city of CINCINNATI TRADE & DEVELOPMENT

NSP PROPOSAL FORM

SEND PROPOSAL TO: City of Cincinnati, Dept. of Trade and Development
805 Central Avenue, Two Centennial Plaza, Suite 700 Cincinnati, OH 45202

PLEASE PRINT IN INK OR TYPE **Amount Requested:** ____________________

Check One: New Contract for Year __________ **Amendment for Contract No.** _______________

Council Name: ____

Project Manager: ____

Address: ____ **Zip Code:** _________________

Phone: Day: _________________________________ **Evening:** __________________________________

President's Signature:____

Have you included the following? Check those which are enclosed or mark "N/A" for those that do not apply. Proposals will not be considered without this documentation which must be on file at Invest. If documentation is on file, indicate by writing "On File" in specific area.

- ______ **Proof of Non-Profit Status**
- ______ **Current Articles of Incorporation**
- ______ **Council Minutes & Sign-In Sheets**
- ______ **Organizational Plan for Employees**
- ______ **Current By-Laws**
- ______ **Statements of Nondiscrimination**
- ______ **Previous Year's Final Reports**
- ______ **Job Descriptions for Employees**

What was the vote on this NSP Proposal at the decision-making Council meeting?

______ **Number of Yeas** ______ **Number of Nays** ______ **Total Attendance** **Quorum? Yes** ☐ **No** ☐

▶▶

List the projects you will undertake in this contract. (In the attached scope of services, each project must be described completely, including what you wish to accomplish, how you will accomplish it, and how you will measure and evaluate success. Also be sure to complete the itemized budget sheet indicating specific expenses for each project. See "NSP Guidelines" or "How-To" booklet for details.)

PROJECTS	Renewal Yes/No	Volunteer Hrs. Est.	Start & End Dates	Budget	Amendment Adjustment
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
TOTAL		0		0	

PROPOSED BUDGET FOR CONTRACT PERIOD

Project	Direct Personnel Services	Specialty Contracts	Printing	Fixed Imprvmts or Equipt.	Postage	Consum-mable Supplies	Mileage or Misc.	GRAND TOTAL
1								$0
2								$0
3								$0
4								$0
5								$0
6								$0
7								$0
8								$0
9								$0
10								$0
TOTALS	$0	$0	$0	$0	$0	$0	$0	$0

SUPPORTING EXPLANATIONS

List specific items included in "Specialty Contracts" column. Include dollar amount. (Example: Photo Developing=$50)

List specific items included in "Fixed Improvements or Equipment" column. Include dollar amount (Example: Park Benches=$200/ea.)

List specific items included in "Mileage or Miscellaneous." Include dollar amounts. (Example: Gas for Lawn Mowers=$20)

Project:

What we intend to do:

How we intend to do it:

How we will measure success:

Project budget:

Volunteer hours:

Project Description Budget (Sample)

Project Descriptions should show how the funds will be spent for each project. Make sure the budget break down totals the same amount as your project overall budget. Feel free to show cost beyond the overall budget of the project with the portion of funds from the program going towards the project. See examples below.

Budget:

Project #1: *Promotion/Marketing*

Phone at Center		$1,000
Mailings and stationery		$1,000
Supplies/Material		
Printing/Postal	$100	
Marketing/Photo's	$100	
Total		**$2,200**

Project #2: *Neighborhood Marketing Analysis*

Consultant Analysis Contract	
Research on neighborhood	$3,000
Administration	$2,000
Total	$5,000

NSP Fund towards project **$2,000**

E.E.O. FORM

Please complete this form and return to the Department of Trade and Development office with your proposal forms:

Department of Trade and Development
805 Central Avenue
II Centennial Plaza, Suite 700
Cincinnati, Ohio 45202

The _____
(Name of your Community Council or Business District)

Tax Exempt Number _____

<u>Please indicate the current composition of your Council's Board:</u>

Number of Males _____

Number of Females _____

Number of Caucasians _____

Number of African Americans _____

Number of Hispanics _____

Number of Asian/Pacific Islanders _____

THANK YOU FOR YOUR COOPERATION!

AUTHORIZED SIGNATURE FORM

This form must be completed and returned to the Department of Trade & Development office before any disbursements will be made. Eligible authorized signers on NSP documents are elected officers and trustees. If you have questions, feel free to call the Department of Trade & Development. Send this completed form to Department of Trade & Development, 805 Central Avenue STE. 700, II Centennial Plaza, Cincinnati, OH 45202. You may also send it to the NSP Coordinator by emailing neighborhoods@cincinnati-oh.gov.

For the year 2014, the following persons are authorized to sign NSP documents on behalf of the _____ Community Council. The community hereby assures that each person listed below is an elected officer or trustee of the council.

PRINT NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAIL ADDRESS _____

##

PRINT NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAIL ADDRESS _____

##

PRINT NAME: _____

ADDRESS/ZIP CODE: _____

PHONE--DAY: _____ PHONE--EVENING: _____

TITLE: _____

SIGNATURE: _____

E-MAIL ADDRESS _____

Neighborhood Support Program

Please complete all information requested below and send to the following address.
Department of Trade & Development, City of Cincinnati, Centennial Plaza Two, Suite 700
805 Central Avenue Cincinnati, OH 45202 Fax: 513.352.6257
Contact: NSP Coordinator, neighborhoods@cincinnati-oh.gov, Phone: 513.352.3636

COMMUNITY PROFILE

Community Council: _____
Community Council E-Mail:_____
Community Council Address:_____

President: _____ **Phone:**_____
Address: _____ **Zip:**_____
E-mail address:_____

Vice President:_____ **Phone:**_____
Address:_____ **Zip:**_____
E-mail address:_____

Secretary:_____ **Phone:**_____
Address:_____ **Zip:**_____
E-mail address:_____

Treasurer:_____ **Phone:**_____
Address:_____ **Zip:**_____
E-mail address:_____

NSP Manager:_____ **Phone:**_____
Address:_____ **Zip:**_____
E-mail address:_____

Newsletter Editor:_____ **Phone:**_____
Address:_____ **Zip:**_____
E-mail address:_____

Election Month:_____
Monthly Meeting Day & Time:_____
Place of Monthly Meeting:_____

I hereby certify that the aforementioned information is correct.

X_____ **Title**_____ **Date**_____

DIVISION OF PURCHASING
II CENTENNIAL PLAZA
805 CENTRAL AVE, STE 234
CINCINNATI, OHIO 45202

CHANGE OF ADDRESS FORM

CONTRACT NO._____

CHANGE OF ADDRESS

FROM:

Fed. I.D.# _____

_____

_____

_____

REMIT TO ADDRESS

TO:

Fed. I.D.# _____

_____

_____

_____

SOLICITATION ADDRESS

_____

_____

_____

PHONE NO. _____

FAX NO. _____

E-MAIL _____

FIXED ADDRESS

_____

_____

_____

_____

VENDOR'S NAME

BY _____

AUTHORIZED SIGNATURE

NAME: _____

TITLE: _____DATE _____

Neighborhood Support Program (NSP)
Proposal Review
Meetings & Deadlines
(Fiscal Year 2014 Contracts)

City Council recently restored funding
Due to the shorter timeframe associated with the allocation of Neighborhood Support Program Funds, the Department of Trade and Development has created a schedule that, in some instances, offers two Review Meeting opportunities per month. We hope this will accommodate neighborhoods in submitting proposals and budgets. Below are the review dates. All reviews will take place at 805 Central Avenue, II Centennial Plaza in the first floor in the Conference Room at **6:30pm**.

Final Submission Deadline	Review Committee Meeting Date	Effective Date of Contract
November 12, 2013	November 21, 2013	11/21/2013*
November 22, 2013	December 12, 2013	12/12/2013*
January 10, 2014	January 23, 2014	1/23/2014*
January 24, 2014	February 6, 2014	2/06/2014*
February 7, 2014	February 20, 2014	02/20/2014*
February 21, 2014	March 13, 2014	03/13/2014*
March 21, 2014	+April 4, 2014	4/04/2014*
April 18, 2014	++May 1, 2014	05/01/2014*

* = Assumes that contract proposal is approved at the Review Committee meeting.

+ = **Last time to submit proposal for 2014 NEW Contracts.**

++ = Last time to submit proposal for 2014 Formal Amendments.

A Pre-Review is **MANDATORY** for all proposals. The purpose of a Pre-Review is to have City staff review proposals for missing information or documentation in advance of the Review Meeting it's scheduled for with enough time to allow communities to resubmit the needed information. If it is not submitted in time, the proposal has to wait to be presented at the following Review Meeting.

Original proposals may be mailed to or dropped off at the Department of Trade and Development, 805 Central Avenue, Two Centennial Plaza, Suite 700, Cincinnati, Ohio 45202. Whether mailed or hand delivered, **proposals and formal amendments must be received on the deadline submission day by 5:00 p.m.**