

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 street-facing side of the building.

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 III 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 begins with a mandatory online 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 an online Pre-Application by 4:30 PM on March 8, 2024. Please note: the online application system will not accept form submissions after the 4:30pm deadline.** 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 online final application for 2024 NBDIP funding no later than **April 19, 2024**. The application must be submitted through the online application system. **Please note: the online application system will not accept form submissions after the 4:30pm deadline.** 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 2024 NBDIP funding process is included in the attached as Attachment V.

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 IV.

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

Step One – Pre-Application: Submit Pre-Application(s) for review. Pre-applications must be submitted through the online application system. **Pre-Applications are due: 4:30 PM on March 8, 2024.** 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 IV, 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 through the online application system. A copy of the online application questions is provided in Attachment VI for reference purposes only. All final responses must be submitted through the online application form. 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 IV 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, 2024**.

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, 2024.

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

2024 Program Administrator:

Diana Vakharia, (513) 352-6130, diana.vakharia@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 |
| Darby Schozer (513) 352-6126 Darby.Schozer@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 |

ATTACHMENT III

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 IV

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.

ATTACHMENT V

Schedule

| Date | |
|----------------------------|--|
| January 12, 2024 | CNBDU Annual Meeting, General Body Meeting 8:00 AM (in person) |
| February 2, 2024 | Applications are released by the Department of Community and Economic Development (DCED). Applicants are recommended to form committees and assign project managers in their respective organizations. |
| February 2 – March 1, 2024 | Applicants are recommended at this time to have their organization’s general body and board review the pre-application for submission. |
| March 8, 2024 | Mandatory pre-application due by 4:30 PM. Pre-applications must be submitted through the online application system. |
| March 20-22, 2024* | Mandatory DCED, DOTE, and Planning review meetings. NBDIP Program Manager will schedule 30-minute meetings with the Applicant including the City departments to review the pre-applications. |
| April 19, 2024 | Final application deadline. NBDIP applications along with all supporting documentation must be submitted through the online application system, by 4:30 PM. Any late documentation will not be added to the application. |
| April 24 – May 1, 2024 | CNBDU Board reviews the final applications. |
| May 3 - 10, 2024 | CNBDU General Body members review the final applications before the final presentations. |
| May 11, 2024 | 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 13-15, 2024 | Project Presentations. Each applicant will make a 15 – minute presentation to CNBDU and DCED followed by a short Q&A. Presentations will begin at 6:00 PM and conclude at approximately 9:30 PM |
| Late June 2024 | Based on the peer review results, DCED will make final recommendations and distribute notifications to all applicants. |
| Early July 2024 | Funds will become available based on City Councils FY2025 budget allocations. Please note that funding recommendations are subject to Budget legislation. |

ATTACHMENT VI

Final Application Questions

******This form is provided solely for the purposes of referencing and prewriting responses for the final online application should applicants prefer. All responses must be submitted in the online application form and all attachments must be saved within the OneDrive proposal folder provided to the applicant******

Applicant Information

1. Neighborhood:
2. Project Type:
3. Project Category:
4. Funding Request (dollar amount):
5. Project Title:
6. Project Address (street number, city, state, zip code):
7. Census Tract(s):
8. Applicant Organization:
9. Primary Contact Name:
10. Mailing Address:
11. Phone Number:
12. Email Address:
13. Project Manager Name:
14. Project Team Members: Please list the members of the team who 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.
15. Please list the City Departments that are expected to be involved in the project.
16. I have submitted an NBDIP pre-application. Y/N:

Project Narrative - The project narrative should sufficiently detail the entire project being undertaken.

17. Briefly describe the project and its impact in the NBD:
18. Which NBD goal is the applicant aiming to achieve with this project?
 - a. Increase availability of products and services
 - b. Small business development
 - c. NBD branding
 - d. Ensure safety and accessibility for customers and visitors
 - e. Meet parking demand
 - f. Public space improvement
 - g. Other:

Scope of Work - The scope of work should further explain the details of the project scope and how the City's funds will be used within the overall project.

19. Briefly describe the entire project to be completed and various parties that will be involved in the project (e.g. community organizations, development partners, funding sources, end users).

Include a detailed explanation of how all funding sources (private and City funds) will be used to complete the overall project. List the specific uses of the requested City funds for hard and soft project costs.

Business Impact - Identify businesses physically, contractually, or financially impacted DIRECTLY from the project (all businesses or organization directly involved in the project either financially or contractually).

- 20. Number of businesses impacted:
- 21. List the names of businesses directly impacted:
- 22. Commitment Letters uploaded to the OneDrive proposal folder. Y/N:
- 23. Does your project have a job creation or retention component? *Note: all created and retained jobs must be verified through documentation signed by the business owner.*
Y/N:
- 24. Number of Jobs Created:
- 25. Number of Jobs Retained:

Sources and Uses - In addition to your responses below, please complete the Sources and Uses Excel file provided in the OneDrive proposal folder.

- 26. Sources and Uses Excel file saved in the OneDrive proposal folder. Y/N:
- 27. Applicant certifies that all indicated private funding is committed to the project. Y/N:
- 28. What is the neighborhood contribution to this project (including volunteer hours and financial commitments)?

Previously Funded Project Information

- 29. Does this project complete or continue a previously funded project? Y/N:
- 30. Phased Project Name:
- 31. Previously Funded Amount(s):
- 32. Reason(s) for requesting additional funds?

NBDIP Application Certifications

33. 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. Y/N:
34. 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. Y/N:
35. 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. Y/N:
36. 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. Y/N:
37. 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. Y/N:
38. I/We acknowledge that this application is not complete without ALL APPLICABLE attachments listed in the Section 10: Attachment Checklist. Y/N:

Attachment Checklist - Please upload the following attachments to the OneDrive proposal folder.

39. **Attachment I** - Commitment Letters from any organization directly involved with the project either financially or contractually if applicable. Y/N:
40. **Attachment II** - Job verification from any businesses that are committing to create or retain jobs as a direct result of the project. Y/N:
41. **Attachment III** - Letter of Support from all indicated businesses. Y/N:
42. **Attachment IV** - Financial Commitment from any entity providing private leverage funding. Y/N:
43. **Attachment V** - Quotes and Bid justifying project cost Y/N:
44. **Attachment VI** - Map and/or Site Plan if applicable Y/N:
45. **Attachment VII** - Purchase Option and/or Letter of Intent if applicable Y/N: