



SAINT PAUL MINNESOTA

LOCAL Fund: Community Ownership

Fiscal Year 2023

Grant Request for Proposal (RFP)

City of Saint Paul
Office of Financial Empowerment
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Published: 10/3/2023

Revised: 10/18/2023

Part 1: Overview

1.1 General Information

- **Announcement Title:** LOCAL Fund: Community Ownership
- **Program Website:** <https://www.stpaul.gov/departments/financial-empowerment/office-financial-empowerment-request-proposals-0>

Application Deadline: November 3, 2023

All applications must be received no later than 4:30 p.m. Central Time on the deadline. Late applications will not be accepted. It is the applicant's sole responsibility to allow sufficient time to address all potential delays. The City will not be responsible for delays caused by mail, delivery, computer or technology problems.

1.2 Program Description:

The City of Saint Paul is seeking a partnership with a qualified organization to serve as a program administrator for the LOCAL Fund: Community Ownership program (Community Ownership). Community ownership of commercial real estate is one way to live out the ethos of Saint Paul's vision to become the 'cooperative capital of the world.' Research shows that when community members own commercial real estate in their communities, they build community wealth, harness control of assets and neighborhood change, and determine neighborhood amenities that advance the health, safety, and sustainability of their neighborhood.

The aim of the Community Ownership program is to achieve healthy and sustainable neighborhoods through acquisition, demolition, or rehabilitation of vacant properties, an issue exacerbated by the enduring negative economic impacts of the pandemic. The program will target commercial properties on the City's vacant property list located within Qualified Census Tracts (QCTs), which, as of October 2023, included 53 commercial properties.

'Community ownership entities' include but are not limited to: real estate investment cooperatives, commercial tenant cooperatives, community investment trust, commercial community land trusts, and other shared ownership entities defined by the program administrator and approved by the City.

The program administrator selected for the Community Ownership program will:

1. Develop and manage a selection process for community ownership entities who propose projects.

2. Administer pre-development assistance and grants to community ownership entities to acquire, demolish, or rehabilitate vacant commercial properties in qualified census tracts in Saint Paul, and monitor project progress.
3. Provide technical assistance to community ownership entities to meet federal grant requirements and securing vacant commercial property.

The selected community ownership entities will:

1. Propose projects, including identification of eligible vacant property and use of the property to increase the health and safety of the neighborhood, for acquisition, demolition, or rehabilitation.
2. Select and manage contractors for demolition or rehabilitation (when applicable)
3. Secure any financing in addition to the grant received through the LOCAL Fund: Community Ownership program
4. Hold the property in trust for the purpose of increasing the health and safety of the neighborhood (in accordance with § 200.316 Property trust relationship)
5. Not be the selected Program Administrator

This RFP will be used for the City to select the program administrator of the LOCAL Fund: Community Ownership, not the community ownership entities. The program administrator will administer a process to select the community ownership entities and the qualified projects.

The LOCAL Fund: Community Ownership is being supported, in whole or in part, by federal award number SLFRP1612 awarded to City of Saint Paul by the U.S. Department of the Treasury.

1.3 Funding and Project Dates

Funding

Applications for funding will be reviewed and final selection made through a merit-based review process. The award will be distributed to the Program Administrator as a subrecipient agreement, a federal designation recognizing the passthrough of federal funds.

Funding	Estimate
Estimated Total Funds to be Awarded	\$1.25 million
Estimated Number of Awards	1
Estimated Award Ceiling (Maximum)	\$1.25 million
Estimated Award Minimum	\$1.25 million

Match Requirement

A cash match is not required.

Program Dates

Contracts for this project are estimated to start December 1, 2023 and end September 30, 2026. If selected, you may only incur eligible expenditures when the subrecipient agreement is fully executed and the subaward has reached its effective date.

1.4 Questions and Answers

Should applicants have questions about the application process, please contact the Office of Financial Empowerment at ofe@ci.stpaul.mn.us. To ensure the proper and fair evaluation of all applications, answers by City personnel will be limited to the technical information about forms, eligibility requirements, and program and will not include advice on the scope of an individual applicant project or the content of their proposal.

Please note: once an RFP is posted, contacting other City leadership, personnel, or council members outside of this merit-based review process to discuss your application can be grounds for removal of your organization from consideration for funding.

Frequently asked questions will be posted on

<https://www.stpaul.gov/departments/financial-empowerment/office-financial-empowerment-request-proposals-0>.

Part 2: Program Details

2.1 Project Scope

The City of Saint Paul is seeking a partnership with a qualified organization to serve as a program administrator for the LOCAL Fund: Community Ownership Program. Qualified applicants will be organizations with demonstrated experience in real estate rehabilitation and management of development projects and construction contracts, and knowledge of cooperative businesses models. The program administrator will work closely with community owned entities to identify eligible commercial properties and manage rehabilitation needs. Through the Program, community-owned entities will acquire, demolish, and/or rehabilitate properties on the City's vacant property list, increasing the number of usable commercial properties in Qualified Census Tracts, to improve the health and safety of the neighborhood.

Project Goals

The pandemic underscored the importance of safe, affordable housing and healthy neighborhood environments to public health and economic outcomes. High rates of vacant or abandoned properties in disproportionately impacted neighborhoods may exacerbate public health disparities, for example through environmental contaminants that contribute to poor health outcomes or by contributing to higher rates of crime.

As part of a Citywide strategy to build institutional commitment to community wealth building, the City created the Local Fund: Community Ownership Program. The goal of the program is to use the community ownership model as an approach to achieve healthy and sustainable neighborhoods through recovery of vacant and abandoned properties. Locally owned community entities play a strong role in building community wealth. They bring community members and businesses together in the ownership, management, and occupancy of commercial space. They are more likely to hire neighborhood residents and provide important services to the local community. Community investors have an opportunity to gain some equity and potential dividends from local real estate, as well as help implement the vision of the neighborhood they want to see. Locally owned community entities are also more likely to create gathering places where all members of the community feel welcome contributing to the improvement of their neighborhood's health and safety.

Saint Paul neighborhoods, their residents, and small businesses located in Qualified Census Tracts are struggling. The Community Ownership program will target commercial properties in areas disproportionately impacted by the COVID-19 health and economic crisis on the City's vacant property list located within Qualified Census Tracts (QCTs).

Equity Priority

The City aims to ensure equity in subrecipient award selection. Subrecipient Grant programs must identify how the grant serves diverse populations, especially populations experiencing disproportionate inequities and/or disparities. This project addresses equity by providing predevelopment assistance to community-owned entities which improve the economic wellbeing of participants and promote local economic development in targeted areas.

2.2 Eligible Applicant Organizations

The City of Saint Paul is seeking a partnership with a qualified organization to serve as a program administrator for a Community Ownership program. The program administrator must meet the following criteria to be eligible:

- Hold an active business license with the State of Minnesota
- Organization is classified as 501(c)(3) by the Internal Revenue Services and is in good standing.
- Organization has prior experience rehabilitating commercial properties
- Hold a federal Unique Entity Identifier (UEI) with SAM.gov, and have registration in good standing
- Demonstrate ability and experience to manage development projects and construction contractors, per proposal
- Demonstrate ability and experience in working with community ownership entities

2.3 Eligible and Ineligible Expenses

Eligible Expenses

All expenses billed to the grant must be attributable to the project. Allowable costs include:

- Salaries and Fringe: Staff salaries and fringe directly associated with program implementation.
- Travel: Staff mileage for local travel to meetings and educational events
- Equipment: Itemized costs of items over \$5,000 needed by the applicant specifically to administer the rehabilitation program.
- Supplies: Cost of programmatic materials required to administer the rehabilitation program.
- Contractual Services: Expenses of contracted business supporting the rehabilitation program.
- Financial Awards for the purposes of purchasing real property or engaging in real estate development (pre-development assistance, rehabilitation, demolition).
- Any costs associated with the construction of new facilities or structures

- Up to 10% of the program administrator’s grant costs can be applied to administrative or indirect costs.
- Office and space costs directly linked to program personnel or trainings such as employee phones, or office and training space.

Eligible properties include those that are:

- Commercial properties on the City of Saint Paul’s vacant building list, filed under Chapter 43 of City ordinance: [Vacant Buildings Program | Saint Paul Minnesota \(stpaul.gov\)](#); **AND**
- Property located in a Saint Paul Qualified Census Tract: [Qualified Census Tract Table Generator | HUD USER](#)

Ineligible Expenses

- Any use of funds that reduces the availability of housing units
- Expenses that are not directly related to the grant funded project
- Taxes, except sales tax on goods and services
- Purchase of vehicles
- Lobbying
- Any costs for criminal and civil proceedings
- Costs associated with actions to oppose or support City or Housing and Redevelopment Authority of the City of Saint Paul, Minnesota (“HRA”) projects or developments (e.g., issue-focused campaigns or actions)
- Engaging in fundraising activities, either directly or by supporting another individual’s or entity’s fundraising efforts
- Participating in legal action (including appeals) against the City or HRA, whether as a named party in the legal action or to assist or participate in another party’s or parties’ pursuit of legal action against the City or HRA
- Making payments of interest charges, fines, penalties, late fees, damages and other settlements
- Making contributions or donations (e.g., charitable, or political)
- Purchasing food, beverages and entertainment or tips provided in connection with any goods or services
- Purchasing promotional items, including gifts and souvenirs
- Compensating board members for their time or participation
- Paying for undefined line items, such as “miscellaneous” and “special projects” unless prior written approval is obtained by the City’s Grants Management staff
- Staff time associated with ineligible activities is also not eligible for reimbursement

2.4 Eligible Projects and Activities

For commercial properties on the City’s vacant property list located within a Qualified Census Tract, the following types of projects and activities are eligible:

- Rehabilitation, renovation, maintenance, or costs to secure vacant or abandoned properties to reduce their negative impact.
- Costs associated with acquiring and securing legal title of vacant or abandoned properties and other costs to position the property for current or future productive use.
- Removal and remediation of environmental contaminants or hazards from vacant or abandoned properties, when conducted in compliance with applicable environmental laws or regulations.
- Demolition or deconstruction of vacant or abandoned buildings (including residential, commercial, or industrial buildings) paired with greening or other lot improvement as part of a strategy for neighborhood revitalization.
- Greening or cleanup of vacant lots, as well as other efforts to make vacant lots safer for the surrounding community.
- Conversion of vacant or abandoned properties to affordable housing.
- Inspection fees and other administrative costs incurred to ensure compliance with applicable environmental laws and regulations for demolition, greening, or other remediation activities.
- Pre-development assistance.

Eligible Projects and Activities

The project will acquire, demolish, and/or rehabilitate vacant buildings with the goal to increase the number of usable commercial properties, and to improve the health and safety of the neighborhood. The Program Administrator will manage the program and provide technical assistance and guidance to program participants in identifying eligible vacant buildings in Qualified Census Tracts. The Program Administrator will, in partnership with the City of Saint Paul, implement a program that targets community ownership entities. 'Community ownership entities' include but are not limited to: real estate investment cooperatives, commercial tenant cooperatives, community investment trust, commercial community land trusts, and other shared ownership entities defined by the program administrator and approved by the City. The Program Administrator will also develop a process and criteria to select community ownership entities to participate in the program. The Program Administrator will provide the following assistance to program participants. If the grant funds are used to demolish a building, the community owned entity must have plans to put something in its place.

1. Pre-development Assistance – *up to \$50,000*: A commercial real estate project involves many steps before it is ready to successfully qualify for financing and proceed to closing. These steps can include, but are not limited to, architectural drawings, surveys, engineering studies, legal fees, environmental testing, etc., all of which cost money. The program administrator will make grants of up to \$50,000 to qualified community-ownership entities to cover necessary predevelopment costs.

2. Real estate awards – *up to \$500,000*: The program administrator will make grants of up to \$500,000 to qualified community-owned entities to help with acquisition, demolition, and/or renovation of a vacant or abandoned building.

3. Technical assistance – The program administrator will provide technical assistance to community ownership entities to meet federal grant requirements and secure vacant commercial property.

4. Project Coordination - Applicant organizations can request staffing to address the coordination of the program’s management requirements. Staffing costs can be requested for the following project coordination activities:

- Develop and manage a selection process for community ownership entities who propose projects.
 - Development of applicant screening policies
 - Conducting and maintaining records of eligibility documentation for program participants
- Administer pre-development assistance and grants to acquire, demolish, and/or rehabilitate vacant commercial properties in qualified census tracts in Saint Paul, and monitor project progress.
- Implement required outcome tracking, project reporting, and federal monitoring and compliance.

The selected community ownership entities will:

6. Propose projects, including identification of eligible vacant property and use of the property to increase the health and safety of the neighborhood, for acquisition, demolition, or rehabilitation.
7. Select and manage contractors for demolition or rehabilitation (when applicable).
8. Secure any financing in addition to the grant received through the LOCAL Fund: Community Ownership program.
9. Hold the property in trust for the purpose of increasing the health and safety of the neighborhood (in accordance with § 200.316 Property trust relationship).
10. Not be the selected Program Administrator.

This RFP will be used for the City to select the program administrator of the LOCAL Fund: Community Ownership, not the community ownership entities. The program administrator will administer a process to select the community ownership entities and the qualified projects.

Additional details on eligible costs are provided in Section 2.3 and 5.2. Applicants will be required to outline a general description of their proposed project in the application narrative.

2.5 Subrecipient Grant Management Responsibilities

Awards will be distributed to the selected program administrator as a subrecipient agreement, a federal designation recognizing the award is being made through the passthrough of federal funds. Should an applicant receive an award, a subrecipient agreement will be issued for signature by the applicant's Authorized Organization Representative. All applicants are expected to understand the terms and conditions for accepting a subaward with the City of Saint Paul.

No work on subrecipient grant activities can begin until a fully executed subrecipient agreement is in place between the City and the subrecipient applicant that has been selected. Once the subrecipient agreement is signed, the subrecipient is expected to comply with all conditions of the subrecipient grant agreement.

Program Administrator (Subrecipient) Payments

The Program Administrator will submit quarterly invoices and be paid via cost-based reimbursement. The selected Program Administrator may negotiate payment advances.

Program Administrator (Subrecipient) Monitoring

It is the policy of the City of Saint Paul to monitor progress on all subawards by requiring subrecipients to submit quarterly progress reports until all subaward funds are expended and all the terms in the subrecipient agreement are met.

Payments to subrecipients for costs incurred will not be made until verification of timely and accurate progress reports are submitted and approved.

Subrecipients will be required to submit a program report that will include at minimum:

- Number of vacant properties that have been acquired, demolished, or rehabilitated
- Progress on performance targets for activities defined in the work plan
- Outcome/impact of work, as defined in the work plan

Before the Program Administrator makes a grant to a community-owned entity, all capital expenditures will meet the American Rescue Plan Act State and Local Fiscal Recovery Fund Final Rule requirements for “Designating a Negative Economic Impact”, including a written justification that outlines the following: (Final Rule)¹

- Describe the harm or need to be addressed;
- Explain why a capital expenditure is appropriate to address the harm or need; and
- Compare the proposed capital expenditure against alternative capital expenditures that could be made.

Audit Requirements

All organizations expending more than \$750,000 in federal funds must also comply with the Single Audit Requirements defined in Uniform Guidance as required by subpart F. All subaward recipients that meet this threshold will be required to submit to the City for review a copy of their audit each year of the contract performance period (not due at proposal submission).

- **Construction Assurances:** The program administrator must submit to the City a monitoring plan to ensure the federal regulations are being met during the pre-construction development and management of construction related activities paid with ARPA Funds. The monitoring plan must include oversight of all requirements listed below. This monitoring plan will be submitted around contract execution between the City and subrecipient (not during this proposal process).

Construction Assurances List

Requirement	Indicator	Program Administrator Action
Relocation Assistance: Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.	Any project that includes displacement of a tenant <i>during rehabilitation of the property</i>	Program administrator will need to ensure the costs of relocation are part of project budget (even if not paid with federal funds) and payments are made to tenants (commercial or residential property).

¹ See: <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>, pgs. 23-27, and 190-207.

Bonding: CFR § 200.326	Project budget that exceeds \$175,000 for Property/facility under construction or improvement	For construction or facility improvement contracts, program administrator must ensure the beneficiary has bonding in place that protects the interest of at least the federal share of costs.
Insurance: §200.447 § 200.310 Insurance coverage	Projects that acquire equipment or improve property	The program administrator must confirm the beneficiary holds insurance coverage which at a minimum, provides the equivalent insurance coverage for real property and equipment acquired or improved with Federal funds.
Trust: § 200.316 Property trust relationship	All property improved by federal funds must be held (owned) in trust	The legal ownership structure of the property must be confirmed.
Federal Davis Bacon	All construction projects	Program administrator must enroll beneficiary in the City program.
Labor Relations Act (29 U.S.C. 158 (f))	All projects using construction labor	Program administrator must confirm labor agreement is in place or the beneficiary must provide a workforce continuity plan.
Vendor Outreach	Construction and non-construction	Program administrator must enroll beneficiary in the City program.
Affirmative Action	\$50,000 or above (construction and non-construction)	Program administrator must enroll beneficiary in the City program.
Contract Work and Safety Hours 40 U.S.C. 3701-3708)	Contract over \$100,000	Program administrator must confirm that the beneficiary entering contracts for over \$100,000 that involve employment of mechanics or meet required labor standards.
Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387)	Contract over \$150,000	Program administrator must confirm that the beneficiary entering contracts for over \$150,000 adhere to all applicable environmental standards.

Part 3. Review and Selection Process

3.1 Review & Decision Process

Funding will be allocated through a merit-based review process and include a review by a committee. The committee will be comprised of City personnel and/or community stakeholders with knowledge of the field. The committee will evaluate eligible and complete applications received by the deadline. Award recommendations will guide decision-making. However, City personnel will be responsible for final award decisions.

The City reserves the right to request additional information from applicants being evaluated to help clarify or validate information submitted in an application.

3.2 Financial and Management Review

It is the City's policy that the subaward review process include an evaluation of the financial and business management of the subrecipient applicant organization. This includes a review of financial audits, if applicable, and the organization's prior history of management on contracts with the City. This review will determine a risk assessment decision that will be used to guide monitoring and reporting requirements on a subrecipient agreement. A high-risk rating will not necessarily result in the declining of a subaward. However, the City reserves the right to decline awarding funds to organizations who:

- Have not maintained filings and licensing required to comply with local, state, and national business laws, ordinances, and regulations
- Who are on the federal or state list of suspended/disbarred vendors
- Have significant financial management concerns or lack of internal controls
- Have a prior history of non-performance on other contracts held with the City

3.3 Selection Criteria

The review committee will use a standardized scoring system on a 100-point scale to determine whether the applicant meets the selection criteria. Applications will be judged on the following scoring factors and weights:

Organizational capacity: 15 points

The organization's experience, administrative expertise, and leadership will be assessed for capacity to perform.

Experience rehabilitating commercial properties: 20 points

Organizational experience managing rehabilitation of commercial properties, supporting other organizations in rehabilitation projects of commercial properties, and approach to equitable development.

Experience with community wealth building: 20 points

The applicants will be assessed for demonstrated commitment to advancing values and practice of community wealth building.

Project design: 20 points

Applicants' proposed program model will be assessed for likelihood of success, including well defined goals and activities, understanding of the community need, program structures, and ability to successfully execute the project.

Workplan: 15 points

Applications are assessed for the quality of stated goals, performance measures, and activities. This work plan must address the required program elements defined in section 2.4 Eligible Projects and Activities and should align to the narrative description of the project design.

Budget: 10 points

Budgets are assessed for accuracy, relationship to the workplan, and cost reasonableness. The most competitive applications will allocate the vast majority of their budget to Financial Awards for Acquisition, Rehabilitation, and Demolition of vacant property.

Part 4: Application Instructions

4.1 Submission Instructions

Application must be submitted through e-mail at ofe@ci.stpaul.mn.us by November 3, 2023, by 4:30 pm Central Time. Please include all files as an attachment in a single e-mail. PDFs are preferred. Please include the name of your organization in each file (for example: City of Saint Paul_Budget.pdf).

The application has multiple sections and forms. Each section and form must be fully addressed and submitted for the application to be considered complete. An Applicant Checklist has been provided as supplemental materials to help applicants ensure all materials are included in their submission.

Incomplete applications may be rejected and not evaluated. Applications should include all required application materials, including required attachments. The City reserves the right to reject any application that does not meet these requirements.

The submission of false, inaccurate or misleading information may be grounds for disqualification from an award, as well as subject the applicant to further legal action if deemed necessary.

All costs incurred in responding to this RFP will be borne by the applicant.

Prior to the City entering into an agreement resulting from this solicitation with a selected applicant, the City reserves the right to cancel the Request for Proposals. The City is not obligated to enter into an agreement pursuant to this Request for Proposals.

4.2 Application Public Information

All applications materials submitted in response to this RFP are private or nonpublic until the applications are opened. Once the applications are opened, the name and address of

each applicant and the amount of funding requested is public. All other data in an application is private or nonpublic data until completion of the evaluation process, which is when the City has completed negotiating the subrecipient agreement with the selected applicant(s).

After the City has completed the evaluation process, all remaining data in the applications is public with the exception of trade secret data. If an applicant submits any information in an application that it believes to be trade secret information, the applicant must clearly mark all trade secret materials in its application at the time it is submitted and include legal proof of the trade secret designation for each item. The City will not consider the budgets that applicants submit to be proprietary or trade secret materials.

Part 5. Required Application Materials

5.1 Narrative

Applicants should provide written responses to each of the required questions. The answers should be brief, and the total narrative should be no longer than 10 pages. Applicants should use single space, Times New Roman, 11-point font, except for images, tables and chart. Page margins should be set at 1-inch, top bottom and sides.

General organizational capacity (1 page)

Explain your organization's experience and leadership expertise that demonstrate the capacity to execute the program. Briefly address the following:

- Describe your overall experience and administrative ability to deliver on the goals and activities outlined in this RFP, including the program team and their qualifications.
- Describe your organization and program team's experience with administering federal awards. Of these awards, please provide examples of federal grants specific to community real estate cooperative development.

Experience managing commercial rehabilitation projects (1 – 2 pages)

- Describe your organization's and program team's experience with managing the acquisition, rehabilitation, or demolition of commercial property.
- Describe your organization's and program team's experience supporting other organizations in acquisition, rehabilitation, or demolition projects of commercial properties.
- Describe your organization's current relationships with community-owned entities who may be interested in acquisition, rehabilitation, or demolition of a vacant property in a qualified census tract in Saint Paul. Your response will not obligate

your organization to commit to any particular project. The intent of this question is to understand the pipeline of potential projects and needed outreach efforts.

Community wealth building competency and experience (1- 2 pages)

The Office of Financial Empowerment is committed to community wealth building, which includes broad, shared community ownership of assets rooted in the values of equity, justice, and collective economics.

- Please share your organization’s definition of community wealth building.
- Describe programs or initiatives led by your organization to advance community wealth-building, including program initiatives that prioritize community wealth development; local investment and ownership opportunities to prevent unwanted displacement of community residents and small businesses; or building stronger local and neighborhood economies.

Program Design (3 - 5 pages)

- Include a description of well-defined project goals.
- Define the initial intake and screening process that will be followed to ensure projects meet federally defined eligibility criteria (See Section 2.5: Program Administrator (Subrecipient) Management Responsibilities for more information).
- Describe the program’s proposed activities. This description should include specific steps for each of the required program elements (see Section 2.4: Eligible Projects and Activities for more information):
 - Equitable outreach to potential community-ownership entities
 - Distributing financial awards to recipients, including:
 - Describe the committee review and approval process to make financial awards.
 - Scope of pre-development assistance and financial awards for acquisition, demolition, and rehabilitation of vacant commercial property.
 - Define how the program administrator will monitor financial award payments to ensure compliance.
 - Providing technical assistance to community-ownership entities on the federal grant requirements and the City’s vacant property process.
- Describe the approach that will be taken to ensure that this program builds community wealth equitably and inclusively.

5.2 Forms

Application Cover Sheet

This Application Cover Sheet is provided as supplemental materials and must be completed by all applicants. The information requested from applicants is needed to validate

eligibility. Accuracy is critical as the information in this form will be used for contracting with the City should your application be selected for funding.

- **Legal Name of the Organization:** This field is required and must match the name on file with the IRS, generally found on the 501(c)(3) letter. This same name will later be used to set up a profile in the City's vendor system if your organization does not already have one.
- **Doing Business As (DBA):** This field is optional and can be used if the name commonly used in the community to reference your organization is different than the legal name of your entity. In order to use this name, the organization must have completed the required publication process for an assumed name and filed the necessary paperwork with the Minnesota Secretary of State's Office so that the organization's assumed name shows up as active for the organization in an online search of the Business Filings for the Minnesota Secretary of State's Office.
- **Federal Tax Identification Number:** Insert your organization's federal tax identification number found on your Employee ID Number (EIN) letter. For non-profit entities, this is generally called the 501(c)(3) Letter. For organizations without legal tax identification number, insert the tax identification number of your fiscal agent, and include a letter of commitment to provide sponsorship from the fiscal agent in the attachments for your proposal.
- **Authorized Organization Representative (AOR):** This should be a person that has the legal authority to enter contracts on behalf of the organization, often the Executive Director or Chief Executive Officer. If an organization's organizational documents require that more than one person sign a contract on behalf of the organization, all of the required names and titles should be included.
- **Primary Point of Contact:** This should be the person you wish to receive communication about the applicable subaward related to this RFP. Generally, this is the grant writer or project manager for your organization.
- **Organization Primary Address:** This address must match the W-9 provided as an attachment to this application.
- **Remit Address:** This field is optional and can be used to provide an address if the location to send payment for services is different than the organization's primary address. This remit address must also be on file in the City's vendor system.
- **City Supplier #:** All applicants must be registered with the City as a supplier before receiving a subaward of the City's grant funds. You can apply through the **supplier portal upon receipt of an award**. Please contact the **Procurement office** for questions regarding the supplier portal. This can take time, and vendors are advised to start this process right away.

- **Federal Unique Entity Identifier (UEI):** The City is not permitted to contract with any subrecipient through this program that does not hold an active UEI or has been debarred from working with the federal government. The process is managed by the federal government. If applicants do not know, or have not yet secured a UEI, you must visit the federal site and follow instructions provided here: <https://sam.gov/content/home>

Work Plan

Applicants must provide a workplan within the form provided. Please use the Application Workplan Template provided as supplemental materials to propose the top activities your organization commits to perform. If the application is selected for funding, this work plan will later be used to define a mutually agreed upon contract. These proposed activities may also be used to track and monitor performance on any subaward a subrecipient receives from the City.

To ensure the ability to monitor progress on grants, all applicants must propose at least one measurable outcome, and at least one corresponding activity to be considered for funding.

For the purposes of workplan years, the following timeframes will be used:

- Year 1: December 2023 (or contract execution)-December 2024
- Year 2: January-December 2025
- Year 3: January-September 30, 2026

Budget Form

Applicants must provide a grant budget within the form provided. Please use the Applicant Budget Template provided in the supplemental materials. The form requires the applicant to break out costs by unit cost detail and by budget category budget details. Applicants must also provide a brief narrative for each subsection of the budget. Space is provided within the form. Each category within the form is defined below.

- *Salaries:* The costs of salaries for employees working directly on the project as program coordinators, technical assistance providers or other program staff. The salaries and wages of employees must be based on records that accurately reflect the work performed (2 CFR 200.430 (i)(1)). Please note, consultants and contractual services for individuals contributing to the project activities should not be placed under salaries and should be listed under consultant.
- *Fringe:* Benefits are permitted to be billed to the grant. Fringe benefits include, but are not limited to, the costs of leave (vacation, family-related, sick, or military),

employee insurance, pensions, and unemployment benefit plans. Vacation and sick leave can be billed if the costs are reasonable and equitably allocated across federal and non-federal sources. (2 CFR 200.431 (b)). Employees on military redeployment, short- or long-term disability would no longer be considered performing on the grant program and therefore should not be billed to the grant. Please note, if salaries are billed to grants, the grantees must be able to maintain documentation that all required federal and state payroll taxes are paid.

- *Travel:* Grantees can bill for the costs of mileage employees incur for the costs of operating their own automobile for business related travel associated with the grant funded project. This expense must be billed to the grant at the standard mileage rate for their organization defined policy or at the IRS defined rate, whichever is least. As a local focused program, out of town travel and lodging is not permitted.
- *Equipment:* Equipment is a defined tangible item (including information technology) with a current per unit fair market value of \$5,000 and which has a shelf life of more than 1 year (2 CFR 200.1). The purchase of equipment with federal funds requires prior budget approval, and the equipment intended to be purchased must be outlined in the budget. If equipment will be purchased, the award recipient must maintain an equipment log based on federal agency guidelines (2 CFR 200.313 (e)(1)).
- *Supplies:* Supplies include tangible items with a per unit cost of less than \$5,000, regardless of the length of its useful life (if item single unit cost is above \$5,000, see equipment) (2 CFR 200.314). This includes computers and software. Common items that fall within supplies is office supplies, course materials and books if purchased at the classroom level (i.e., not issued as a stipend to a student), materials needed to operate the program (example, portable presentation table for community events that costs less than \$5,000).
- *Contractual Services/Consultant:* Contractual services may include the cost of all external contracts related to grant activities except those that should be placed under other categories of equipment, supplies, or construction. Include third-party evaluation contracts, procurement contracts, and subawards. If applicable and charged as a direct cost, include third-party leasing agreements for equipment or space used specifically for the program. Do not include real property owned by the recipient.
- *Outreach and educational materials:* Please note, general costs of marketing, advertising and public relations materials for the organization is not permitted, therefore outreach and all costs must be able to be identified as project specific. The cost for developing and printing educational and outreach materials must be specific to the program. These costs can include advertising fees within media (print,

radio, or social media space) and associated costs for print and purchase of educational and outreach materials as long as these costs directly relate to recruitment and the key messaging defined for the program. The costs of individual materials must be modest and cannot exceed a value of \$10 per item.

- *Awards: Pre-development assistance.* These are awards to community-owned entities for pre-development assistance on real estate projects qualified under this RFP.
- *Awards: Real Estate Grants for Acquisition, Demolition, Rehabilitation.* These are grant awards to community-owned entities to be used on the acquisition, demolition, or rehabilitation of vacant or abandoned properties in qualified census tracts located in Saint Paul. Competitive applications will allocate the vast majority of their budget to this line item.
- *Other:* This category includes expenses necessary to perform the work, but that do not fall into other costs categories. Examples of costs that are allowable under other category include individual printing and publications, and office expenditures such as phone (when treated as a direct cost).
- *Indirect:* Indirect costs are costs for activities, goods or services that benefit more than one project and cannot be traced to a specific program. Examples include audits, executive staff, IT systems that are agency wide, accounting staff, grant managers, building maintenance, human resources staff, etc. These costs are often shared and allocated across an entire agency, with multiple departments and programs paying a portion of these costs through a systemized approach called an allocation schedule. Indirect costs are allowed if subrecipients can document an accounting system that utilizes an allocation schedule for these costs. (2 CFR 200.414(f)). Program administrators can bill up to 10% of grants expenses to indirect costs. Applicants with a federally approved indirect rate can request above 10% but must submit proof of current federal approval of this rate with the application.

For the purposes of budget years, the following timeframes will be used:

- Year 1: December 2023 (or contract execution)-December 2024
- Year 2: January-December 2025
- Year 3: January-September 30, 2026

Financial Questionnaire

Every applicant must complete a financial questionnaire, using the form provided in the supplemental materials. This form will help the City to complete a management and financial risk assessment for an applicant. Please note, a high-risk rating will not necessarily result in the declining of a subaward, and instead will inform monitoring activities within a

subsequent subrecipient agreement if your organization's application is approved for subaward.

Conflict of Interest Form (CIF)

All applicants must submit a copy of a signed Conflict of Interest Form at the time of application. The form is provided in the supplemental materials. This form must be signed by the highest-ranking officer in the organization, generally the Chief Executive Officer or the Executive Director.

5.3 Attachments

All subrecipients are required to submit the following attachments with their proposals:

- **Financial Statements:** Provide a copy of audited financial from the most recently completed fiscal year. If your organization does not have audited financials, provide a copy of the most recently submitted Form 990 tax form.
- **Tax Identification Letter:** Provide proof of your organization's federal tax status by providing a copy of your Employee ID Number (EIN) letter. For non-profit entities this is generally called the 501(c)(3) Letter. For organizations without a tax identification number, provide a copy of your fiscal agent's letter of commitment to serve as a fiscal sponsor for this application.
- **Federally Negotiated Indirect Rate:** Applicants requesting grant funds for indirect rate that exceeds 10% must provide a copy of current letter or cover sheet documenting federal approval of the indirect rate, with the approved rate listed.

5.4 Post Award Application Materials

If the application is selected for an award, additional information will be requested. For reference, the information that will be required is being provided. However, this information will not be collected unless the organization is selected for funding. Please be aware that should your organization be selected for an award the following documents must be collected before the City can enter into a grant agreement with the recipient organization and make payments:

- **City Vendor ID:** All applicants must be registered with the City as a vendor before receiving a subaward of the City's grant funds. Organizations can apply through the **vendor portal** upon receipt of an award. Please contact the **Procurement office** for questions regarding the vendor portal. This can take time, and vendors are advised to start this process right away.
- **Liability Insurance Policy:** The applicant organization must attach a current certificate of insurance (COI) signed by the applicant's agent, and worker's

compensation insurance (or an exemption form). **COI's will not be accepted without the following language in the Description of Operations box:**

The City of Saint Paul, its officials, agents, representatives, and employees are Additional Insureds.

The City of St. Paul will consider specific requested exemptions from these requirements, including but not limited to exemption from workers compensation coverage with the inclusion of the attestation.

- **W-9:** This form is used to provide correct Taxpayer Identification Number. Applicants are advised to have the person responsible for filing taxes for your organization to fill this form in, as the information will need to match the organization's legal name and address on file exactly.
- **A current Affirmative Action Plan on file with the City of Saint Paul.** (Only applicable for contracts \$50,000 or more, or total aggregate contracts with the City over 12-month period at \$50,000 or more). If the applicant is unsure, or does not have a current Affirmative Action Plan, please contact Yia Thao at Yia.Thao@ci.stpaul.mn.us. (A contract will not be signed until a current plan is on file with the City).