### Applicant Checklist

This checklist serves as a guide for preparing grant application materials for submission to the City of Saint Paul. All required documents must be submitted by the deadline for your application to be considered complete. Further details are provided in the proposal guidance.

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| **Application Materials** |
|  | **Narrative:** Prepare a proposal narrative providing written responses to all questions listed in the Proposal Guidance.  |  |
|  | **Cover Sheet:** Complete in full and with accuracy as information will be used to establish contracts and payments if awarded. The Authorized Organization Representative (AOR) is generally the Executive Director/CEO. |  |
|  | **Work Plan:** Applicants must submit a work plan using the required form. At least one activity and one outcome must be listed to be considered complete.  |  |
|  | **Budget Form:** Applicants must submit budgets in required form. There are formulas built into the form. Enter unit details, and sub-budget categories will tally and calculate a total request amount.  |  |
|  | **Financial Questionnaire**: Information about the organization’s financial and management structures will be used to define a monitoring plan if awarded.  |  |
|  | **Conflict of Interest Form:** Must be signed by theorganization’s top executive, generally the Executive Director/CEO |  |
| **Required Attachments** |
|  | **Financial Statements:** Provide a copy of audited financials 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.  |  |
|  |  *The following documents are not required as part of the RFP. The selected applicant organization will be required to submit the following documents* ***before*** *contracting.*  |  |
| 10. | **Liability and Workers’ Compensation Insurance Certificates**: The applicant must provide a current certificate of Liability insurance (COI) signed by the applicant’s agent, and workers’ compensation insurance certificate. |  |
| 11. | **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 fill this form in, as the information will need to match the organization’s legal name and address on file exactly.  |  |
| 12. | **A current Affirmative Action Plan on file with the City:** (Only applicable for contracts $50,000 or more or aggregate contracts over 12-month period at $50,000 or more.) If the applicant is unsure or does not have a current plan, Please contact Yia Thao at Yia.Thao@ci.stpaul.mn.us.  |  |
| **Precontract** |
| **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](https://stpaul-lm01.cloud.infor.com/lmcsf/SupplyManagementSupplier/land/99-2?csk.SupplierGroup=COSP) *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 a UEI. The federal government manages this process. If applicants do not know, or have not yet secured a UEI, you must visit the federal site and follow the instructions provided here: <https://sam.gov/content/home> |  |