

Neighborhood Support Program (NSP)

General Training FY22

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Neighborhood Support Program (NSP)



General Training:

1. Overview

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2. Purpose
3. NSP Program Qualifying Criteria

2. Conditions & Limitations

1. Eligible Categories; Examples by Category
2. Program Conditions; Limitations on Expenses

3. Additional Community Council Participation Requirements

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3. Proposal Forms Directions
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FY2022 Distribution Info:

- **Distribution FY2022 \$7638** per Council
- **Schedule for FY2022**
- **Proposals**
 - First submission date **RESCHEDULED**: Thurs, Sept 16
 - First review: Tues Sept 28.
 - Runs Sept – Mar
 - Submittal: 2nd Friday of month/ Review: 4th Tuesday of month
- **Expenditures – through end of Aug 2022**
- **Final Report – end of September**

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Purpose:

- **Goal:** to enhance the quality of life in each Cincinnati community; to build leadership in the neighborhoods
- **Purpose:** to fund resident-controlled projects, improve the leadership capacity of Community Councils, and recruit, train, and increase the productivity of volunteers
- Recognizes local neighborhood leadership is best to determine what needs to be done in the neighborhood

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Qualifying Criteria:

- All NSP-funded neighborhoods shall operate in accordance with the **City of Cincinnati Ordinance #220-1989**
- Public Good Purpose
- Members—(minimally) residents 18 years and older within the neighborhood
- Description of territorial boundaries, if not already on file, or in the individual by-laws of the Community Councils
- EEO statement and information

*Other specific requirements that are needed to be in your bylaws will be reviewed for each council

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Eligible Categories:

Neighborhood Leadership Development Activities - that strengthen, improve, and develop neighborhoods through *human development* activities

Communication Projects - such as specific or general activities that seek to inform, educate, and publicize the work of the Community Council, special activities or events

Neighborhood Improvement Activities - that focus on cleanup and beautification, recreation area development, conservation and capital improvements not privately-owned and the acquisition of fixed assets.

Educational Activities - which seek to enhance existing programs or opportunities, inform residents of new neighborhood initiatives such as environment or development issues, or to create new programming that will fill an education void for youth, teenagers, adults, or senior citizens.

Neighborhood Services - designed to aid law enforcement, develop or enhance recreation opportunities stimulate economic or commercial development, or manage, study, or promote environmental issues.

Problem-Solving Projects - to investigate problems or conditions in an effort to develop a comprehensive plan to improve or alter situations communities deem a priority.

Other/Quality of Life - projects or activities which will improve the quality of life and serve public needs that are consistent with the NSP Guidelines.

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Categories	Activities
Neighborhood Leadership Development Activities (“Improvement” – not physical stuff) <ul style="list-style-type: none"> • Increase membership • Leadership training • seminar attendance • Youth leadership development • Fund-raising projects 	<ul style="list-style-type: none"> • Fundraisers • training and seminar for CC members leadership development • youth councils • membership drives
Communication projects (“branding, marketing & communications”) <ul style="list-style-type: none"> • inform, educate, publicize CC • inform, educate, publicize events and activities • neighborhood identification elements 	<ul style="list-style-type: none"> • newsletters • website • social media • forums, panels and other public meetings • signage (NOT gateway) • banners • flags
Neighborhood Improvement Activities (“Neighborhood Development” – physical stuff) <ul style="list-style-type: none"> • cleanup • beautification • recreation area development • conservation • capital improvements • acquisition of fixed assets 	<ul style="list-style-type: none"> • community gardens & urban farms • landscaping/greenspace • façade programs • gateway signs • home repair programs • home painting (block program done by YP) • parking lot purchase • parking lot maintenance • purchase of other property

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	<ul style="list-style-type: none"> • purchase of other property
<p>Educational Activities</p> <ul style="list-style-type: none"> • enhance existing programs or opportunities • inform new initiatives or issues • educational programming for youth, teens, adults, seniors 	<p>To educate not “with school”</p> <ul style="list-style-type: none"> • computer literacy • home repair training • Youth programs • Senior programs
<p>Neighborhood Services</p> <ul style="list-style-type: none"> • aid law enforcement • enhance recreation opportunities • stimulate economic or commercial development • manage, study, or promote environmental issues 	<ul style="list-style-type: none"> • safety/police • safe streets/pedestrian safety/street calming • job programs for locals (actually hiring local) • recreational <p>(this seems to be things that are done with City as extension of services)</p>
<p>Planning (“Problem Solving Projects”)</p> <ul style="list-style-type: none"> • develop a comprehensive plan • investigate problems or issues to prioritize 	<ul style="list-style-type: none"> • business district plan • neighborhood plan • planning related to CBRs
<p>Quality of Life (“other”)</p> <ul style="list-style-type: none"> • improve quality of life • serve public needs 	<ul style="list-style-type: none"> • farmers markets / yard sales • health fairs/health services • Events (of all sizes) • Collaborative activities with local schools, churches,

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What About?

This stuff should be program specific	<ul style="list-style-type: none">• Storage• Supplies• Computer/printer• Web services (eg hosting, maintenance, digital storage)
Operating expenses allowed, but limitations (see conditions and limitations)	<ul style="list-style-type: none">• PO Box• Utilities• Rent• Financial reviews/bookkeeping/audit

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NSP Program Conditions:

NSP is gov't \$\$ for a public good.

not permissible

- All direct social services such as emergency food, housing assistance and distribution of products or gifts.is not permissible
- Direct cash awards to individuals or groups which include gift cards and gift certificates
- Advertising that appears in NSP-subsidized publications, with the exception of locally owned neighborhood businesses
- Entertainment, events and activities not for public purpose
- Payments to Board members, NSP manager, and/or their families

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NSP Program Conditions:

not permissible (cont.)

- Activities that duplicate government services which are currently available within the neighborhood.
- Use of NSP funds to endorse or promote political candidates or their activities.
- Activities that fail to serve any public purpose.
- Legal Fees to contest any City rulings.
- Improvement to Private Property.
- Activities Prohibited by City, County, State and Federal Law.

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NSP Program Limitations on expenses:

- Routine operating expenses, which are not direct project expenses of the Community Council, such as rent, utilities, phone service, and post office box, annual taxes, building maintenance and repair, and equipment rental, not to exceed **\$1,500** per contract year
- Food expenses limited to **\$2000** per contract year for community/public purposes
- Fundraising in support of NSP-eligible activities is allowed, however, expenditures for prizes **may not exceed \$500** per contract per year. Community Council officers and their families may not be recipients of awards or prizes

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Limitations on expenses (con't)

- All NSP- funded publications **shall be limited to \$3000** per contract year unless the Community Council distributes at least one issue to every residence in its neighborhood, in which case the Community Council is eligible for **\$4000** per contract year
- Preparation of Annual audits and/or financial reports should **not exceed \$1000** of NSP-funds
- Capital assets**, equipment, and/or cleanup supplies, tools, etc., **shall be made available to the neighborhood for NSP projects.**

***capital assets= items having a useful life of three years or more where cost exceeds \$1500*

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Review Committee FY2022 Requirements:

- The Review Committee works as a **Peer Review System**
- 9 to 10 neighborhoods, rotation every 5 years, **REQUIRED** participation or lose funding
- A minimum of 5 members of the Review Committee shall be present at a meeting to constitute a quorum

Corryville Community Council	East Walnut Hills Assembly	Mt Airy Town Council	Westwood Civic Association
East End Area Council	Evanston Community Council	Over-the-Rhine Community Council	
East Price Hill Improvement Association	Hartwell Improvement Association	Pendleton Neighborhood Council	

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Review Committee FY2022 Requirements:

Additional training

- **Review Committee** – NSP manager; suggest one other as back-up in order to not have a problem with required participation in proposal reviews and the Review Committee meetings
 - Just the 9/10 neighborhoods on the Review Committee!
 - Material coming soon!
- **Financial and administration** – NSP managers; suggest Treasurer as well (date TBD)

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NSP Manager:

- It is the eligible Community Councils' responsibility to appoint a volunteer to serve as a liaison between the NSP Director and the Community Council to ensure effective participation in the NSP Program
- Duties of the NSP Manager, but not limited to:
 - Facilitate eligibility and participation
 - Work with CC to plan projects/budgets
 - Submit monthly progress reports
 - Adhere to NSP Guidelines to ensure neighborhood's continued compliance
 - Submit and/or retain all required NSP documentation and financial support materials by stated deadlines

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Checklist for completed Proposal Packet:

Section I: Applicant Information

1. Application Information
2. EEO Statement and Information
3. NSP Vote
4. Persons authorized to handle funds
5. Signed Verification
6. Attachments:
 1. Documentation of NSP Vote
 2. Any updated organization information between July and date of submission

Section II: Proposal Forms

1. Proposed NSP Project Summary Sheet
2. Detailed Project Information—Narrative
3. Detailed Project Budget

Forms:

For budgets, you may use either the Word form, or the Excel spreadsheet. If using the spreadsheet, simply attach to the email with the other forms, you do not need to convert it

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Documentation:

- **All** new proposals will require Meeting Minutes & Sign-In Sheets from the meetings where NSP Proposal was introduced, reviewed and voted on by the Neighborhood—including all residents, regardless of Council membership
- The following documentation should be attached **only if** changed between Jul 31 and the submission due date:
 - **Proof of Active Status** with the Ohio Secretary of State
 - **Certificate of Liability Insurance & D&O** (if not part of IIN's Insurance Aggregation Program)
 - **Community Council Bylaws or Constitution**
 - **Council Profile** (new Board members, change of mailing address, meeting location, or time)

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Proposal Forms Directions:

- Summary List of Proposed Projects: *one line per project*
- Summary Budget:
 - Identify which **Category** the Project is under. Categories can have more than one Project
 - Type in the name of the Project and the budget for that project
 - Fill in the total budget of all projects. This amount **MUST** equal the amount of the Fiscal Year Allocation

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Proposal Forms Directions:

- Detailed Project Description:
 - What we intend to do and why—*purpose*
 - How we intend to do it—*narrative/work plan*
 - How will we measure success—*measurables*
 - Volunteer hours needed
 - Additional Info: is this a part of a bigger project? Show the source of non-NSP funds
- Detailed Project Budget
 - Describe expense
 - Type of expense
 - Project Total is transferred to the Summary Budget

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Amendments:

1. Formal Amendment

- An amendment which substantially alters a contract is a Formal Amendment. Formal Amendments may be submitted when a project arises which was NOT part of the original approved Proposal.
- Formal amendments may not be submitted more than 2x per contract year
- Submission is the same process and forms as the Proposal following the same schedule as Proposal submissions

2. Informal Amendment

- Informal Amendments are project revisions which do not alter the contract. They are used to shift funds from one project to another
- Submit Informal Amendments, using the Informal Amendment Form, in advance to the NSP Director

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Getting your money:

- 2 signatures –day of presentation
- Yes, checks, for now
- Lump sum upfront payment
 - Still have options for reimbursement/voucher system if you really want...
- Triple check your mailing address is correct
- Two options—mail check, or pick it up during allotted dates/times
- Aiming for rapid turn around (within a week of signed contract)

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Reporting:

Interim Report –brief, what we’ve done so far and how much has been spent

Final Report

- Going to be streamlined a bit, and the ‘form’ vs ‘documentation’ vs ‘worksheet’
- You are absolutely required to keep all: forms, documents, worksheets on record with your Council for 5 years. We will create a “Document Retention Policy”
- Don’t be surprised if there are random spot audits from IIN

Yes, you will still have to return any unused funds

- Checking on limit—e.g. Above \$25? (I’m not sure if I can do that yet, but I don’t want a check for \$4.63)

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Unused Funds:

City has agreed to not take back unused funds if used for a grant

("NSP Competitive Grant" "Merit Grants" ?)

- Competitive small grants –maximum \$3500 each (amount and number of grants will depend on math)
 - All unused funds will be combined into one pot
 - Returned funds will go into next years pot
- Quick turnaround time RFP will open in April and close in May. (b/c HAVE to distribute the money before end of FY in June)
- Proposal requirements are still being worked out

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Important Notes:

- All proposals MUST be electronically sent to NSP@investinneighborhoods.com
- [Invest in Neighborhoods](#) website has been updated with the latest information pertaining to the [NSP Guidelines and Proposal Packet](#)
 - Please, refer back to the website for continued updates
- NSP Link: <https://www.investinneighborhoods.org/nsp/>

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Questions?