

Neighborhood STAR 2025 Annual Round application questions

BEFORE BEGINNING YOUR APPLICATION, PLEASE CONFIRM THAT:

I am requesting STAR funds only for eligible activities – capital improvements defined as physical improvements that are permanently affixed and associated soft costs. If my project includes elements that are not eligible for STAR funding, I have noted the sources of funding for those elements in my proposal.

Improvements for which funding is requested have an expected lifespan of 7 years

My business or organization is in good standing with the Minnesota Secretary of State

I have read and understand Neighborhood STAR Program Guidelines, including compliance requirements

If required for my project, I understand the necessary code, permit, and licensing requirements for my project to be completed in St. Paul.

Each narrative question has a character limit of 2500 characters or fewer as noted.

Request Information

1. Grant request amount:
2. Ward:
District:
3. Address/location of site for which you are requesting funds (Note: You must be able to demonstrate proof of site control for the address listed here):
4. Project Type (check all that apply):
 - Acquisition
 - Renovation/Rehab - Commercial
 - Renovation/Rehab - Residential
 - New Construction –Residential
 - New Construction – Residential
 - Public Improvement
 - Private Open Space Improvement
5. Provide a brief description (1-3 sentences) of the project for which you are seeking funds. Please be specific about the capital improvements for which you are requesting STAR funds (i.e., update building façade with 3 new windows and new doors; install a new walkway and signage on the front of

the building). Remember, STAR funds may ONLY be used for permanent, physical improvements to a property that are permanently affixed with a lifespan of 7+ years. If your project includes elements that will NOT be funded by STAR, please note how those parts of your project will be funded. (400 characters)

6. If you would like to provide additional information about your project, please do so here.
7. Please provide an estimated timeline and associated activities for your project. Neighborhood STAR funds may be used only after approval of funding by the Mayor and City Council, which is anticipated to be late fall of 2025. For example:
November 2025: Project planning and contractor bids
Parking lot demolition
May-June 2026: New asphalt and parking lot striping
August-September 2026: New signage installed
8. Is your project for Public or Private Open Space Improvements?
Public Improvements: Minor streetscape improvements, playground equipment, park benches, signs or lighting to improve spaces used by the public
Private Open Space Improvements: Playground or community garden on private property.
If so, please describe the approximate location(s) of the improvements and how those improvements will be maintained for 7+ years. If assessments to business or homeowner property will be required for this improvement, please describe your approach to those property-owners.
9. Is your project for a sub-loan/sub-grant program? If so, briefly describe your program here.

You must also attach program guidelines to your proposal. Guidelines must include: the number of homes, businesses, or organizations to be assisted; how program participants will be selected; if the program will be coordinated with other city programs; terms and conditions required of borrowers/grantees; loan underwriting criteria, if applicable, and current balances, if any, of previous STAR funds awarded.

Public Purpose:

Please note how your project fulfills any of the below public purpose areas. If an area does not apply to your project, you may leave the answer blank or write n/a.

10. Please describe how your proposal will maintain or increase Saint Paul's tax base (i.e., property taxes and/or sales taxes).

11. Please provide the number and salary of new permanent full-time and part-time jobs, if any, that will be created and retained over the next five years as a result of this project. Retained jobs are only those jobs that would be lost without STAR funding:

New, permanent full-time jobs:

Average hourly wage:

#Retained permanent, full-time jobs:

Average hourly wage :

#New, permanent part-time jobs:

Average hourly wage:

#Retained, permanent part-time jobs:

Average hourly wage:

12. Will your proposal revitalize a currently vacant storefront? If so, share any relevant details here.

13. If applicable, please describe how your project advances climate action, sustainability, and/or resilience as set forth in the Saint Paul Climate Action and Resilience Plan.

14. If applicable, please describe how your project contributes to, celebrates, or strengthens cultural diversity in St. Paul.

15. If applicable, please describe how your project contributes to equity, defined as ensuring that opportunities in education, employment, housing, health, and safety are equitably distributed; that all residents have timely and relevant access to services, resources, support, and opportunity, and that race, gender identity, sexual

orientation, language, ethnicity, national origin, disability status, age, or zip code should neither determine nor deny or limit any person the opportunity to achieve their full potential.

Community Need:

16. Describe how your project fills a need in the neighborhood or addresses a neighborhood goal (i.e., how does your project fit into the Small Area Plan for your neighborhood?).

17. Describe how your proposal includes community input in its development (i.e., collaboration or support from your district council or neighborhood group).

Capacity

18. Please describe your organization and the capacity for your organization to carry out the project proposed in your application.

19. Who will be the designated project manager? Please describe their background, skills, and experience in managing similar projects.

Budget Narrative:

20. The Neighborhood STAR program is designed to provide funding for worthwhile but underfunded capital projects that could not be accomplished but for these additional funds. Please describe your need for STAR funds.

21. What is the **total** cost of your project? If the total cost of your project is greater than your STAR grant request, please list additional sources of funding you will use to accomplish your project.

22. Please list any City or HRA funds you have received in the last five years (including STAR), or that you are currently seeking for this project.

Budget Forms: Please list all sources and uses of funds, including STAR funds, for the entire project. Attach all contractor estimates and supplemental materials when applicable. Up to a total of 20% of STAR funds may be used for Acquisition and/or Soft Costs, .

Sources (Project Income)

Source	Amount	Source	Pending or Secured?	Total
Neighborhood STAR Requested Amount		Neighborhood STAR	Pending	\$
Other City Funding				\$
Other Government Funds				\$
Private Funding				\$
Sweat Equity and/or Volunteer Labor				\$
Other (please describe)				\$
Total Project Sources:				\$
If a match is required for this project, which source(s) and amount(s) will be used for matching funds? Source(s): Amount(s):				

Definitions:

Other City Funding: Additional funding from the City of St. Pau.; i.e., CDBG, TIF, CIB, HRA

Other Government Funds: State, county, or federal funds

Private Funding: private grants, loans, donations, or personal contributions

Sweat Equity: Volunteer labor that improves the value of a property, valued at \$15 per hour.

Matching Funds: Dollar for dollar contributions of additional non-city funds as required by STAR guidelines. Up to 30% of a required match may be indirect contributions including in-kind goods and services, volunteer labor,

and/or sweat equity.

Uses (Project Expenses)

Use	Amount of STAR Funds used	Amount of non-STAR Funds used	Total
Acquisition			\$
Renovation/Rehab – Commercial			\$
Renovation/Rehab – Residential			\$
New Construction – Commercial			\$
New Construction – Residential			\$
Public Improvements			\$
Private Open Space Improvements			\$
Direct Project Costs – please list (attach additional documentation if needed)	1. 2. 3.	1. 2. 3.	\$
Total Project Uses:	Total STAR: \$	Total Non-STAR: \$	\$

Definitions:

Acquisition: The purchase of property or an existing building

Commercial/Residential-Renovation/Rehab: Improvements to an existing building or site

Commercial/Residential-New Construction: Additions, building a new structure or site

Public Improvements: Minor streetscape improvements, playground equipment, park benches, signs or lighting to improve spaces used by the public

Private Open Space Improvements: Playground or community garden on private property

Direct Project Costs: Soft costs related to the project. STAR funds **may** be used for architect, engineering, legal, and loan fees, project management, permits, and licenses. **Non-STAR funds must** be used for any general salary, administration, marketing, or operating expenditures included in the project.

Voluntary Applicant Questions: This information will be used for reporting purposes only and will not be used to make funding decisions. It helps the City

know we are reaching all populations. If you prefer not to respond to these questions, please type N/A in the response section.

1. Does the person who owns, controls, or leads at least 51% of the business or organization identify themselves as a member of any of the following groups? (select all that apply)

- Racial or ethnic minority
- Military veteran
- Person with one or more disabilities
- Person living in poverty or experiencing low-income
- Person experiencing homelessness
- Woman
- Man
- Transgender
- Non-binary
- Some other gender
- LGBTQ+
- Other (please identify)

2. If you selected "another identity" for question 1, please specify. If not applicable or you prefer not to disclose, please type N/A in the response.

3. How does the same primary owner or operations manager identify racially or ethnically? (select all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino Origin
- Native Hawaiian or Pacific Islander
- White
- Prefer not to answer
- Other (please describe)

4. If you selected "another identity" for question 3, please specify. If not applicable or you prefer not to disclose, please type N/A in the response.

5. Is your business or organization at least 51% owned by one or more women (or in the case of a publicly owned business, at least 51% of the stock is owned by one

or more women) and is the management and daily business/organization operations controlled by one or more women who own it?

- Yes
- No
- Prefer not to answer

6. Is your business or organization at least 51% owned by one or more BIPOC (Black, Indigenous, and Persons of Color) persons (or in the case of a publicly owned business, at least 51% of the stock is owned by one or more BIPOC persons) and is the management and daily business/organization operations controlled by one or more BIPOC persons who own it?

- Yes
- No
- Prefer not to answer

7. Is your business CERT certified?

- Yes
- No
- Prefer not to answer

8. How long have you owned/operated this business or organization?

9. Is your business or organization a small business or organization as defined as businesses or organizations with under \$1 million in gross sales/generated revenue or fewer than 20 full time employees (MN Statute 645.445).

9a. If yes, how many full-time equivalent (FTE) employees do you have? (An FTE is an employee that works at least 32 hours per week. Please do not include contractors or volunteers).

10. What type of business or organization do you have?

- Restaurant/Fast Food
- Food/Grocery
- Retail/Clothing/Gifts
- Personal services/Barber/Salon
- Entertainment
- Professional Services
- Industrial/Manufacturing
- Technology
- Health Care
- Other

11. If you answered "other" for question 10, please specify or type N/A if you prefer not to disclose this information.

12. How did you hear about the opportunity to apply for STAR funds?

- Council Member
- District Council
- City Staff
- City Email
- Social Media
- Chamber of Commerce
- Friend or family member
- Other

13. If you answered "other" for question 12, please specify or type N/A if you prefer not to disclose this information.

14. NAICS code. Type N/A if unknown.

Attachments: Instructions

You must submit all required attachments with your application in order for your application to be eligible. Additional information may be requested by city staff during the review of your proposal.

Required Attachments:

1. Acknowledgement of Compliance Form
2. Evidence of Site Control (Deeded Title, Purchase Agreement, Purchase Option, Existing Lease of 7+ years, Lease Agreement for 7+ years).
3. Evidence that the business or organization is in good standing with the Minnesota Secretary of State
4. At least one contractor/vendor estimate
5. Past two years of tax returns or audited financials; for startup businesses, a business plan may be substituted
6. Evidence of additional sources of funding if applicable (i.e., letters of commitment from a bank or Foundation)
7. Sub-Grant/Sub-Loan Program Guidelines (if applicable). Guidelines must be specific to the sub-grant/sub-loan program outlined in your proposal.
8. Photos of your proposed project/service area
9. W9

Non-Required Attachments:

1. Conflict of Interest Policy
2. Letters of Recommendation or Support
3. A Project Pro Forma, balance sheet, or operating statement
4. Resumes of project managers or key personnel

Minnesota Data Privacy Act/Tennessee Notice: *The City is asking you to provide various financial, business, and personal information in this application. The information you provide is subject to the Minnesota Government Data Practices Act ("Act") which regulates the collection, creation, storage, maintenances, and dissemination of your information. You are not required to provide this information, but if you fail to provide the requested information you will not be eligible for a grant under this program. The information you provide will be accessible to City employees and contractors who need it for the administration and management of the program as well as to others as allowed by the Act and other statutory or judicial authority.*