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# Community Gun Violence Prevention

# FY 2023

## Grant Request for Proposal (RFP)

City of Saint Paul

Office of Neighborhood Safety

ons@stpaul.gov

15 W. Kellogg Blvd.

Saint Paul, MN 55102

Posted on 02/6/2023

# Part 1: Overview

## General Information

* **Announcement Title**: Community Gun Violence Prevention
* **Program Website**: <https://www.stpaul.gov/ons-grants>
* **Application Portal**: [Application Form (zoomgrants.com)](https://www.zoomgrants.com/gprop.asp?donorid=2141&limited=4402)

**Application Deadline**: March 22, 2023

All applications must be received no later than 11:59 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. Further information about submission requirements is provided under Section 4. Application Instruction.

## Program Description:

Program must promote health & well-being for the Saint Paul community and reduce barriers to safety by disrupting gun violence, youth violence, and group-based and structural violence trends. Programs should creatively incorporate elements of Community First Public Safety recommendations and seeks to prevent, intervene, interrupt activities that impact public safety and/or rehabilitate communities adjacent to or impacted by violence.

This project 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.

## Funding and Project Dates

### Funding

Funding will be allocated through a merit-based review process.

|  |  |
| --- | --- |
| **Funding** | **Estimate** |
| Estimated Total Funds to be Awarded | up to $1,000,000 |
| Estimated Number of Awards | 5-10 |
| Individual Award Ceiling (Maximum) | $174,900 ($87,450 annually x 2 years) |
| Estimated Individual Award Minimum | $87,450 ($43,725 annually x 2 years) |

### Match Requirement

No match requirement.

### Program Dates

Community Gun Violence Grant Program selected for an award will receive a two-year agreement. Contracts for this project are estimated to start June 1, 2023, and end May 31, 2025. If selected, eligible expenditures may only be incurred when the subrecipient agreement is fully executed and the subaward has reached its effective date.

##  Questions and Answers

Should applicants have questions about the application process, please contact Lynnaia Jacobsen at ons@stpaul.gov. 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 the application can be grounds for removal of your organization from consideration for funding.**

Frequently asked questions will be posted on program website. The City of Saint Paul will host an informational webinar on February 23, 2023, at 6:00 p.m. Additional RSVP details will be provided separately, with a recording of the webinar being posted on the program guidance website within 48 hours of the event.

# Part 2: Program Details

## 2.1 Project Scope

### Project Goals

Provide access to funding for programs that promote health & well-being of St. Paul community and reduces barriers to safety by disrupting gun violence, violence amongst our youth, groups, and structural violence trends. Establishing sustainable community influence and grassroot centered public safety programs that will prevent, defuse or eliminate situations that are harmful to the citizens of St. Paul.

### Equity Priority

It is the aim of the City of Saint Paul to ensure equity in subrecipient award selection. This includes implementing diversity and inclusion in subrecipient grant-making. Subrecipient Grant programs will be required to identify how their program will serve populations experiencing inequities and/or disparities within their application, and track and document progress at meeting this goal post award. Applicant organizations with demonstrated capacity at serving communities experiencing inequities will receive priority consideration for funding. This capacity will be assessed during the committee review and evaluation process for award selections. Further information about the scoring criteria can be found in section 3.3. Selection Criteria.

##  Eligible Applicant Organizations

* Non-Profit Organization recognized as 501 (c)(3).
	+ This includes Faith based organizations that maintain 501 (c)(3) status who have the capacity to separate core operations from religious activities (such as Church service or religious outreach).
* Core business operations based in the City of Saint Paul. This requires a core service location with a physical address within the City of St. Paul

Organizations without an active 501 (c)(3) address can apply for funding through a fiscal sponsor that has the required legal structures to contract with the government. However, a signed letter of commitment from the fiscal sponsoring organization is required to be scanned and attached to the application. This letter must be on the sponsoring organization’s letterhead and must be signed by the Chief Executive Officer of the sponsoring organization. Should the application be awarded, a formal legal agreement will need to be on file with the City between the sponsoring organization and the sponsored organization before release of any funds.

## 2.3 Eligible and Ineligible Expenses

### Eligible Expenses

All expenses billed to the grant must be directly related to the work plan defined in the grant agreement. Eligible expenses include:

* Personnel: The costs of employee compensation or contracted individual specifically assigned to work on the project, including their salary and fringe (vacation and benefits). If the employee works for more than one project or program area, the organization’s time tracking, and accounting system must be able to define an allocation of time billed to grant for work specifically defined in the work plan.
* Mileage: The cost of employee travel to meetings or engagements specific to the project. Organizations can reimburse program staff working on grant funded activities for the operation of their own vehicles for business related travel. The reimbursement can be based on organization own policy but cannot exceed the IRS standard mileage, set at a rate of 65.5 cents per mile in 2023.
* 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, this is equipment and is ineligible under this grant). This includes computers and software specifically used by staff working on the grant funded project. Common items that fall within supplies is office supplies, course materials, materials needed to operate the program (ex. portable presentation table for community events that costs less than $5,000).
	+ Note: Gun safes and locks can be secured through Department of Public Safety’s Make Minnesota Safe & Secure program ( <https://dps.mn.gov/safe-secure/Pages/default.aspx> ) and should only be purchased with grants funds after this resource has been exhausted.
* Office Expenses: Expenses for the costs of doing business such as phone, office and meeting space. These expenses can be billed to this grant only if the expense can be specifically identified as project related. (For example, cell phone bill specific to program staff, or room rental specific to project.)
* 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 the key messaging defined for the community gun violence prevention program. The costs of individual materials must be modest and cannot exceed a value of $10 per item. 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.
* Participant Support Costs: Stipends for youth and young adult involved in gun violence are permissible for their attendance at community education sessions. The sessions must have educational content that can be documented through program materials. Further, signature of acceptance of stipend from the stipend recipient/program participant is required. Stipends must be reasonable and reflect the time invested in the program. Caps on program stipends will be set prior to contract execution.
* Admin/Indirect: Cannot exceed 10% of grant funds. 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 writers, building maintenance, human resources staff, etc. If the organization has a system for identifying and allocating a share of these costs to the project, then these can be billed up to 10%.
	+ Fiscal agent fees: fiscal agent fees are permissible but must fall under admin/indirect cap and total costs cannot exceed 10%.

### Ineligible Expenses

* Equipment defined as a tangible item (including information technology) with a per unit fair market value of $5,000 and which has a shelf life of more than 1 year.
* Purchasing food, beverages and entertainment or tips provided in connection with any goods or services
* Faith based outreach, Proselytizing, or religious education
* In State or out of State travel
* Training of staff
* Administrative and indirect costs that exceed 10% or an organization federally negotiated indirect rate.
* Expenses that are not directly related to the grant funded project
* Taxes, except sales tax on goods and services
* Purchasing real property or engaging in real estate development
* Lobbying
* 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, 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
* Making payments of interest charges, fines, penalties, late fees, damages and other settlements
* Making contributions or donations (e.g., charitable or political)
* Purchasing 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

The City will support programs that advance healing in communities plagued by violence. The following activities will be allowed under this grant:

* **Recruitment/Outreach:** Connecting with community and encouraging them to apply for a service or make a commitment to public safety efforts that will assist in gun violence prevention.
* **Community Education Sessions:** An event hosted by the applicant organization that aims to educate the community on various topics. An educational session should consist of public speaking engagement or conversations, materials that recognize, advocate, educate, and/or focus on gun violence prevention.
* **Public Safety Announcements Campaigns**: Campaigns that involve creative, non-enforcement-based approaches to increase safety for St. Paul residents. This can include traditional media, handouts and materials provided for the Office of Neighborhood Safety and community members, community engagement, program launch and other creative measures.
* **Gun Safe Commitments:** Documentation in a physical form or recorded ledger that shows commitment to reduction in possible gun violence.

Grant recipients will be required to outline a general description of their campaigns in the application narrative. After awards are announced, grantees will also provide a more formalized calendar of event activities, with notice of events provided to ONS project personnel at least 48 hours prior to the event to allow City participation. This notice must be submitted in writing via e-mail and will be permitted to be submitted as a monthly calendar or more frequently as events get scheduled.

### Participant eligibility requirements

Populations experiencing inequities can be defined at the individual/household level or at the community level depending on the campaign being proposed by the applicant organization. The following criteria must be met:

* **Individual:** must be from a household identified as moderate income, with 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.23.
* **Community level intervention:** The program activities must target communities and neighborhoods located within [Qualified Census Tracks](https://www.stpaul.gov/sites/default/files/Media%20Root/Planning%20%26%20Economic%20Development/2021-LIHTC-Qualified-Census-Tract-Map.pdf).

## 2.4 Subrecipient Grant Management Responsibilities

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.** Once the subrecipient agreement is signed, the subrecipient is expected to comply with all conditions of the subrecipient grant agreement.

### Subrecipient Payments

Grantees will be awarded up to $87,450 annually or $174,900 over the two years of the award. Payments will be made upon completion of approved activities defined in the work plan.

Grantees will submit a program report with supporting documentation that demonstrates completion of work performed (such as attendance logs, power point presentations and curricula, social media posts, and other media materials). Program reports must be submitted at least monthly, on the 30th of each month. Reports will be submitted through an online portal through forms defined by the City grant manager.

Grantees will be paid a set fee for the following activities, up to the amount of their award:

* **Program Attendance:**  $40 will be paid per attendee at community education session. Precise total of attendees will need to be captured via attendance log/sign in sheet and provided to ONS prior to payment.
* **Community Education Sessions**: $1725 for each unique community event hosted. If the approved community education campaign runs as a series, then the fee will be paid for each unique session. A record of the sessions will need to be kept by the organization and all documentation of events which includes location, media sites, expected outreach totals, educational materials are required to be submitted via email to Office of Neighborhood Safety (ONS).
* **Public Safety Announcements Campaigns:** $12,700 will be paid upon the completion of a comprehensive safety campaign. Grantees will submit a sample portfolio of the campaign which should include campaign treatment (layout of communication or marketing plan), links to web, social media, or time and station if radio, and expected outreach totals.
* **Gun Safe Commitments:** $285 will be paid for every gun lock or safe distributed with a signed commitment from the community member to use gun safety practices. The gun safe commitment document for use will be provided by ONS and will need to be filled out by resident.

### Subrecipient Grant Monitoring

It is the policy of the City of Saint Paul to monitor progress on all subawards by requiring subrecipients to submit progress reports until all funds of the subaward have been expended and all of the terms in the subrecipient agreement have been met. Payments to subrecipients for costs incurred will not be made until verification of timely and accurate progress reports are submitted and approved.

### 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.](https://www.ecfr.gov/current/title-2/part-200/subpart-F)  All subaward recipients that meet this threshold will be required to a submit to the City for review a copy of their audit each year of the contract performance period.

# Part 3. Review and Selection Process

## 3.1 Review & Decision Process

Funding will be allocated through a two-step process. First, applicants will undergo a criteria-based review process. Second, applicants will then undergo a committee review. 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

A standardized scoring system will be used to determine the extent to which the applicant meets the selection criteria. The review committee will be reviewing each applicant on a 100-point scale. It’s important that grant applicants respond thoroughly to each question asked in the application forms and proposal narrative. This will ensure that grant reviewers have sufficient information to assess the quality and depth of the program the applicant has proposed.

The scoring factors and weight that applications will be judged are based on the following:

**Organizational Capacity:** 35 points.

The applicant organization’s experience, expertise and leadership will be assessed for capacity to perform based on the following criteria.

* Does the organization have experience managing gun violence intervention projects? (15)
* Does the organization have a service history of working with residents in Saint Paul? (15)
* Do they have staff and leadership that reflect the needs of the project and community to be served? (5)

**Project Design**: 55 points

The likelihood of project success will be assessed based on the following criteria:

* Programs should be able to demonstrate the capacity and resources that will allow them to accommodate all of St. Paul, particularly underserved communities that suffer from racial and poverty inequities. (20)
* Does the proposal have clearly defined community education campaigns elements? (10)
* Does the proposed education campaigns have well defined key messages that aligns to the program’s goals? (15)
* The content and topics presented during community education sessions will advance the program goals? (10)

**Workplan:** 10 points

* The performance targets (number served and number of proposed campaigns) stated in the required work plan form and project narrative for will be assessed for reasonableness.

# Part 4: Application Instructions

## 4.1 Submission Instructions

Applications must be submitted through the online ZoomGrants Application system. Applications can be accessed via this link, which will bring you directly to the application specific to this program: [Application Form (zoomgrants.com)](https://www.zoomgrants.com/gprop.asp?donorid=2141&limited=4402)

**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.

The applicant will be responsible for all costs related to this RFP.

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. Online Grant Portal Instructions

If the applicant already has an account, log in using the boxes in the upper right corner of the page. Applicants who have not previously applied for a grant via ZoomGrants will need to create an account. Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side of the link’s landing page. Additional details regarding Zoomgrants account set-up, adding collaborators, navigation instructions, and more can be found within this webpage:

<http://help.zoomgrants.com/index.php/zgu/completing-the-application/#step-2-create-an-account-log-in>

***NOTE:*** *In ZoomGrants, each application is officially associated with a single account and each account is ‘owned’ by a single user and accessed by a single email address. It is recommended that the person who will be the primary contact for applications creates the first account for an organization. Once that person creates their account, gets logged in, and starts the application, they will be able to invite other people to collaborate on all or some of the applications in their account.*

Once an account is set up and the applicant is logged in, click the Apply button next to the program to start filling out your application. If more than one application is available to Apply to, select the Program with the name: “Community Gun Violence Prevention”.

When the applicable content in every tab is completed and the application is ready to submit, click the gray Submit Now button at the top of the application. The system will check to ensure every question is answered and all ‘Required’ documents are uploaded. Any skipped questions or missing documents will be listed in red. When edits are complete, use the gray Refresh Page button in the application to reload the page, then click the Submit Now button to re-run the check. If the application is complete, enter your initials and officially submit the application.

## 4.3 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

An Applicant Checklist has been provided as a guide in Appendix A, this checklist provides a list of all forms and materials that must be completed within the online forms. The application has multiple sections that show as tabs within the online form. Additionally, applicants must also fill in required forms and upload a series of organizational documents.

***NOTE:*** *Auto-save feature; the system will automatically save answers as the applicant moves through the application and enter text then click outside of each text box or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the application or use the ‘Next’ and ‘Previous’ buttons at the bottom of the tabs to move sequentially through the application. You do not need to finish the application in one sitting nor do you need to intentionally save it.*

## 5.1. Online Application Forms

This information must be completed by all applicants. The information requested is needed to validate eligibility. Further, the information in this form will be used for contracting with the City should the application be selected for funding so accuracy is critical.

Application Organization Information

* **Project Title**: Insert the name of the program or project that applicant organization is seeking funding to support.
* **Applicant Information:** This should be the primary point of contact for the applicant organization. This person will receive communication about the application and subsequent reporting requirements related to the grant program. Generally, this is the grant writer or project manager for your organization.
* **Organization Information:**
	+ **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 the applicant organization does not already have one. *If the applicant organization is using a fiscal agent or sponsor to apply for funding, this must be the name of the fiscal agent organization.*
	+ **Organization Primary Address:** This address should be the legal address for the organization used for State and federal filings and will be used to send correspondence and to identify the organization on legal agreements if awarded.*If the applicant organization is using a fiscal agent or sponsor to apply for funding, this must be the primary address of the fiscal agent organization.*
	+ **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 the fiscal agent, and include a letter of commitment to provide sponsorship from the fiscal agent in the attachments for this proposal.*
	+ **Federal Unique Entity Identifier (UEI):** If your organization has a UEI on file with the federal government, please provide this number in the field provided. If not, please enter this statement: “no UIE.” Do not leave blank. **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. This will be the name that is used to sign a legal agreement should your organization receive an award. *If the applicant organization is using a fiscal agent or sponsor to apply for funding, this must be the primary address of the fiscal agent organization.*

### Application Summary

* **Additional Organization Information:**
	+ **Doing Business As (DBA):** This field is optional and can be used if the name commonly used in the community to reference the applicant organization is different than the legal name of the entity. 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. If this is not applicable, please enter “N/A” in the response field in ZoomGrants.
	+ **Type of Business**: Select from the drop-down menu the optional that best matches the applicant organization’s legal structure.
	+ **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. If a remit address is not needed, please enter “N/A” in response field in ZoomGrants.
	+ **City Vendor Id**: If the applicant organization has a Vendor ID on file with the City of Saint Paul, please provide this number in the field provided. If not, please enter this statement: “No City Vendor ID.” Do not leave blank. *If the applicant organization is using a fiscal agent or sponsor to apply for funding, this must be the vendor Id of the fiscal agent organization.*
	+ **Is this applicant using a Sponsor/fiscal agent**? This is a yes, or no field, that will populate additional questions if the program is using a fiscal agent.
		- **Name of the Sponsored Applicant Organization:** This should be the name of the organization that will be performing the grant work plan activities.
		- **Sponsored Organization Primary Address:** This address should be the business address for the organization that will be performing the grant funded activities.
		- **Sponsored Organization Point of Contact:** This should be the top executive of the sponsored organization.

### Narrative

Applicants should provide written responses to each of the required questions within in the online application form. The answers must be entered within the space provided, with space limitations noted below. Narrative questions are as follows:

**Project Summary Information:**

* Amount Requested: This should be the total amount being requested through this grant program. It should match exactly to cell G16 in the Budget and Work Plan form that you will attach to this application.
* Project Description: provide a brief description of the program to be funded. This should not exceed 3 sentences or 350 characters.
* Population/District Served: Please provide a brief description of the population the applicant organization intends to serve through this project, providing either the eligible geographic zones or districts, or a definition of income eligibility based on household or individual of clientele to be served. (2500 characters)
* Provide the address of the primary service location for the applicant organization. (The organization must be physically located and doing business in Saint Paul. If the organization does not have a service location in Saint Paul, the application will be deemed ineligible). (300 characters)
* Provide the % of clients within the most recently completed program year that are residents of Saint Paul. (numeric response)

**Organizational History and Capacity**:

* Does the organization have experience managing gun violence intervention projects? If yes, please briefly explain prior work. Provide service statistics including the annual number of people served through the project. (2500 characters)
* Explain your organization’s service history of working with residents in Saint Paul? (2500 characters)
* How do your organization's leadership and staff reflect the community to be served and demonstrate a culturally competent approach to the needs of the project? (2500 characters)

**Project Design:**

* Provide a description of your project’s service population, addressing equity requirements of reaching moderate or low-income families and individuals or service communities within eligible geographic regions. (2500 characters)
* Provide a description of the strategies and approach your project will take to ensure the program, can accommodate all of St. Paul, particularly underserved communities that suffer from racial and poverty inequities. (2500 characters)
* Please outline the timeline and elements for your proposed community education campaigns, being specific about the tools and media that will be used (social media, radio, new ads, print materials, etc.). (2500 characters)
* Please explain how your campaign’s key message will align to the program goals of gun violence. (2500 characters)
* Please define the core topics or subjects to be presented during community education sessions, being sure to define how these topics will advance the program goals. (2500 characters)
* How many impressions or contacts are anticipated to be made in the community through the gun violence education campaigns (different than attendance at the community education sessions)? (2500 characters)

## 5.2 Application Attachments:

Applicants must complete and upload required application forms and requested organization documents directly into the Zoom Grants application form. For Document Requests that are marked “Required”**these must be uploaded into that slot before you can submit your application.**

Downloadable templates for all required forms can be found within the program’s website, as well as within links within the Zoom Grants (click the orange ‘Template’ link to download the template). Ensure that submitted forms are uploaded to the correctly identified slot within Zoom grants.

Budget and Work Plan Form

Applicants must provide a workplan within the form provided. This information will be used as the basis for a scope of work in a legal agreement should the application be selected for funding. *Applications submitted without a fully defined work plan will not be reviewed.*

The applicant will fill in the staff role or title for the person that will be responsible for a given activity should the applicant organization receive an award. This can be a position intended to be filled with a new hire upon recipient of an award and does not need to be current personnel. *Please* *do not insert a staff name, titles only.*

The form has built- in formulas that will auto populate when data is entered into the form. The applicant will also propose the number of people to be reached, or the number of times an activity will take place. These targets should be annual targets (i.e. 12 months of activities). These annual targets will then automatically be used to calculate 2-year performance targets. As grantees will be paid at a set rate for each activity, these performance targets also calculate the budget request.

To aid in the creation of the application budget and work plan form, an example of a potential work plan has been provided.

***Example Work Plan***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity description  | Staff Role or Entity Responsible | Annual Performance Target | 2 Year Performance Target | $ Per activity | Annual Total | Total Request |
| Recruitment/outreach per session | Project Coordinator  | 360 | 720 |  $40.00  | $14,400 | $28,800 |
| Community Education Sessions | Project Coordinator | 12 | 24 |  $1,725.00  | $20,700 | $41,400 |
| Public Safety Announcements Campaigns | Project Coordinator | 3 | 6 | $12,700.00  | $38,100 | $76,200 |
| Gun Safe Commitments | Project Coordinator | 50 | 100 |  $285.00  | $14,250 | $28,500 |
| TOTAL REQUEST |  |  | **$87,450** | **$174,900** |

Applicant 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.

Applicant 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 the organization's application is approved for subaward.

### Audited Financial Statements:

Provide a copy of audited financial from the most recently completed fiscal year. If the applicant organization does not have audited financials, provide a copy of the most recently submitted Form 990 tax form.

**Federal Tax Identification Letter:**

Provide proof of the applicant organization’s federal tax status by providing a copy of the 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 the fiscal agent’s letter of commitment to serve as a fiscal sponsor for this application and a copy of the fiscal agent’s EIN letter.

## 5.3 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**](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 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 Tao at Yia.Thao@ci.stpaul.mn.us. (A contract will not be signed until a current plan is on file with the City.)
* **Federal Unique Entity Identifier (UEI):** The City is not permitted to contract with any subrecipient through this program that does not hold a UIE. The federal government manages this process. If applicants do not know, or have not yet secured a UEI, applicants must visit the federal site and follow instructions provided here: <https://sam.gov/content/home>