit a purchase option along with their application. An environmental review must be complete prior to the execution of any City agreement. Any due diligence work performed during the application process will be beneficial if recommended for funding.

Stabilization/Renovation

Applicants applying for stabilization and/or renovation projects should submit construction quotes and bids justifying cost. Applicants should also work closely with DCED to determine if any other documentation is required.

Façade

Applicants applying for façade improvement programs should submit a sample application for businesses to apply through. Applicants should also get commitments from property owners.

Parking Lot

Applicants applying for parking lot improvements or construction should submit commitments and/or consent documentation from property owners regarding easements, declarations, and other potential documentation needed in conjunction with the improvements.

Right-of-Way Improvement, Streetscape, Gateway Signage, Wayfinding Signage

Applicants applying for right-of-way, streetscape, gateway signage, or wayfinding signage projects should meet with DOTE during the pre-application review meeting. Applicants should also acknowledge that a maintenance agreement and/or revocable street privilege may be required.

Lighting Improvement

Applicants applying for lighting improvement projects should meet with DOTE during the pre-application review meeting. Applicants should also submit documented forms of commitment from property owners if a lighting assessment is required.

Other

Applicants applying for a project outside of the other categories should meet with the DCED Development Officer to discuss eligibility and the information and documentation required for the project.

ATTACHMENT IV

NBDIP FUNDING APPLICATION

[ATTACHED]

City of Cincinnati Department of Community and Economic Development
2023-2024 NBDIP Schedule

Date	
January 13, 2023	CNBDU Annual Meeting, General Body Meeting 8:00 AM
February 10, 2023	Applications are released by DCED. Applicants are encouraged to form committees and assign project managers within their respective organization.
February 10 - March 1, 2023	Applicants are recommeded at this time to have their orgnaization's general body and board review the pre-application for submission.
March 3, 2023	Pre-application deadline. Mandatory electronic submission by 4:30 PM to the DCED Program Administrator.
March 15-17, 2023*	Mandatory pre-application review meeting with DCED, DOTE, City Planning, and other City Departments (as applicable). The DCED Program Administrator will schedule 30-minute time slots with the applicant's Development Officer and other City staff.
April 28, 2023	Final application deadline. NBDIP applications along with all the supporting documentation must be submitted electronically the DCED Program Administrator by 4:30 PM. Any late documentation **will not** be added to the application.
May 1-5, 2023	CNBDU Board reviews the final applications.
May 9 - 12, 2023	CNBDU General Body members review the final applications before the final presentations.
May 13, 2023	Citywide Bus Tour of proposed projects. 8:00 AM to approximately 3:30 PM. Representation is mandatory for members participating in the peer review process.
May 15-17, 2023*	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 approximately at 9:30 PM.
June 2023	Based on the peer reviewed results, DCED will make final recommendations and distribute notifications to all applicants.
July 2023	Funds will become available based on City Council's FY2024 budget allocations. Please note 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 the gray cells. Tabs will unlock as you enter information and move through the application. Once complete, please submit an electronic copy of the application to the NBDIP Program Administrator.

Census Tract(s)

Project Title

Project Type *Select one*

Project Category *Select one of the following*

Neighborhood *Select one*

Project Address

Applicant Organization

Funding Request

Contact Person

Name
Address
Phone
Email

Please list the members of the team that will be involved in this project. The list should include the name of any partners, and/or financial stakeholders. For each member of the project team, be sure to list their role.

Qualified Entity and Project Team

Project Manager

	Members	**Role**
1		
2		
3		
4		
5		

City Departments

Please list the City Departments that are expected to be involved in the project.

1	
2	
3	
4	
5	

I have submitted an NBDIP pre-application.

Continue to the Project Narrative Section

City of Cincinnati, Department of Community and Economic Development
Project Narrative

Briefly describe the project and its impact in the NBD.

Is this project aligned with the official Neighborhood Plan? (Y/N)

Did this project originate from a Community Budget Request (CBR)? (Y/N)

Continue to the Scope of Work Section

City of Cincinnati, Department of Community and Economic Development
Scope of Work

Briefly describe the services to be provided with the use of City funds. This should include a detailed explanation of the uses of City funds for any hard and soft costs associated with the project. The description should detail the entire project to be completed with all funding sources (Private funds and City funds) and various parties involved in the project.

The scope of work should be sufficiently detailed about the project being undertaken to further explain how the City's funds are used within the overall project.

Continue to the Business Impact Section

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		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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35		

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
1	NBDIP Grant	Public	
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
		Total	**$ -**

Uses (Detailed Line Item)	Amount
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?

Please provide any quotes and/or bids

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 Pla**n if applicable

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

END OF APPLICATION

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 or 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.