### Appendix A. Applicant Checklist

This checklist serves as a guide for preparing grant application materials. Applications must be submitted through the online ZoomGrants Application system. All required documents must be submitted, and all Tabs within the ZoomGrants Application completed by the deadline for consideration. Further details are provided in the proposal guidance (RFP). The Application form can be accessed via this link which will bring you directly to application form specific to this program:  [Application Form (zoomgrants.com)](https://www.zoomgrants.com/gprop.asp?donorid=2141&limited=4402)

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| ZoomGrants Application Tabs (information entered directly into ZoomGrants):  Please ensure to complete these sections fully and with accuracy as information will be used to establish legal agreements and payments if awarded. | | |
|  | Application Organization Information: This section sets up your organization profile within ZoomGrants, and information provided in this section will be used to send award information. More information about these fields is provided within the RFP guidance. |  |
|  | Applicant Summary: This section asks additional information about your organization that will help determine eligibility or is required by the federal agency. Please fill all fields. \*Also attach all required documents described in the Applicant Summary Attachments Section). |  |
|  | Narrative: Provide written responses to all questions within the Narrative Tab. |  |
| Application Attachments (information and forms to be uploaded to ZoomGrants in the Applicant Summary Tab) | | |
|  | Budget and Workplan Form: Applicants must fill out the Budget and Workplan using the required excel Form Template. There are formulas and pre-determined categories built into the Form. The form will then calculate out the annual and total request amount. Once the form is complete, reupload the same document into the same slot. |  |
|  | Applicant Conflict of Interest Form: Must use the PDF Form Template provided. Must be signed by the organization’s top executive, generally the Executive Director/CEO. Once complete, reupload the Form into the same slot. |  |
|  | Applicant Financial Questionnaire: Download the required Form, complete and reupload the completed form into the same slot. |  |
|  | Audited Financial Statements: The audit should be from the most recently completed fiscal year. If organization does not have audited statements, provide the most recent completed fiscal year 990 tax form. |  |
|  | Federal Tax Ruling Letter: The letter must include legal name and tax identification number for the applicant. For Non-profit organizations, this is the 501(c)(3) letter. |  |
|  | Fiscal Agent/Sponsor Letter of Commitment (if applicable) |  |

### Post Award Application Materials

If your organization is selected for an award, additional information will be requested. For reference, the information that will be required is being provided now BUT WILL NOT BE COLLECTED UNLESS YOUR 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 receive payments.

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| **Post application/Pre-contract** | | |
|  | **City Vendor ID:** All Applicants must obtain a City Vendor ID number before contracting with the City. If you do not already have a supplier ID, you can apply through the [**supplier portal**](https://stpaul-lm01.cloud.infor.com/lmcsf/SupplyManagementSupplier/land/99-2?csk.SupplierGroup=COSP) ***upon receipt of an award***. Please contact the [**Procurement office**](mailto:stpaulbids@ci.stpaul.mn.us) for questions regarding the supplier portal. |  |
|  | **Copy of Liability Insurance Policy:** Applicants will be required to submit a current certificate of insurance (COI) signed by subrecipient’s insurance agent, and worker’s compensation insurance (or exemption form). Insurance liability levels are negotiated with subrecipients’ own Insurance agents. |  |
|  | **W-9:** Applicants will be required to submit a current W-9 form, which will be used to create or update a vendor ID with the City payment system. |  |
|  | **A current Affirmative Action Plan on file with the City:** An affirmative action plan must be on file for all City vendors. (Only applicable for contracts $50,000 or more or aggregate contracts over 12-month period at $50,000 or more.) If the applicant is unsure if a plan is on file with the City, or does not have a current plan, please contact Yia Tao at [Yia.Thao@ci.stpaul.mn.us](mailto:Yia.Thao@ci.stpaul.mn.us). |  |
|  | **Federal Unique Entity ID (UEI):** If your organization does not have a UEI, and is selected for funding, a UEI will be required before a contract can be issued. The UEI is managed by the federal government, and not the City. Award recipients will be required to acquire a UEI number by visiting <https://sam.gov/content/home>. |  |