

City Staff Use

STAR Tracking #:

CIF #:

PED Accounting Code #:



City of Saint Paul, Minnesota

**Neighborhood Sales Tax Revitalization (STAR) Program
Attachment A: Statement of Work**

This document and its attachments will form the basis of the STAR Agreement between the City of Saint Paul and your organization.

Project Title:

Organization/Business Name:

Address:

City: **State:** MN

Zip:

Federal ID Number:

Customer Contact Name:

Customer Phone #:

Customer Email:

PED Project Manager:

Project Manager Phone #:

Project Manager Email:

Project Location:

Ward: **District:**

STAR Funds Awarded: \$

Required Matching Funds: \$

Other City Funding: \$

Other Project Funding: \$

_____ **Total Project Cost (all funds):** \$

Loan Only: Credit Committee Date & PED Risk Rating:

1. Project Summary: Please summarize in measurable terms the specific elements of your STAR project as outlined in your application.

2. Job Creation: If this project creates new jobs, as outlined in your application, please identify:

of Jobs or FTEs created:
Starting Salary:

3. Jobs Reporting: Does this project require job-related reporting? Check if applicable:

- Minnesota Business Subsidy Law
- St. Paul Living Wage Ordinance

4. Anticipated Timeline:

Time Period	Activities to be completed and estimated cost	Party/parties responsible for activities
From: To:		

5. Sources and Uses: 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 Direct Project Costs, or a combination of the two.

Sources (Project Income)

Source	Amount	Source	Pending or Secured?	Total
Neighborhood STAR Requested Amount		Neighborhood STAR	Secured	\$
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.