



STPAUL.GOV



CITY OF SAINT PAUL

Request for Proposal Community Gun Violence Prevention FY 2023



Introduction to ONS

The Office of Neighborhood Safety was launched in 2022 and reflects the expansion of Mayor Carter's Community-First Public Safety (CFPS) Framework which incorporates balanced investments in policing and an array of strategies focused on addressing the root causes of crime in pursuit of the most comprehensive, coordinated, and data-driven approach to public safety Saint Paul has ever endeavored.

RESPONSE TO CRIME/CRISIS

CRIME AND VIOLENCE



EMERGENCY RESPONSE

Prevent and respond to incidents of violent, dangerous, and criminal activity in our city.

Examples:
• Police Officers
• Fire Fighters
• Paramedics

CRISIS AND CONCERN



CRISIS INTERVENTION

Interrupt cycles of crime and violence, and lighten the load for officers by engaging professionals as rapid responders to connect people in crisis to supportive resources.

Examples:
• Social Workers
• Community Public Health Workers
• Housing Counselors

PROACTIVE INVESTMENTS

RESIDENTS



EVIDENCE-BASED CRIME REDUCTION

Data-driven investments to reduce high-potential residents' likelihood to become an offender or victim.

Examples:
• Grief Counseling
• Youth Jobs/Summer Programs
• Workforce Training
• Housing for Returning Residents

NEIGHBORHOODS



SAFETY BY DESIGN

Investment in Crime Prevention through Environmental Design (CPTED) in our highest-potential neighborhoods.

Examples:
• Lighting and Sight-Line Improvements
• Activation of Public Spaces
• Natural Access
• Cleaning and Maintenance



ONS Grant Programs – Current and Planned

- Recognizing the gun violence across the City of St. Paul and the trauma it inflicts on families, communities, and neighborhoods alike, the City of St. Paul and Office of Neighborhood Safety has launched the Neighborhood Safety Community Council Grant Program. To achieve and sustain a reduction in gun violence and improve the quality of life in affected communities, the City is investing in organizations with strong track records of delivering quality anti-violence interventions to help them expand and strengthen their efforts.
- The Neighborhood Community Council Grant Program will focus on supporting grass root organizations with a proven track record working in neighborhoods vulnerable to gun, group and youth violence to expand their reach, deepen their impact, and achieve scale.



Community Gun Violence FY23 RFP

- The City of Saint Paul's Neighborhood Safety Community Grant funding announcement is designed to support programs that promote health and well-being for the Saint Paul community and reduce barriers to safety by disrupting gun violence trends
 - The NSCC Grant Program is designed to provide intensive investments and supports for collaborative gun violence prevention within focused service areas (defined as qualified census tract).
 - Programs should creatively incorporate elements of Community First Public Safety recommendations and seek to prevent, intervene, interrupt activities that impact public safety and/or rehabilitate communities adjacent to or impacted by violence.



Questions? Contact ONS not other City Officials

- To ensure a fair and equitable process, award decisions will be made by a committee (to be explained further later in presentation)

Contacting City personnel, Mayor's office, or other City officials not from the ONS team about your application can result in removal from consideration



Eligible Program Activities





Funded Activities

- Recruitment/Outreach
- Community Education Sessions
- Public Safety Announcements Campaigns
- Gun Safe Commitments



Recruitment Outreach

- **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

- **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 Campaigns

- **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

- **Gun Safe Commitments:** Documentation in a physical form or recorded ledger that shows commitment to reduction in possible gun violence.



Gun Safes

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.



Selection Process





Merit Based Review

Two stage review process that will consider applicants against a preset criteria

Stage 1- Application will be reviewed and scored individually based on the following:



Organization Capacity – 35 points

- Experience managing gun violence intervention programs
- History of working with residents in Saint Paul
- Staff and leadership that reflects the needs of the community to be served



Project Design– 55 Points

- Capacity to accommodate all Saint Paul residents, particularly under served
- Clearly defined education campaign elements
- Well defined key messages
- The content and messaging will advance the City defined program goals



Workplan– 10 Points

- The work plan is complete
- Follows the strategic plan of your project
- Listing of targeted dates
- Materials/How to obtain materials
- The proposed targets seem reasonable
- Staffing allotment and Developmental Training



Committee Review

Stage 2- A committee will then discuss and finalize award recommendations informed by the application score, and other criteria defined in the RFP

Please note, the City can decide not to move an application forward for committee review if the applicant does not meet eligibility criteria or management concerns are present.



Overview of Grant Criteria





Program Guidance

Program guidance explains:

- The programs goals
- What activities can be paid for with this grants
- How grantees will be paid
- Instructions for how to apply for funding

<https://www.stpaul.gov/departments/neighborhood-safety/grant-application>



Due Date: March 22, 2023

- Online application: [Application Form \(zoomgrants.com\)](https://zoomgrants.com)
- All applications must be received no later than 11:59 p.m. Central Time on the deadline.
- *Plan ahead!* The City will not be responsible for delays caused by computer or technology problems



Summary of Anticipated Awards

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)



Questions? Contact ONS not other City Officials

- To ensure a fair and equitable process, award decisions will be made by a committee (to be explained further later in presentation)

Contacting City personnel, Mayor's office, or other City officials not from the ONS team about your application can result in removal from consideration



Eligible Applicants

- 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



Fiscal Sponsor

- Organizations without an active 501 (c)(3) address can apply for funding through a fiscal sponsor.
 - The application is submitted through the fiscal sponsor's name and will require the fiscal sponsor's legal information
 - A signed letter of commitment from the fiscal sponsoring organization is required to be scanned and attached to the application.



Eligible Recipients (Participants in the Program)

The Type of Activity Drives the Eligibility of Participants:

- **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 Tracts.



Qualified Census Track

Easiest approach:

- Your program activities take place and/or target residents of QTC. Confirmed through address zip code
- Your programs activities take place and target students enrolled in schools located within QTC. Confirmed through school enrollment or activity being provided in partnership with the schools



Individual Income

Will need to document that the individual qualifies. Several options for documenting eligibility:

- Enrollment in another federal program designed to alleviate issues of poverty. Example free and reduced lunch.
- Income of the family



Eligible Costs

All program funding must be directed towards the specific costs of the program and cannot be spent on other activities of the organization. Examples of program related costs:

- Program Personnel
- Mileage
- Program Specific Supplies
- Office Expenses for the program personnel
- Outreach and educational materials
- Participant Support Costs
- Admin/Indirect and Fiscal agent fees



Eligible Costs—participant support costs

- Participant Support Costs defined as stipends for youth and young adult involved in gun violence for their attendance specifically at community education sessions.
- Other forms of Financial Assistance for clients and participants are not being permitted through this program



Eligible Costs—outreach materials

- No general marketing costs (agency website, annual reports, etc.)
- Project specific outreach materials or media allowable



Eligible Costs—admin

- 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 of admin costs include HR, accounting and bookkeeping fees.

If your program is using a fiscal sponsor, their fees must fall into this cap.



Ineligible Costs

- Religious Activity
- Lobbying
- Purchasing of food
- Out of State Travel
- Equipment



Payment Structure

Award Recipients will be paid a fixed rate for work performed. Payments will be varying rates based on the activity, with payments made when the award recipient confirms completion of the following:

- \$40 per participant at community education session
- \$1725 per Community Education Sessions
- \$12,700 for comprehensive campaign offering Public Safety Messaging
- \$285 paid for every signed Gun Safe Commitments

The City will pay up to amount of award. If activity exceeds total award, the City cannot pay more.



Payment Structure

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



Management Structures Required for Federal Funds





Risk Assessments

- The City of Saint Paul is required to conduct a management risk assessment for all award recipients
 - You must be in good legal standing with the State of Minnesota (active 501 c 3 with current filings) at the time of application.
 - If your application is selected for funding, your organization may be required to take additional steps, including the attendance at mandatory technical assistance sessions explaining requirements for accepting and managing federal funds.



Fiscal Sponsors Management Responsibilities

- If your organization does not have the management structures to manage a federal award, you may choose to use a fiscal sponsor
- All of the responsibilities then pass to the fiscal sponsor (which is why the City allows a fee to be billed for this service)

Its important to explain to your partner before application that all management requirements will legally fall to them.



Legal and Administrative Structures

Post Award, your organization will be required to provide (and acquire, if necessary):

- Proof of registration as a vendor with the City of Saint Paul
 - Current W-9
 - Liability insurance or applicable waivers
 - Affirmative Action Plan on file
- You must have an active Federal Unique Entity Identification (UEI) registration.



Application Process



Application Process

- The City is utilizing ZoomGrants.com as the application software for this Grant.
- The ZoomGrants application will require a ZoomGrants login.
- All application questions, forms, and applicant contact information will be collected within the ZoomGrants application.
- **PLEASE NOTE:** The RFP can provide additional details and further explanation of the Application questions and required documents.



Check List

Required for Application Submission

- ZoomGrants Application Tabs (Multiple questions applicants will answer in the online application)
 - Applicant Organization Information tab
 - Applicant Summary tab
 - Project Narrative tab
- Attachments (Documents to be filled in and then uploaded to the application)
 - Budget and Work Plan Form (City defined form)
 - Conflict of Interest Form (City defined form)
 - Financial Questionnaire (City defined form)
 - Applicant Financial Statements
 - Federal Tax Ruling Letter
 - Fiscal Sponsor Letter (if applicable)



Where to start? The Grant Webpage!

<https://www.stpaul.gov/departments/neighborhood-safety/grant-application>

The screenshot shows the top navigation bar of the City of Saint Paul website. On the left is the 'SAINT PAUL MINNESOTA' logo. To its right are menu items: 'I WANT TO', 'RESIDENTS', 'BUSINESSES', 'VISITORS', and 'GOVERNMENT'. Further right are a search icon and a 'TRANSLATE' button with a globe icon. Below the navigation bar is a blue header section with the text 'GRANT APPLICATIONS' in large white letters, and 'DEPARTMENTS / OFFICE OF NEIGHBORHOOD SAFETY' in smaller white letters below it.

Community Gun Violence Prevention Grant Request for Proposal

The City of Saint Paul is accepting requests for proposal for programs that promote health and 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 seek 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.

Find more information about the program details, selection process, and application instructions and materials in the [Request for Proposal document](#).

Application Process

The application deadline is 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.

Applications must be submitted through the online ZoomGrants Application system. Applications can be accessed via the link below, which will bring you directly to the application specific to this program.

[Submit an Application](#)

Informational Webinar

Join ONS Director Brooke Blakey and other City staff members for an informational webinar on February 23 at 6 p.m. [Register and join the event](#).

Supporting Documents

- [Grant Request for Proposal \(RFP\)](#)
- [Applicant Checklist](#)
- [Applicant Conflict of Interest Form](#)



ZoomGrants Profile Setup & Login

- Must have a ZoomGrants account to apply.
- Please note: The email address utilized for the ZoomGrants profile creation will be the only email able to access and edit the application.

Existing ZoomGrants™ Users: Email

Password

Stay logged in? (Admins and Reviewers only) **Login**

[Forgot password?](#)

[HELP](#) [RESOURCES](#) [▲▲▼](#)

Search **Search**

City of Saint Paul

[Open Programs](#) [How do I do this?](#)

Open Programs

You must be logged in to start a new application.

Community Gun Violence Prevention
ONS
4/1/2023 - Organizations Only

Apply **Preview**

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type Organization

New Account

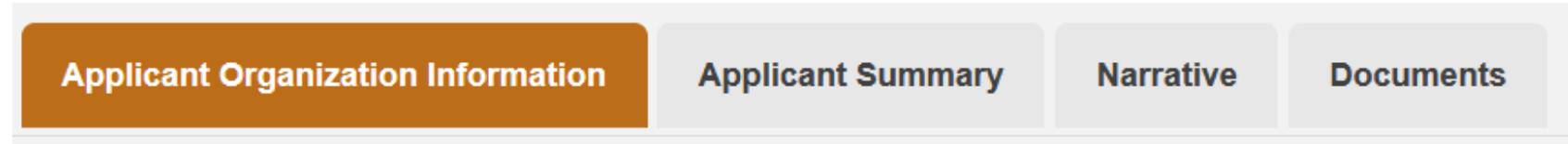
If you already have an account, [Login Here](#) as an existing ZoomGrants user.

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.



ZoomGrants Application Tabs

- The ZoomGrants Application is separated into three (3) main tabs with the optional “Documents” tab.





Applicant Organization Information

- The Zoomgrants Applicant Organization Information tab will gather most of the applicant's essential contracting information.

Applicant Organization Information (answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

This tab will gather general applicant organization information. See RFP for details.

NOTE: The email entered under the Applicant Information section will receive any notices on application status, follow-up requests, and reporting reminders. Please be conscientious of the email entered in this section.

NOTE: The Authorized Organization Representative (AOR) will be the name and contact information utilized in the contract document, should your application be selected for funding. An AOR must be someone who is legally recognized to represent the Organization.

Please also note - if your Organization does not have a UEI, please enter "no UEI" in the field below

Project Title:

Applicant Information

First Name

Last Name

Telephone

Email

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Legal Name (must match federal tax ID)

Address 1

Address 2

City

State/Province

ZIP+4/Postal Code

Country

Telephone

Fax (optional)

Website (optional)

Federal Tax ID (EIN) (00-XXXXXXX)

UEI Number

IRS Verification

No current exempt IRS record was found for ID# xx-xxxxxxx. (Due to the IRS data sharing policy, ZoomGrants is unable to verify your IRS information. This does not mean the information is invalid. You can continue to submit your application as the system will repeatedly verify your information). You might try searching the list of organizations whose federal tax exemption was automatically revoked located at the [IRS Select Check Site](#).

Authorized Organization Representative (generally CEO or Director)

First Name

Last Name



Applicant Organization Information: AOR

- Authorized Organization Representative (AOR) = The person that has the legal authority to enter contracts on behalf of the Organization.

Authorized Organization Representative (generally CEO or Director)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Title	<input type="text"/>
Email	<input type="text"/>

Next



Applicant Summary

- The ZoomGrants Applicant Summary tab will gather the rest of the applicant's essential information.
- Please note: This tab will also be where the required application documentation will be managed and uploaded (detailed in later slides).

Applicant Summary

Instructions [Show/Hide](#)

Please complete the fillable fields below and upload all required documentation located at the bottom of the page. See RFP for details.

Additional Organization Information

1. DBA/Doing Business As

This field is optional and can be used if the name commonly associated with your organization is different than the legal name. If not applicable please enter "N/A" in the field below.

Maximum characters: 255. You have characters left.

2. Type of Business

Check One (1)

- Corporation
- Limited Liability Corporation
- Non-profit/Charity
- Partnership
- Joint Venture
- Non-profit/Charity

3. If you have a remit address, please enter it in the field below. If you do not have a remit address, please enter "N/A" in the field below.

A remit address would be used to send payments if different than legal address



Applicant Summary: Sponsor or Fiscal Agent Questions

- If using a sponsor or fiscal agent, you will also enter necessary information for them within this tab.

5. Do you have a Sponsor/fiscal agent?

Yes

No

6. Name of the Sponsored Applicant Organization
This should be the name of the organization that will be performing the grant work plan activities.

Maximum characters: 255. You have characters left.

7. Sponsored Organization Primary Address
This address should be the business address for the organization that will be performing the grant funded activities.

Maximum characters: 2500. You have characters left.

8. Sponsored Organization Point of Contact
This should be the top executive of the sponsored organization.



Applicant Summary Tab: Document Requests

- The Documents Requested section requires five (5) documents to be uploaded for an application to be submitted.
- Where noted, applicants must use the pre-built forms. To utilize the pre-built forms, click the “download template” button.

Documents Requested *	Required?	Uploaded Documents *
Budget and Work Plan Form. Download the template, complete the form, then re-upload into this same slot. Download template: Budget and Work Plan Form	Required	<input type="button" value="Upload"/>
Applicant Conflict of Interest Form (CIF) Download template: Applicant Conflict of Interest Form (CIF)	Required	-none- <input type="button" value="Upload"/>
Applicant Financial Questionnaire Download template: Applicant Financial Questionnaire	Required	-none- <input type="button" value="Upload"/>
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.	Required	-none- <input type="button" value="Upload"/>
Federal Tax Identification Letter	Required	-none- <input type="button" value="Upload"/>
Fiscal Sponsor or Agent Letter of Commitment (if applicable)		-none- <input type="button" value="Upload"/>



Documents Requested: Budget and Work Plan Form

- The form has built- in formulas, do not adjust or edit any of them.
- The applicant will fill in the staff role or title.
- The applicant fill out the number of people proposed to be reached, or the number of times an activity will take place under the annual performance target.
- 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.

City of Saint Paul						
Gun Violence Prevention Application Budget and Workplan						
Legal Name of the Applicant Organization:						
Organization DBA:						
<i>Instructions: Applicants insert information into the blank cells, which will then auto populate the other cells marked in grey. Requests cannot exceed \$87,500 annually. The validation field at the bottom is provided as reference tool to ensure the requested amount does not exceed the allowable amount (will turn red if exceeds allowable budget).</i>						
Activity description	Staff Role or Entity Responsible	Workplan		\$ Per activity	Budget	
		Annual Performance Target	2 Year Performance Target		Annual Budget Request	TOTAL REQUEST
Program Attendance				0	\$40.00	\$0
Community Education Sessions				0	\$1,725.00	\$0
Public Safety Announcements Campaigns				0	\$12,700.00	\$0
Gun Safe Commitments				0	\$285.00	\$0
TOTAL REQUEST						\$0
					<i>Maximum Allowable Request</i>	
					\$	87,500.00
					<i>Validation</i>	
					\$	87,500.00



Documents Requested: Budget and Work Plan Form

- When the form is filled in completely, upload the document to ZoomGrants by clicking the "Upload" button.

Documents Requested *

Budget and Work Plan Form. Download the template, complete the form, then re-upload into this same slot.

[Download template: Budget and Work Plan Form](#)

Required?

Required

Uploaded Documents *





Documents Requested: Applicant Conflict of Interest Form

- Download the form template.
- Have the authorized representative complete and SIGN the form.
- Upload the completed form into the Conflict of Interest upload.

CITY OF SAINT PAUL

CONFLICT OF INTEREST STATEMENT FOR APPLICANT ORGANIZATIONS

To Whom It May Concern:

_____ (the "**Organization**") is providing this Conflict of Interest Statement in relation to the program or project set forth in the Organization's application materials (the "**Program**" or "**Project**"). The Organization has a conflict-of-interest policy which applies to all of its board members, directors, officers and employees.

On behalf of the board members, directors, officers and employees, the Organization declares that no conflicts of interest currently exist or that any possibilities of conflicts of interest have been disclosed to the City of Saint Paul ("City") in connection with receiving funds through the City. The Organization further declares that any possibility of a conflict of interest which may arise in the future in connection with the Program and/or Project will be disclosed to the City.

A conflict of interest exists or may exist whenever a board member, director, officer, or employee knows or has reason to know that any activity, involvement, interest or relationship, directly or indirectly, in connection with the Program and/or Project, of a person or a person's spouse or dependent(s) to which that person is a participant, receives or may be perceived as receiving any monetary or other material benefit to that person, person's spouse or dependent(s).

This Conflict of Interest Statement must be signed by the CEO or a Board Member or Officer of the Organization.

ORGANIZATION

First and Last Name : _____

Signature: _____

Title: _____

Date: _____

Applicant Conflict of Interest Form (CIF)

[Download template: Applicant Conflict of Interest Form \(CIF\)](#)

Required

-none-

Upload



Documents Requested: Applicant Financial Questionnaire

- Download the form template.
- Make sure someone knowledgeable about the organization's financial and management structures is the one completing the form.
- Upload the completed form into the Applicant Financial Questionnaire upload.



Applicant Organization Name:		Unique Entity Identifier (UEI) Number:	
Applicant Financial Questionnaire			
Questions		Answer: Yes, No, N/A	
Compliance: Federal and Local			
Does your Organization have a conflict of interest form signed by the organization's top executive?			
Does your Organization have a mandatory disclosure policy on file?			
History of Performance			
Does your Organization currently receive other pass-through or grant funding from the City, or has your Organization received City pass-through funding within the last three (3) years?			
If yes, please list the date of the award(s), grant type(s), amount(s), and the City Department(s) you coordinated with in the field below:			
Financial Capacity			
<i>If you respond "Yes" to any of the questions within this section the City may request supporting documentation.</i>			
Does your Organization have multiple revenue streams?			
Does your Organization currently receive Federal Grants?			
Does your Organization currently receive State Grants?			
Does your Organization currently receive Local Government Grants?			
Does your Organization currently receive Private Foundation Grants?			
Does your Organization currently receive any other types of grants or awards?			
Please provide a general description of your Organization's history of grant revenue and the largest source of your Organization's funding:			
Does your Organization have a financial shortfall?			
If yes, please detail the amount and duration of the shortfall, and any efforts to remedy:			
Management Systems and Standards			
Does your Organization staff have experience with operating and managing federal grants?			
If yes, please provide a brief description of their experience operating and managing federal grants:			
Does your Organization have a full-time accountant on staff, or does the Organization contract for accounting services?			
If no, please elaborate on how you are managing accounting for your Organization:			
Does your Organization's board of directors or governing board review financial statements for the organization and its programs at least quarterly?			
Does your Organization use a financial management system with the capacity to track and report on different grant fundings and programs by source and use of funds separately?			
Ability to Effectively Implement the Project			
Have your Organization's key personnel (CFO, CEO, Program Manager, Program Director) undergone significant turnover within the last 12 months?			
If yes, please describe this change:			
Do your Organization's key project personnel have experience with the requirements of this program, or other Federal grant programs?			
If your Organization intends to utilize subrecipient contracts to perform on the award, do you have processes in place to monitor (examples: staff to oversee awards, report forms developed, guidance materials for subrecipients)?			
If yes, please briefly describe the monitoring processes in place:			
Audit Reports and Findings			
Has your Organization recently (within the last three (3) years) been audited?			
Has your Organization recently (within the last three (3) years) had a single audit?			
If there were any findings or concerns please describe them and the actions taken to correct them:			
<small>Questions utilized within this form were derived from 2 CFR 200 guidance and requirements (2 CFR 200.112, 200.113, 200.332)(b) & 200.500 Subpart F).</small>			
CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY (Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOE"), or other official with the requisite knowledge and authority).			
Certification: On behalf of the applicant entity, I certify to the City of Saint Paul that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.			
Completed By Signature:			Date:
Completed By Title:			

Applicant Financial Questionnaire

Required

-none-

Upload

[Download template: Applicant Financial Questionnaire](#)



Documents Requested: Audited Financial Statements

- Upload the appropriate documentation into the Audited Financial Statements upload.

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.

Required

-none-

Upload



Documents Requested: Federal Tax ID Letter (501c)

- 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.

Federal Tax Identification Letter

Required

-none-

Upload



Documents Requested (if applicable): Fiscal Sponsor or Agent Letter of Commitment

- IF APPLICABLE - Fiscal Sponsor or Agent Signed Letter of Commitment .
- Must be on letter head and signed by an authorized representative (generally the CEO) of the fiscal sponsor agency.

Fiscal Sponsor or Agent Letter of Commitment (if applicable)

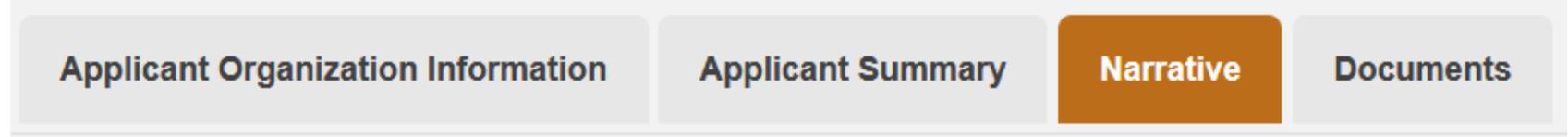
-none-

Upload



Narrative Tab

- The questions within this tab will heavily drive the application scoring.





The (Optional) Documents Tab

- This tab provides applicants the opportunity to upload documentation that is not required prior to submitting the application but will be required if you are selected to receive these grants funds.

Documents

Instructions [Show/Hide](#)

If your organization is selected for an award, additional information will be requested. The additional necessary documentation is listed below. For reference, the information that will be required is being provided now BUT WILL NOT BE REQUIRED TO 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.

Documents Requested *	Required?	Uploaded Documents *	
W-9: This form will be used to create or update a vendor ID with the City payment system.		-none-	<input type="button" value="Upload"/>
Copy of Liability Insurance Policy: Attach a current certificate of insurance (COI) signed by subrecipient's insurance agent, and worker's compensation insurance (or exemption form).		-none-	<input type="button" value="Upload"/>
Current Affirmative Action Plan on file with the City of St. Paul		-none-	<input type="button" value="Upload"/>
Placeholder for Additional Documentation		-none-	<input type="button" value="Upload"/>
Placeholder for Additional Documentation		-none-	<input type="button" value="Upload"/>



Submitting Your Application

- Once you have answered all questions and uploaded the required documentation, click on the "Submit Now" button.
- The ZoomGrants application system will automatically run a check to make sure all required elements were completed.
- If a required element is missing, red text will appear detailing what must be answered or uploaded prior to application submission.

Application Status: Not Submitted

[Submit Now](#) [Print/Preview](#)

[Archive this Application](#)

[Refresh Page](#)

Some fields are missing answers:

Application Questions Question 6
Application Questions Question 7

If you have completed these fields, click Refresh Page above (we will re-check all of your answers) and then Submit again.

This RED message will be replaced with a place to enter your initials.



End of Application Process Walk Through:

- Remember to refer to the RFP for guidance!



Conclusion

Due Date: March 22, 2023

Contact Information: ons@stpaul.gov