



SAINT PAUL MINNESOTA

Healthy Homes Saint Paul Pre-Weatherization Program

Fiscal Year 2024

Grant Request for Proposal (RFP)

City of Saint Paul
Planning & Economic Development
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Part 1: Overview

1.1 General Information

- **Announcement Title:** Healthy Homes Saint Paul Pre-Weatherization
- **Program Website:** stpaul.gov/healthyhomes

Application Deadline: February 16, 2024

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

1.2 Program Description:

The City of Saint Paul is seeking a partnership with qualified nonprofit community-based organizations to administer the Healthy Homes Saint Paul Pre-Weatherization program by identifying eligible households and making pre-weatherization repairs.

Please note, the project through this Request for Proposal (RFP) 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(s) will be distributed to the selected program administrator(s) as subrecipient agreement(s), a federal designation recognizing the passthrough of federal funds. Throughout this RFP, the selected awardee may be referred to as a program administrator or subrecipient.

Funding	Estimate
Estimated Total Funds to be Awarded	\$984,633
Estimated Number of Awards	1-2
Estimated Award Ceiling (Maximum)	\$984,633
Estimated Award Minimum	\$450,000

Program Dates

Contracts for this project are estimated to start July 1, 2024, and end September 30, 2026. If selected, you may only incur eligible expenditures after 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 Kurt Schultz at healthyhomes@ci.stpaul.mn.us or 651-266-6590. To ensure the proper and fair evaluation of all applications, answers by City personnel will be limited to the technical information about forms and eligibility requirements 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 stpaul.gov/healthyhomes

Part 2: Program Details

2.1 Project Scope

The City of Saint Paul is seeking a partnership with one or more qualified nonprofit organization(s) to serve as a program administrator(s) for the Healthy Homes Saint Paul Pre-weatherization Program. Qualified applicants will be organizations with demonstrated experience and knowledge of pre-weatherization home repairs.

The selected program administrator(s) will provide eligible homeowners and property owners with allowable pre-weatherization repairs that position the homes to be eligible for future weatherization improvements.

Project Goals

The goals of the Healthy Homes Saint Paul Pre-weatherization program are to repair homes of low- and moderate-income households that need basic life and safety improvements.¹ These types of repairs enhance comfort, wellbeing, and safety, while also reducing energy bills. Low- and moderate-income households in Saint Paul were disproportionately impacted by COVID through higher infection and death rates, and economically via impacts on low-wage jobs, and these families will be the focus of the Healthy Homes Saint Paul Program. Living in a home that needs basic repairs and uses excess energy is a source of added stress and financial strain and can put families at greater health and safety risks.

¹ **Low income households:** (i) income at or below 185 percent of the Federal Poverty Guidelines (FPG) for the size of its household based on the most recently published poverty guidelines by the Department of Health and Human Services (HHS) or (ii) income at or below 40 percent of the Area Median Income (AMI) for its county and size of household based on the most recently published data by the Department of Housing and Urban Development (HUD).

Moderate income households: (i) income at or below 300 percent of the FPG for the size of its household based on the most recently published poverty guidelines by HHS or (ii) income at or below 65 percent of the AMI for its county and size of household based on the most recently published data by HUD.

The program will:

- Remove barriers to weatherization by providing pre-weatherization services to one- to four-unit residential properties in Saint Paul.
- Provide pre-weatherization services to owner-occupied and rental properties.
- Provide pre-weatherization services exclusively to residences occupied by low- to moderate-income individuals, a group that COVID has disproportionately impacted.
- Improve Saint Paul's housing stock by mitigating health and safety risks.
- Ensure that weatherization services follow pre-weatherization services.

Equity Priority

This program addresses equity by providing needed home repairs to lower-income households in Saint Paul that do not have the resources to make necessary home repairs and improvements, resulting in unsafe and unhealthy living environments.

2.2 Eligible Applicant Organizations

The City of Saint Paul is seeking a partnership with qualified nonprofit corporations to serve as program administrators for the Healthy Homes Saint Paul Pre-weatherization program. The program administrator must meet the following criteria to be eligible:

- Hold an active business license with the State of Minnesota
- Business is classified as 501(c)(3) by the Internal Revenue Services
- Hold a federal Unique Entity Identifier (UEI) with SAM.gov, and have registration in good standing
- Have experience weatherizing and pre-weatherizing one-to-four-unit owner-occupied and rental properties
- Have adequate resources and capacity to weatherize each property that receives pre-weatherization services through the program

2.3 Eligible and Ineligible Expenses

Eligible Expenses

All expenses billed to the grant must be attributed 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.
- Supplies: Cost of programmatic materials required to implement the program.
- Contractual Services: Expenses of contracted business to implement the program.
- Office and space costs directly linked to program personnel or trainings such as employee phones, or office and training space used specifically for the program.

Ineligible Expenses

- Expenses that are not directly related to the grant funded project
- Taxes, except sales tax on goods and services

- Purchase of vehicles
- Any costs associated with the construction of new facilities or structures
- Lobbying
- Any costs for criminal and civil proceedings or legal counsel associated with preparing financing
- 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

2.4 Eligible Projects and Activities

The program administrator(s) will be responsible for implementing a program model designed to pre-weatherize single-unit residential and multi-unit (i.e., 2-4 unit) residential properties. This is the remediation of health and safety issues that would prevent weatherization, and includes the following allowable pre-weatherization project activities:²

- Ventilation repairs or replacement
- Remediation of vermiculite and presumed asbestos containing materials related to the energy efficiency upgrade
- Mold and moisture related mitigation:
 - Grading/landscaping for seepage control
 - Gutters/downspouts repair, replacement, or addition
 - Sump pumps – repair, replacement, or addition
 - Black mold removal
- Radon mitigation
- Structural repair or replacement (non-moisture related)
 - Foundation repairs
 - Roofing repairs

² Minnesota Weatherization Assistance Program PY22 Policy Manual Addendum, page 1-2

- Roof replacement, including replacing decking material and roof, and/or changing roof material (e.g., shingles to metal)
- Window/door repair or replacement
- Plumbing leaks/sewer problems, including red-tagged plumbing
- Major and minor electrical repair and upgrading
 - Replace knob and tube wiring
 - Upgrading electrical panel, outlets, junction boxes
 - Repairing loose and damaged wiring
- Inaccessible crawl spaces
- Addressing improper or ineffective HVAC venting (e.g., chimney liners)
- Integrated pest management (bugs and vermin remediation and blocking)
- Repairing or replacing unsafe dryer venting
- Flue repair
- Gas valve repair
- Sensor repairs
- Mobile home skirting
- Interior and exterior wall repairs
- Ceiling and floor repairs

To be eligible for the program, a home's pre-weatherization repairs must result in the home being ready for weatherization investment programs.

The average cost per unit (ACPU) is \$5,000.³ For program administrators, the ACPU or unit average serves as both a planning and an accountability tool. In planning budgets at the outset of the program year, the unit average determines the number of units that can be pre-weatherized when compared to allocation amounts. During production, the unit average is a benchmark to determine the "reasonableness" of pre-weatherization investments. Program administrators are responsible for managing costs to stay within the average cost per unit over a program year.

Beneficiary Eligibility Requirements

The program administrator(s) will identify homes for participation in the program. The eligibility criteria for home participation must align with ARPA and City guidance, including the following minimum requirements:

1. Properties must be one-, two-, three-, or four-unit residential buildings.
2. Program administrator(s) must obtain and maintain evidence that the household income of an owner-occupied home is at or below 300 percent of the federal poverty guidelines.
3. Program administrator(s) must obtain and maintain evidence that the household income of renters is at or below 300 percent of the federal poverty guidelines.
4. Rental building owners must commit to ensuring that tenants in the units receiving pre-weatherization work (including households paying for their energy through their

³ Minnesota Weatherization Assistance Program Policy Manual July 2023 page 51

rent) will not be subjected to rent increases for a minimum of 2 years unless those increases are demonstrably related to matters other than the pre-weatherization work performed.

5. Rental building owners must commit to maintaining affordable rent for the unit/home for a minimum of 2 years after the pre-weatherization work has been completed.
6. Rental building owners must agree to the stipulation that evictions from a unit/home receiving pre-weatherization work can only be for just cause.
7. Program administrator(s) must obtain proof of ownership (e.g., property tax statements, mortgage statements, quit claim deeds recorded with the county, etc.) and proof of identification, including obtaining a picture identification confirming identity.
8. Location of the property (address) must be within the city of Saint Paul limits.

It should be noted that while moderate-income households are eligible, the subrecipient must prioritize projects that serve low-income households.

2.5 Subrecipient Grant Management Responsibilities

Awards will be distributed to the selected program administrator(s) 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 contract will be issued for signature by the applicant's authorized organization representative. All subrecipient 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. The subrecipient is expected to comply with all conditions of the subrecipient grant agreement.

Program Administrator (Subrecipient) Payments

The program administrator(s) will submit invoices no more than once a month and be paid via cost-based reimbursement.

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 funds of the subaward have been expended and all of the terms in the subrecipient agreement have been met.

Prior to making payments to subrecipients for costs incurred, the City will verify timely and accurate progress reports are submitted and approved.

The quarterly progress report requirements will be detailed at the time of the award, and will include at a minimum:

- The number of pre-weatherization units that received pre-weatherization services (and associated costs)

- Aggregate data on income of households served
- Progress on performance targets for the activities defined in the work plan
- Outcome/Impact of the work, as defined in the work plan

Audit Requirements

All organizations expending more than \$750,000 in federal funds must also comply with the Single Audit Requirements defined in 2 CFR Part 200, Subpart F the “Uniform Guidance”. 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.

Construction and Compliance (Pre-weatherization Repairs)

Construction Assurances (if applicable): If the grant contract is being provided for construction related costs, the project administrator must submit to the City of Saint Paul a monitoring plan to ensure the City and federal regulations are being met by the recipient of ARPA funds 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.

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, including temporary displacement, of a tenant during rehabilitation of the property (commercial or residential property)	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.
Bonding: CFR § 200.326	Project budget that exceeds \$175,000 for Property/facility under construction or improvement	For each contract issued by the program administrator which involves construction or facility improvement in excess of \$175,000 the program administrator must ensure that the grant recipient complies with the bonding requirements in 200.326.
Insurance: §200.447	Projects that acquire equipment or improve property	The project administrator must confirm all recipients of APRA funds hold insurance coverage which at a minimum, meets 200.447 and the City’s minimum standards

Vendor Outreach Program	\$50,000 or above (construction and non-construction)	Program administrator must maintain project lists and collect an identification of contractors' sheet for each funded project.
Affirmative Action	\$50,000 or above (construction and non-construction)	Program administrator must submit AAP and \$75 AAP registration fee to HREEO.
Clean Air Act and the Federal Water Pollution Control Act: Appendix II to Part 200 (G)	Contract over \$150,000	Program administrator must ensure adherence with all applicable environmental standards.
Debarment and Suspension: Appendix II to Part 200 (H)	All contracts	Program administrator must ensure that recipients of ARPA funds do not contract with any parties on the debarred/suspended list.

Additional, non-construction, compliance, and contracting requirements may also apply, including but not limited to equal opportunity, work hours and safety standards, and anti-lobbying requirements.

Part 3. Review and Selection Process

3.1 Review & Decision Process

Funding will be allocated through a merit-based review process and include a committee review. City personnel and/or community stakeholders with knowledge of the field will comprise the committee, which 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 that:

- 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 committee will use a standardized 100-point scoring system to determine the extent to which the applicant meets the selection criteria. The scoring factors and weight that applications will be judged on are based on the following:

Organizational Capacity: 30 points

The applicant has experience and administrative expertise managing projects of this kind that serve the targeted communities (households are low-income who are at or below 185 percent of the Federal Poverty Guidelines, and moderate-income at or below 300 percent of Federal Poverty Guidelines). The applicant has administrative structures in place to manage compliance (e.g., federal compliance requirements, personal identifiable information management, eligibility screening), and has the staff capacity and financial capacity to successfully implement this program.

Project Design/Work Plan: 30 points

The applicant has a clearly defined work plan with a strong likelihood of success. The work plan includes well-defined goals and activities, performance targets (e.g., # served), and appropriate program structures. The performance targets are reasonable based on the project costs and timeframe. The work plan addresses the required program elements defined in *Section 2.4 Eligible Projects and Activities* and aligns with the narrative description of the project design.

Experience Managing Weatherization and Pre-Weatherization Projects: 30 points

The applicant has extensive experience, administrative expertise, and leadership capability in managing weatherization and pre-weatherization projects.

Budget: 10 points

The applicant's budget is accurate, and the proposed costs are reasonable and align with the work plan.

Part 4: Application Instructions

4.1 Submission Instructions

Applications must be submitted through e-mail to: healthyhomes@ci.stpaul.mn.us by February 16, 2024, 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. Instructions for each required element are provided.

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 application 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 are 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 9 pages. Applicants should use single space, Times New Roman, 11-point font, except for images, tables, and charts. Page margins should be set at 1-inch, top, bottom, and sides.

General organizational capacity (1 - 3 pages)

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.

- Describe your program team, their qualifications, and capacity to implement this program.
- Describe your organization's financial capacity to successfully implement this program. Note: Healthy Homes Saint Paul is a cost-based reimbursement program.
- Describe your organization's experience working with low-income households (both homeowners and renters).
- Describe your organization's experience administering federal awards.

Project Design/Work Plan (1 - 4 pages)

- Include a description of a well-defined work plan. The work plan must address the required program elements defined in *Section 2.4 Eligible Projects and Activities* and must include detailed goals and activities, performance targets (e.g., # served), and a proposed timeframe.
- Define the initial intake and screening process that will be followed to ensure participants in the program meet federally defined eligibility criteria.

Experience Managing Weatherization and Pre-Weatherization Projects (1 – 2 pages)

- Describe your organization's capacity and experience providing weatherization and pre-weatherization services to one- to four-unit residential properties.

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 who 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 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 instructions provided here: <https://sam.gov/content/home>

Work Plan

Applicants must provide a work plan 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 scope of work for a subrecipient agreement. 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.

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 has been 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 for employees 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 are not permitted.
- **Equipment:** Equipment is defined as a tangible item (including information technology) with a current per unit fair market value of \$5,000 or more 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 their 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 are 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 (e.g., 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.
- **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). Please note, general costs of marketing,

advertising and public relations materials for the organization are not permitted. Therefore, outreach and all costs must be able to be identified as project-specific.

- **Outreach and educational materials:** The cost for developing and printing educational and outreach materials 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.
- **Construction Related Costs:** Financial awards for construction-related costs are considered beneficiary benefits. These payments can be provided through several forms of aid, including payment for site inspections, environmental remediation and repair work for physical structural improvements. However, the intended type of payment must be identified in the application budget, and then tracked appropriately post award. Within the budget narrative, applicants must define the minimum and maximum award size for each category selected as a form of benefit. While the size of awards made to individual or household may vary depending on the needs, applicants should estimate the number of awards to be made and average size of the award for budget purposes. The categories for payments are as followed:
 - *Pre-Construction:* Awards can be made to assist households prepare for needed repairs. The activities must be tied to a specific address and the legal owner. Please note, the application project budget must differentiate between the estimated amount of beneficiary awards provided for environmental remediation versus permits and inspection fees, and have a system to track these costs separately post-award.
 - *Construction:* Awards can be made for some rehabilitation of residential properties to prepare for subsequent weatherization programs. Allowable rehabilitation activities are defined in the eligible costs categories.
 - Please note, any new construction or major renovation of facilities or structures is not permissible. Renovation is considered a structural change to, the foundation, roof, floor, or exterior or load-bearing walls of a facility, or an extension to an existing facility to achieve the following: increase the floor area; and/or change function and purpose of an existing building, structure, or facility.

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 applicants are required to submit the following attachments with their proposals:

- **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 must be collected before contracting:

- **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 (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 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 a 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 Tao at Yia.Thao@ci.stpaul.mn.us. (A contract will not be signed until a current plan is on file with the City.)