

## Neighborhood STAR Readiness Checklist

Instructions: This form is a tool to help determine if your project is eligible and ready for Neighborhood STAR funding. Completion of this checklist is NOT an application or a contract and completion of the checklist does not guarantee an award of STAR funds. Please refer to program guidelines for additional information.

<b>Is my business or organization eligible?</b>
Are you a public, non-profit, or for-profit entity located in or doing business in St. Paul? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a church, City department, or other local quasi-governmental entity (no federal, state, or county agencies or departments may apply) with an application partner from a neighborhood and/or community group? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Are you in good standing with the Minnesota Secretary of State? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered NO to any of the above questions, your project is NOT eligible for NSTAR grants</b>
<b>Is This Project Eligible?</b>
Is it for a project of \$5,000 or more? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are asking for \$50,001 or more, do you have matching funds equal to your request? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is this for a capital project, meaning permanently affixed, physical, “bricks and mortar” enhancements? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will this be project be used for funded purpose for 7 or more years? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your project for public or commercial use (not for home-based businesses, individual homeowners, or townhome owners)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If a church-based project, is it for a project that is i) non-sectarian and does not advance nor inhibit religion; ii) for capital improvements for functions not associated with church-sponsored or religious type activities and iii) is open and available to the public at large on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Does the project take place in St. Paul? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have current proof of site control – the ability to modify a particular site – for the project in question (i.e., lease, deed)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will your project begin AFTER the City Council approves funding and the contract process is executed (up to 9-12 months)? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered NO to any of the above questions, your project is NOT eligible for NSTAR grants</b>
<b>Am I ready to apply for STAR funds?</b>
Have you read the Neighborhood STAR Guidelines ( <a href="http://www.stpaul.gov/nstar">www.stpaul.gov/nstar</a> )? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand and are you willing to comply with the City compliance related to insurance, non-discrimination, and prevailing wage, among other compliance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand that you must incur costs before STAR funds are disbursed to you, and that you must furnish proof of how all STAR funds are spent? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you understand all the necessary code, permit, and licensing requirements for your project, or have you secured the services of a professional (engineer, architect) to help you understand these requirements, if applicable? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If you answered NO to any of the above questions, you may not be ready to apply for Neighborhood STAR funds just yet. Please consider applying when you feel prepared to meet the requirements of the program.</b>