

Neighborhood Business District Improvement Program

# Program Guidelines

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# **NEIGHBORHOOD BUSINESS DISTRICT IMPROVEMENT PROGRAM** **GUIDELINES**

## **I. PROGRAM OVERVIEW**

The Neighborhood Business District Improvement Program (NBDIP) provides funding support for capital improvement projects in recognized Neighborhood Business Districts (NBDs) in the City of Cincinnati. See [Attachment IV](#) for a current list of NBDs recognized by the City of Cincinnati (the City). The NBDIP funding level is established each year by Cincinnati City Council. The City's Department of Community and Economic Development (DCED) oversees the administration of such funds and will work with Applicants (as defined in Section III, below) to identify eligible projects that can be implemented in a two-year time frame. See [Attachment VI](#) for a full schedule of important dates and deadlines.

### **A. Program Funding Categories**

NBDIP supports projects in 2 funding categories:

1. Major Funding Category – No maximum funding request. Proposed projects with a higher private-to-public funding ratio are more likely to be funded.
2. Minor Funding Category - Maximum funding request of \$50,000. A total of \$250,000 will be available in NBDIP to fund Minor Category project requests.

### **B. NBDIP Project Manager**

Applicants must identify an NBDIP project manager. A DCED staff member is designated to each NBD and serves as the NBDIP project manager's primary contact. See [Section III Applicant Eligibility](#) for a description of the NBDIP project manager's role and [Attachment V](#) for a list of DCED staff members by NBD designation.

### **C. Basis of Awards**

NBDIP Major and Minor Funding Category awards are based on (i) peer review ratings from CNBDU member organizations participating in the peer review process, (ii) project recommendations received from the Board of Directors of the Cincinnati Neighborhood Business District United (CNBDU), and (iii) a final review by City staff that takes into consideration both (i) and (ii).

### **D. Maximum Submissions Allowed**

A maximum of 2 funding requests, consisting of one Major Funding Category and one Minor Funding Category request, may be submitted by each City-recognized NBD in each program year.

## **II. PROJECT ELIGIBILITY**

Projects eligible to receive NBDIP funding must (i) be located within a City-recognized NBD, (ii) meet NBDIP goals (expand the availability of essential goods and services; foster vibrant small businesses; boost the identity and branding of the NBD; ensure safety and accessibility

for customers and visitors; and revitalize public spaces to create welcoming environments; and/or create jobs in the NBD), and (iii) be Shovel-Ready and able to commence upon an award of NBDIP funds and completed within two years of award, should the application be successful (See Attachment II for more on Shovel-Ready Projects). Applicants are encouraged to verify the eligibility and feasibility of their proposed project with their designated DCED staff member as early as possible.

## **A. Project Types**

NBDIP applicants must demonstrate to the City's satisfaction that the project serves a clear public purpose. For projects involving private property improvements, such improvements should provide a strategic benefit to the surrounding NBD. The following types of projects are eligible for NBDIP funding:

1. Property Development
  - a. Acquisition
  - b. Building stabilization (property must be unoccupied at the time of application and must remain unoccupied throughout any proposed stabilization)
  - c. Building redevelopment
  - d. Site preparation for commercial development
2. Façade Improvements
3. Business District Parking Lot Improvements
  - a. Including public parking lot development
4. Right-of-Way Improvements
  - a. Streetscape improvements
  - b. Signage
  - c. Gateway
  - d. Lighting
5. Business District Placemaking

## **B. Allowable Uses of Funds**

Project costs eligible for NBDIP funding may include both hard and soft costs, but some restrictions and limitations may apply. An NBD's NBDIP project manager should consult with their DCED staff member or the DCED Program Administrator if they are uncertain of project cost eligibility. The following are eligible uses of NBDIP funds by project type.

### **1. Property Development:**

- a. Acquisition - In addition to the purchase cost, eligible uses of NBDIP funds include legal fees, appraisal, phase I & II environmental assessments, and title exam. **Please note customary holding costs like property taxes, utilities, and insurance premiums are ineligible uses of NBDIP funds.**
- b. Building Stabilization - Hard and soft construction costs associated with the repair or replacement of structural components of a commercial/mixed-use building including, but not limited to, roof, openings (e.g., doors, windows, and storefront system), drainage/gutter system, flooring, stairways, structural

members (e.g., columns, beams, girders, floor slabs, roof trusses, and load-bearing walls), foundation walls, exterior wall coverings, paint surfaces, and other components of the building structure.

- c. Building Redevelopment - Hard and soft construction costs associated with the (i) full redevelopment of a commercial or mixed-use building, (ii) completion of a storefront build-out, customized to the specific needs of an identified commercial end-user, or (iii) “white box” finishing of a storefront (e.g., exterior walls, ceilings, flooring, lighting, HVAC systems, plumbing, electrical wiring, standard restrooms, windows, doors, and fire protection systems) for customization by a future commercial end-user.
  - d. Site Preparation for Commercial Development - Hard and soft construction costs associated with site preparation including, but not limited to, survey work, site clearing, excavation, grading land and compacting soil, and demolition of existing structures on the site, if applicable.
2. **Facade Improvements:** Hard and soft construction costs associated with commercial and mixed-use building exterior improvements, including, but not limited to, painting, cleaning or repointing of masonry, restoration of architectural details, removal of non-conforming elements, exterior lighting upgrades, signage and/or awning repairs or replacement.
  3. **Business District Parking Lot Improvements:** Hard and soft construction costs associated with the (a) design and construction of a new public parking lot that primarily serves NBD or node customers and visitors, or (b) capital improvements to an existing NBD or node public parking lot, including re-paving or installation of new permanent infrastructure (e.g., parking access and revenue control equipment, new lighting fixtures, line restriping, constructing additional parking lot space).
  4. **Right-of-Way Improvements:** Hard and soft construction costs associated with the design and construction of streetscaping improvements, including, but not limited to, business district wayfinding signage and/or gateways, and lighting enhancements. Right-of-way improvements are typically carried out by the City’s Department of Transportation and Engineering (DOTE) through an interdepartmental service agreement between DOTE and DCED. As such, Applicants should discuss project scope, feasibility, and estimated costs with DOTE and DCED before submitting an NBDIP project application.
  5. **Business District Placemaking:** Costs associated with permanent urban design enhancements, including, but not limited to, the design and installation of outdoor dining, public gathering spaces, and civic branding elements (e.g., banners, public seating, public art installations).

### **C. Site Control Requirements**

Applicants must provide documentation to demonstrate site control of the project site. The following are acceptable forms of documentation by project type:

1. Property Development
  - a. Acquisition - An executed purchase option or letter of intent (LOI).
  - b. Building Stabilization – Proof of ownership of fee simple interest in the subject property or written agreement with fee owner to perform stabilization improvements to the subject property.
  - c. Building Re/development - Proof of ownership of fee simple interest in the subject property or executed purchase option or LOI.
  - d. Site Preparation for Commercial Development - Proof of ownership of fee simple interest in the subject property or executed purchase option or LOI.
2. Façade Improvements – Proof of ownership of fee simple interest in the subject property or a legally valid lease with a remaining term of 1 year or longer and written permission from the fee owner to perform the improvements for each participating property.
3. Business District Parking Lot Improvements – Applicants must demonstrate proof of ownership of fee simple interest in the subject property (purchase option or LOI are acceptable). If any portion of the proposed project is located on private property with separate ownership, Applicants must demonstrate that a lease of 5 years, at minimum, is in place for the use of the subject property as a public parking lot. The City reserves the right to require either a lease term longer than 5 years or a covenant to maintain the property open to public parking for a period of 5 years or more, depending on the circumstances of the proposed project and the award. Applicants must also demonstrate (a) funding source(s) committed to completing the construction of a public parking lot, and (b) funding/revenue sources committed to ongoing operating expenses including, but not limited, to maintenance and repairs, utilities, insurance.
4. Right-of-Way Improvements - To the extent any portion of the subject property is privately owned or the improvements require access to adjacent privately owned property, proof of ownership of fee simple interest in such private property, executed purchase option or LOI, or written agreement with fee owner to access the private property as needed to perform the project.
5. Business District Placemaking – Applicants seeking funds for permanent capital improvements to private property must demonstrate fee simple interest in the subject property. If a proposed project is located on private property with separate ownership, the Applicant (as defined below) is required to submit (a) a preliminary Memorandum of Understanding (MOU) or LOI agreeing in concept to the key elements of the project, including any necessary easements required for successful execution of the proposed project, and (b) owner acknowledgement of public use

requirements and/or other City requirements that will be applicable to the project.

### III. **APPLICANT ELIGIBILITY**

#### A. **Applicants**

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

1. Be a non-profit entity registered with the State of Ohio and in **good standing** with the State. If the non-profit entity does not have bank account registered with the City through the Vendor Self Service system, it must register through the system website: [Vendor Self Service \(VSS\)](#), or the non-profit entity must provide evidence of a relationship with another organization that is acting as fiscal agent for the entity.
2. Have **articles of incorporation**, articles of organization, or other required formation document(s) on file with the State of Ohio.
3. Execute 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.
4. 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 include:
  - a. rules for determining eligibility for membership in the entity and the voting rights of members;
  - b. rules for the appointment or election of directors, officers, trustees, manager, or similar authorized representatives;
  - c. 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. an explicit statement 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.
5. An Applicant must be a current member of CNBDU and demonstrate that some portion of its **organizational 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.

6. An Applicant must demonstrate they have the capacity to carry out an NBDIP project by appointing an **NBDIP project manager** capable of completing a project in a timely manner. The NBDIP project manager is responsible for managing the project and serving as the liaison between the Applicant and the DCED Program Administrator to ensure effective participation in the program. The NBDIP 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 Applicant to its NBDIP project manager may vary from neighborhood to neighborhood, the responsibilities listed below are suggested as a preferred model for NBDIP purposes. This is not a mandated or required job description, but it is a helpful checklist for Applicants as they may undertake recruitment for volunteers or staff to aid in the development and implementation of projects.

An NBDIP project manager for **Major and Minor Category** projects should:

- Have experience in the type of project the neighborhood is undertaking.
- Have experience in working with City funds or other similar funding 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.

#### IV. APPLICATION PROCESS STEPS

1. Notify Community of Proposed Project(s): The Applicant must first inform the community council and business association representing the NBD in which the proposed project is located, regardless of the type of Applicant that 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 III.

In the event that multiple Applicants submit Pre-Applications for NBDIP funding for different project proposals located in the same NBD (with the combined number of Major or Minor Funding Category requests surpassing the maximum number of one Major and one Minor Funding Category request per NBD), it will not be possible for both applications to be submitted to DCED for NBDIP funding consideration. Applicants 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.

2. Submit Online Pre-Application: After the community council and business association

of the NBD in which the proposed project is located have been notified, the Applicant may submit an NBDIP Pre-Application(s). Pre-Applications must be submitted through the online application system. The DCED Program Administrator will review all projects submitted through the Pre-Application process with community representatives to confirm projects meet program eligibility standards. If a project is determined to be ineligible, the DCED Program Administrator will notify the NBDIP project manager. A revised Pre-Application that meets project eligibility may be submitted; however, a pre-application must have been submitted by the Pre-Application deadline for the Applicant to submit an alternative project that meets NBDIP eligibility.

3. Attend Pre-Application Review Meeting with City Staff: The NBDIP Project Manager is required to attend a Pre-Application Review Meeting with City staff. 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. The purpose of the Pre-Application Review Meeting is to answer questions regarding the project and outline mandatory items that must be submitted with the final application for the project to remain eligible.

The DCED Program Administrator will schedule a 30-minute meeting with each NBDIP project manager and City staff based on the project type. **If the Pre-Application Review specifies mandatory changes required for the application to remain eligible, the Applicant must make those changes before submitting the final application or the Applicant will not be permitted to continue in the application process.**

4. Submit Online Final Application: Submit NBDIP Final Application for consideration through the online application system. All materials must be submitted through the online application process.
5. Present Final Project(s) for Peer Review: The City shall provide all completed NBDIP Final Applications to each CNBDU member participating in the Peer Review and Project Ranking process. Only one CNBDU member per NBD may review and rank projects based upon the scoring criteria found in Attachment III.

The City Administration shall then review all completed NBDIP applications, taking into consideration these guidelines, recommendations made by the CNBDU Board of Directors, and the results of the peer review ratings, and it shall make the final decision to award funding.

V. ATTACHMENTS

## ATTACHMENT I

### REQUIRED FINAL APPLICATION SUPPORTING DOCUMENTS

Each application must be completed and accompanied by the following documentation:

1. **Project Team** – Listing of the NBDIP Project Manager and all members of project team and their role in project.
2. **Project Resource Commitment Letters** - Commitment letters from all third parties that will contribute resources to the proposed project scope of work or budget (e.g., project team, development partners, funding or financing, in-kind donors of materials or services). Commitment letters for all sources of leveraged funding or financing listed in the project sources and uses budget must be submitted on organization or company letterhead.
3. **Sources and Uses Budget with Method of Cost Estimations**– Documentation supporting the costs included in the proposed project sources and uses budget. Acceptable forms of documentation include third-party quotes, bids, and/or analogous estimating based on a similar project completed by the Applicant or project team. Projects that will be implemented by the City (i.e., Right-of-Way projects) should secure project cost estimates from the relevant City department.
4. **Map and/or Site Plan** – A map or site plan of the project area, if applicable.
5. **Job Verification** – A letter from all businesses that are committing to create or retain jobs as a direct result of the specific project seeking NBDIP funding support (e.g., storefront build-out for a new commercial tenant will result in the creation of three (3) jobs, or expansion of storefront space enables the commercial tenant to increase production space needed to remain in NBD resulting in the retention of five (5) jobs).
6. **Community Letters of Support** – Letter(s) of support from local businesses and community organizations endorsing the proposed project and the potential impact on the neighborhood business district and surrounding community.
7. **Formation Documents** - If not currently on file with the City, Articles of Incorporation, Articles of Organization, or other formation documents demonstrating that the Applicant is a non-profit entity recognized by the State of Ohio.
8. **Certificate of Good Standing** - If not currently on file with the City, 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** – If not currently on file with the City, bylaws, code of regulations, membership agreement, or similar document governing the operation of the entity that meets the standards described in Section III, above.

## **ATTACHMENT II**

### **SHOVEL-READY PROJECTS**

A *Shovel-Ready Project* may be defined as, but not limited to, the following, by project type:

#### 1. Acquisition

- Secured a purchase option or LOI for the property sale of a parking lot or commercial or mixed-use building.
- Developed a schedule with milestones for the property acquisition (e.g., desired closing date, holding/stabilization period, and estimated pre-development and holding costs).
- Completed a preliminary redevelopment plan, including a tenant/end-use commitment, and, if necessary, identification of development partner.

#### 2. Building Stabilization

- Secured site control of a commercial or mixed-use building (ownership of subject property or fully executed written agreement with fee owner to perform stabilization improvements to the subject property).
- Developed an estimated schedule with milestones for building stabilization.
- Completed the scope and estimated budget for costs associated with the repair or replacement of structural components of the building.

#### 3. Building Redevelopment

- Secured site control of a commercial or mixed-use building (ownership, purchase option, or LOI)
- Finalized a development plan for the property, including a scope and estimated budget verified by a third party contractor, engineer or architect.
- Completed any necessary pre-renovation or pre-development activities, such as demolition or stabilization, or included the estimated costs for such activities.
- Secured a funding source(s) for property holding costs.

#### 4. Site Preparation for Commercial Development

- Secured site control (ownership, purchase option, or LOI)
- Finalized a preliminary development plan for the property, including a scope and estimated budget verified by a third-party contractor, engineer or architect

#### 5. Façade Improvements

- Identified specific properties or established a program plan to invite property and/or business owners to apply for funding through the NBD's façade program post NBDIP award.

- Secured 1) written commitments from participating property owners and 2) third-party verified project estimates if program will identify specific properties prior to submitting an NBDIP funding application.
- Developed a plan for a fair, equitable, and accessible application process, including a selection committee with protections in place to mitigate any conflicts of interest if the proposed program will invite participants to apply for façade improvement funding post-NBDIP award.

#### 6. Business District Parking Lot

- Secured site control (fee simple interest in the subject property) OR, if the proposed project is located on private property with separate ownership, demonstrate a long-term lease of 5 years at minimum is in place for the use of the subject property as a public parking lot.
- Finalized a preliminary development plan for the property, if improvements are required for the public parking lot use, including a scope and estimated budget verified by a third-party contractor, engineer or architect.
- Demonstrate funding source(s) committed to completing the construction of a public parking lot AND funding/revenue sources committed to ongoing operating expenses including, but not limited, to maintenance and repairs, utilities, insurance.

#### 7. Business District Placemaking

- Secured fee simple interest in the subject property OR, if the proposed project is located on private property with separate ownership, secured 1) a preliminary Memorandum of Understanding (MOU) or LOI agreeing in concept to the key elements of the project, including any necessary easements required for successful execution of the proposed project, and 2) owner acknowledgement of public use requirements and/or other City requirements that will be applicable to the project.
- Finalized conceptual design plan(s) for placemaking and/or urban design improvements, including a scope and estimated budget. Cost estimates should be based on third-party quotes, bids, or analogous estimating based on a similar project. Projects that will be implemented by the City (i.e., Right-of-Way projects) should secure project cost estimates from the relevant City department.

## ATTACHMENT III

### SCORING CRITERIA

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

1. **Catalytic Impact:** Project is likely to have a substantial effect in encouraging additional investment in the neighborhood/NBD of the project. Either the NBD has lacked significant investment, or the project will directly catalyze major investment in the NBD.
2. **NBD Impact:** Project physically, contractually, or financially (directly) impacts one or more businesses. Project encourages the removal of slum and blight. Meets goal(s) in neighborhood or community vision plan or project responds to demonstrated community need. 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.

## ATTACHMENT IV

### 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.

|     | <b>Neighborhood</b> | <b>General Boundary</b>   |
|-----|---------------------|---|
| 1.  | AVONDALE            | A. Reading Road<br>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<br>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<br>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<br>B. Glenmore Avenue  |

## ATTACHMENT V

### DCED STAFF CONTACTS

| DCED Staff   | Neighborhoods   |
|--|---|
| Gerald Fortson<br>(513) 352-1926<br><a href="mailto:Gerald.Fortson@cincinnati-oh.gov">Gerald.Fortson@cincinnati-oh.gov</a> | East Price Hill<br>Mt. Airy<br>West Price Hill<br>Westwood  |
| Greg Koehler<br>(513) 352-1596<br><a href="mailto:Greg.Koehler@cincinnati-oh.gov">Greg.Koehler@cincinnati-oh.gov</a>       | Bond Hill<br>Evanston<br>Northside<br>Roselawn  |
| Joseph Malek<br>(513) 352-6129<br><a href="mailto:Joseph.Malek@cincinnati-oh.gov">Joseph.Malek@cincinnati-oh.gov</a>       | Avondale<br>Clifton<br>Clifton Heights<br>Corryville<br>North Avondale  |
| Darby Schozer<br>(513) 352-6126<br><a href="mailto:Darby.Schozer@cincinnati-oh.gov">Darby.Schozer@cincinnati-oh.gov</a>    | Columbia Tusculum<br>East End<br>Hyde Park<br>Kennedy Heights<br>Mt. Adams<br>Mt. Lookout<br>Mt. Washington<br>O'Bryonville<br>Pleasant Ridge |
| Diana Vakharia<br>(513) 352-6130<br><a href="mailto:Diana.Vakharia@cincinnati-oh.gov">Diana.Vakharia@cincinnati-oh.gov</a> | College Hill<br>East Walnut Hills<br>Madisonville<br>Over-the-Rhine<br>West End   |
| Austin Hodges<br>(513) 352-1951<br><a href="mailto:Austin.Hodges@cincinnati-oh.gov">Austin.Hodges@cincinnati-oh.gov</a>    | Carthage<br>Hartwell<br>Lower Price Hill<br>Sayler Park<br>Walnut Hills   |

**Program Administrator:**  
[nbdip@cincinnati-oh.gov](mailto:nbdip@cincinnati-oh.gov)

## ATTACHMENT VI

### NBDIP POST-AWARD PROCEDURES

1. **Submission of Required Documents** - The Applicant awarded NBDIP project funding must submit the following materials in a form acceptable to DCED.
  - a. Finalized *Scope of Work* and *Sources & Uses Budget* in a format acceptable to the City.
  - b. Proposed *Project Implementation Schedule* including proposed project commencement and completion dates.
  - c. As applicable, updated *Proof of Leveraged Funding* and/or *Private Financing Commitments*, with final grant or loan terms, dollar amounts, and lien order, to demonstrate the project can be completed with funds available.
  - d. If the project includes real property, *Legal Descriptions* for all property included in project.
  - e. Upon request any documents relevant to the City ensuring the project remains viable to proceed.
  
2. **Evidence of Continued Progress** - To ensure viable projects are provided the resources to proceed and resources are not held back for projects that are no longer viable, DCED expects Applicants to demonstrate continued progress in producing materials and information required for a City Funding Agreement. This ensures the DCED has the documentation necessary for the agreement drafting process and the project implementation can proceed in a timely manner. DCED may establish specific timelines for delivery of required materials and information. These timelines must be met by the Applicant to ensure continued viability of the project. If the Applicant fails to respond to the request by the City or fails to meet established deadlines, DCED reserves the right to rescind the funding award.
  
3. **Alterations to Awarded Projects** - Slight alterations to award projects are permitted following NBDIP funding awards in cases where minimum changes are needed due to unforeseen circumstances. However, substantial alterations are not permitted and are the basis for rescinding an award.
  - a. *Minimal Alterations* - These types of alterations can be approved by DCED staff post award and prior to execution of a funding agreement.
    - i. Changes to projects that were awarded through a funding program's minor category
    - ii. Changes to the project budget, which would increase the total project cost or reallocate costs between budget line items. Increases to the project budget are considered minimal provided that no additional City funds are being sought as a result of the change of project budget and all sources have been secured within the required timeline.
    - iii. Changes to the project sources of funds, provided that no additional City funds are being sought as a result of the change of project sources of funds, all sources have been secured within the required timeline,

- and the City's established loan collateral is not impacted.
- iv. Changes to source of funding awarded by the Department. The Department may determine to allocate an alternative source of funding authorized for the program prior to contract execution and loan closing if it better meets the Department's goals for spending.
  - v. Changes to project details that were not a consideration of project scoring criteria, which may include details like: jobs and payroll, building design or layout, developer contact persons, etc.
  - vi. Changes to the project details, scope, and/or site that immediately provides a public benefit and addresses a community need. The project must continue to follow the program guidelines.
  - vii. Addition of property involved in the project provided the initial property represented in the proposal is still included in the project.
    - 1. Property in similar size and scale within the same neighborhood may be substituted in a project as long as there is no substantial alteration to the overall scope of the project.
  - viii. Changes to the Development Team, where an entity represented in the proposal is replaced with an alternative entity.
  - ix. Reduction of the total project budget included in the proposal.
  - x. Reduction of the number of housing units, commercial square footage, or beneficiaries served included in the proposal. Any reduction must be warranted with supporting documentation and substantiated. The City may reduce or rescind awards where a reduction is more than 10%.
- b. *Substantial Alterations* - These types of alterations are not permitted and may be a basis for rescinding the funding award. If the project cannot proceed without a substantial alteration, DCED may proceed with rescinding the funding award and the Applicant can reapply with the substantially altered project in the next funding cycle. Examples of substantial alterations include, without limitation:
- i. Changes to the project budget that would increase the amount of City funds requested. This includes requests from other City-funded initiatives/programs that were not disclosed at the time of original application.
  - ii. Changes to the project sources of funds, whereby the Applicant would be unable to secure sources within the required timeline. This includes loss of committed funding or failure to secure anticipated funding within the required timeline.
  - iii. Change in status of site control, whereby the Applicant loses site control of property required to undertake the project and would be unable to secure site control within the required timeline.
  - iv. Changes to the project scope that produces a new end result that was not presented in the original request. This includes changing the entire property involved in the proposal as well as the scope of the project.