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CITY OF SAINT PAUL

NEIGHBORHOOD STAR PROGRAM 2024



Thank you for your interest in the Neighborhood STAR program. Since 1995, the program has invested millions in capital improvements for businesses, nonprofits, and other organizations in Saint Paul.

Planning and Economic Development
April, 2024



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Agenda

- Introductions: Please introduce yourself in the chat!
- Program Information
- Application Process
- Compliance
 - Insurance
 - Human Rights and Equal Economic Opportunity
 - Affirmative Action
 - Prevailing Wage
 - Vendor Outreach Program
 - Minnesota Business Subsidy Law
 - Saint Paul Living Wage Ordinance
 - Sustainable Building Ordinance
- Using ZoomGrants
- Additional resources and Q&A

STAR Program Information



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History

In 1993, the Minnesota State Legislature authorized the City of Saint Paul to levy an additional half-cent sales tax to make improvements to the Saint Paul RiverCentre complex and create the Sales Tax Revitalization (STAR) Program. STAR funds support:

- **40% of funds are for capital activities** of the RiverCenter and economic development needs in Saint Paul;
- **10% of funds are for the Cultural STAR Program** grants to arts and cultural organizations in Saint Paul;
- **50% of funds are for The Neighborhood STAR Program**, grants for capital projects to further residential, cultural, commercial, and economic development in downtown Saint Paul and Saint Paul Neighborhoods.

Neighborhood STAR Board

- **Community involvement and participation** is essential to the Neighborhood STAR Program's success.
- **Three volunteer members from each of the city's seven wards** are appointed by the Mayor to serve a four-year term.
- The twenty-one (21) member citizen board serves as the **formal review body** for proposals requesting funding through the Neighborhood STAR or the Year-Round STAR Programs. **They are advisory to the Mayor and City Council, who make final funding decisions.**



Application Process



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How can I apply for Neighborhood STAR funds?

- Applications accepted once per year.
- Application period opened April 5, applications due May 15 by 4 p.m.
- Around \$2.5 million expected to be awarded in 2024.
- Subject to Neighborhood STAR guidelines found at www.stpaul.gov/nstar
 - Must be for capital improvements
 - Must be for property/project in St. Paul
 - Must be an eligible applicant: Public, non-profit, and for-profit entities located in or doing business in St. Paul; City departments, churches, and religious organizations may also be eligible
 - Must have an expected life of 7+ years
 - All proposals must be reviewed by the Neighborhood STAR Board
 - 1:1 match required for projects requesting over \$50,000

How to apply, continued



- Applications must be submitted online via ZoomGrants
 - Link directly from stpaul.gov/nstar
 - Public Libraries are a good resource for applicants with limited access to technology or who need additional translation support
 - **Be sure to submit proposal in advance of the deadline (May 15, 4 p.m.) to avoid technology problems**
 - All required attachments must be submitted to be eligible
 - More info about ZoomGrants will be provided later in this presentation
- Fees: application fee of \$75 for requests up to \$25,000 or \$125 for requests over \$25,000, and 1% closing fee if awarded funds
- Application questions can be found at stpaul.gov/nstar to help you prepare your answers before entering online.



Annual Round Process

2024 Annual Round Key Dates

April 5: Applications Open

April 10: Application Workshop

May 15: Application Deadline, 4 p.m.

May 20-31: City Staff Review of Applications

June 5-19: Board Interviews

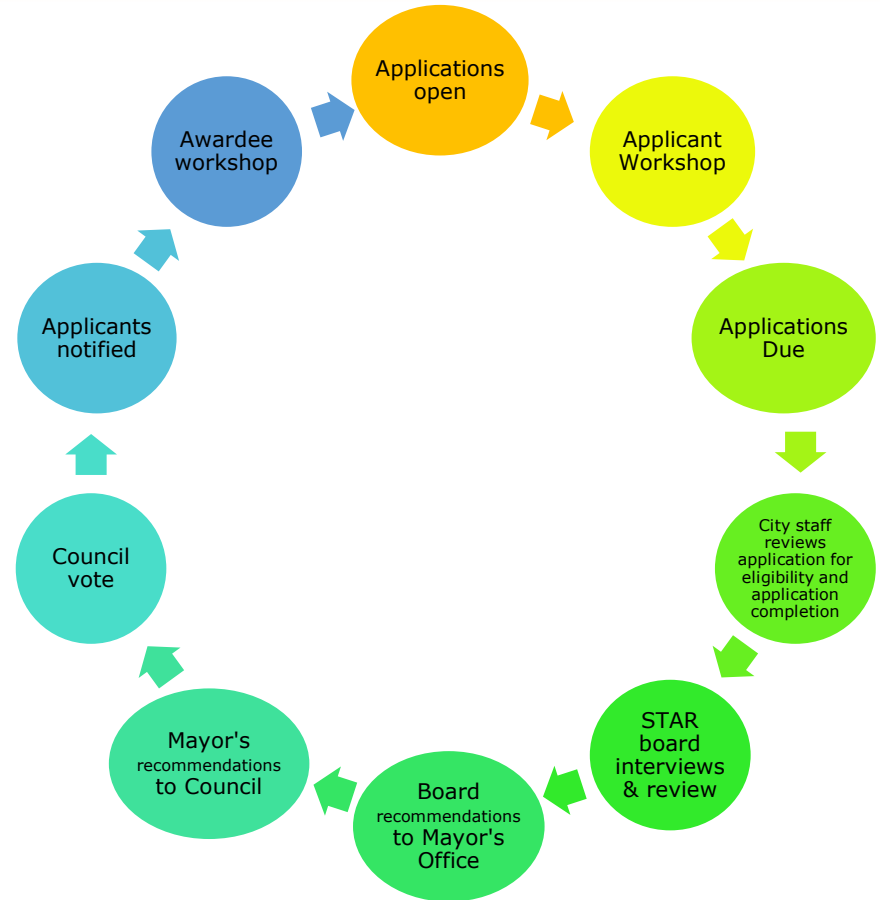
June/July: Board Recommendations to Mayor

July/August: Mayor and Council
Recommendations and Council Vote

August: Applicants Notified

August/September: Awardee Workshop

*This is the **anticipated** timeline and is subject to change.*





Competitive Proposals

Proposals are scored and reviewed across three domains:

- **Public Purpose**

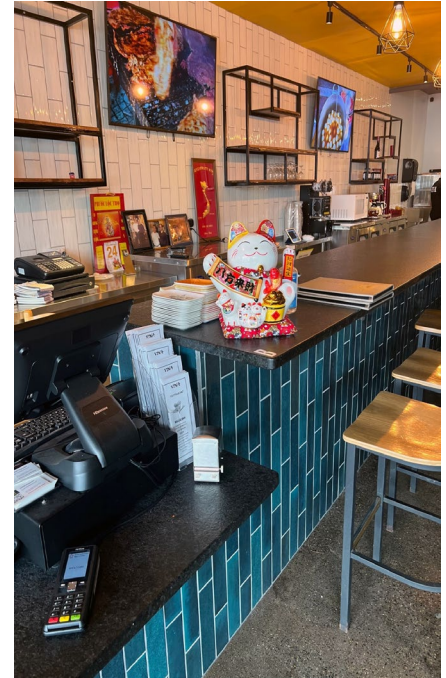
- Contributes to St. Paul tax base (retail or property tax)
- Creates/retains jobs
- Revitalizes vacant storefront
- Advances climate action, sustainability, and/or resilience
- Contributes to cultural diversity
- Advance equity

- **Community Need**

- Addresses an identified neighborhood goal or need
- Project is neighborhood-based and includes community input in development

- **Capacity**

- Project is financially feasible and will remain for 7+ years
- Organization has capacity to successfully implement and administer project/program



Vina Highland Renovation



Required attachments

- Evidence of site control, such as a lease, purchase agreement, or deeded title
- Evidence that the business or organization is in good standing with the Minnesota Secretary of State
- Contractor's Estimates
- A Project Pro Forma (project cashflow)
- Past two years of tax returns or audited financials; for startup businesses, a business plan may be substituted
- Resumes of project manager or key management
- Photos of your proposed project site/service area
- If applicable, sub-grant/sub-loan guidelines
- If applicable, evidence of additional project funding
- Optional attachments: Letters of Support, Conflict of Interest Policy, Current Balance Sheet and/or Operating Statement, W9

If you cannot provide a required attachment, you must upload a statement describing why materials cannot be provided. Simply stating "available upon request" will make your application ineligible.

Awarded funds



- Neighborhood STAR is a disbursement/reimbursement grant program
- There is a 1% closing fee on awarded funds (i.e., for a \$50,000 grant, the closing fee would be \$500) that must be received before funds can be disbursed.
- Reimbursement requests must:
 - Be for STAR-eligible activities per your contract
 - Be incurred **after** funding approved by City Council
 - Include sufficient documentation of expense and be approved by City Compliance and STAR staff
- Requests to be submitted once per month until project completion
- 5% retainage for construction related expenses until project completion
- Process can take up to 4 weeks to complete



Contracting & Working with Project Managers



- Each awarded project will be assigned a Project Manager from the Planning and Economic Development Team
- Your Project Manager will be your main point of contact for contract execution, compliance, and fund disbursement
- Awarded projects have one year after funding announcements to get under contract
- Contract periods are for two years; a Project Manager will work with you throughout the life of your project

Compliance



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Compliance Requirements

- Entities that do business with the City of Saint Paul must meet compliance requirements that are set by the city to ensure that local, state, federal, and funder requirements are met. This is sometimes simply referred to as "compliance."
- Contract compliance requirements are determined based on project type and cost. Compliance related to human rights, labor standards such as minimum wage, and insurance are required of ALL projects. We will review the most common compliance requirements today.
- Compliance may increase the cost of projects and extend project timelines; applicants should plan accordingly



Insurance Requirements



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Insurance Requirements

- **Certificate of Insurance with at least \$1.5 million coverage for each occurrence needed before the contract can be approved. An umbrella policy may be helpful if securing a \$1.5 million policy is a challenge.**
- **If you do not have commercial vehicles, you may need to submit copies of your individual insurance policy.**
- **Businesses with fewer than 10 employees may be exempted from worker's comp insurance**
- **Your Project Manager will work with you on insurance requirements and/or any applicable waivers.**
- **If you have questions about the City's insurance requirements, contact Mark Lorentzen at Mark.Lorentzen@ci.stpaul.mn.us or 651-266-6528.**

Human Rights & Equal Economic Opportunity (HREEO)



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We investigate allegations of discrimination in these areas*



Education



Employment



Real Property



Public Accommodations



Public Services



Credit



Business



Reprisal

*One year statute of limitations period to file a charge of discrimination



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Discrimination against members of these classes is illegal in Saint Paul: Chapter 183

- **Race**
- **Color**
- **Disability**
- **Religion**
- **Creed**
- **Age (18+)**
- **Marital Status**
- **Familial Status**
- **Sex and Gender Identity**
- **Sexual or Affectional Orientation**
- **National Origin**
- **Ancestry**
- **Status with Regard to Public Assistance**

EARNED SICK AND SAFE TIME

What can you use ESST for?



For yourself or a family member's mental or physical illness, including preventative medical care



Reasons related to domestic violence, sexual assault, or stalking



School or work closure because of exposure to an infectious agent



Care for a family member whose daycare closed due to weather or public emergency

How do you accrue and use ESST?

- Employees accrue a minimum of 1 hour of ESST for every 30 hours worked.
- Employees begin accruing ESST on their 1st day of work and are allowed to use accrued ESST after working 80 hours in a year for the employer.
- Employers must allow an employee to accrue a minimum of 48 hours of ESST every year and carry over up to 80 hours of unused ESST hours after the employee's first year.
- Documentation may only be requested for ESST absences of longer than 3 days

Retaliation is Illegal

City Ordinance Chapter 233

MINIMUM WAGE INCREASES

The Saint Paul Minimum Wage is updated annually

Business Size	2024 Minimum Wage	2025 Minimum Wage
Macro (10,001+ employees)	\$15.57 Effective January 1	City Rate Effective January 1
Large (101-10,000 employees)	\$15.57 Effective July 1	City Rate Effective July 1
Small (6-100 employees)	\$14.00 Effective July 1	\$15.00 Effective July 1
Micro (5 or fewer employees)	\$12.25 Effective July 1	\$13.25 Effective July 1

City Ordinance Chapter 224

REPORT A VIOLATION

If you believe your rights to ESST or Minimum Wage has been violated, you can file a complaint with HREEO using any of these methods:



651-266-8966



LaborStandards@stpaul.gov



stpaul.gov/laborstandards



15 W Kellogg Blvd, Suite 280, Saint Paul, MN 55102

Employees also have a right to bring a civil action if they believe their right to ESST or Minimum Wage has been violated.



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Affirmative Action



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Affirmative Action/Equal Employment Opportunity

Vendors and Developers that have a contract with the city for over \$50,000 are required to have an Affirmative Action Plan (AAP) certified.

Project Managers must ensure vendor AAP certification before routing contracts for signature. Check [AAP Open Data Portal](#) or contact Yia Thao.

\$75 (check only) fee applies to certify AAP – AAP certified for 2 years.

Affirmative Action Plan and workforce participation goals apply to construction projects.

There are no AA exemptions for nonprofits, vendors without employees, LLCs, etc.



For questions regarding Affirmative Action/Equal Employment Opportunities, please contact:

Yia Thao

651-266-8928

Yia.thao@ci.stpaul.mn.us

Prevailing Wage



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Prevailing Wage

- Prevailing Wage will apply to your project if:
 - 1) It involves any kind of construction work;
 - 2) You are receiving any amount of public money, and;
 - 3) The total cost of your project meets or exceeds \$25,000 (if your project has federal money in it the project cost threshold is \$2,000).
- WHAT IS PREVAILING WAGE?
- Prevailing wage is like a minimum wage for construction workers. Your contract with the city will contain a list of hourly rates of pay for various types of construction workers. If prevailing wage is triggered on your project, your contractors will need to ensure they're paying their workers at the minimal rates provided in the contract.



What do you have to do?

- 1) When you're looking for contractors make sure to tell them as soon as you can that your project is a prevailing wage project; most contractors are familiar with prevailing wage. Some contractors do not like working on prevailing wage projects because it can involve more work on their end.
- 2) Make sure to include the prevailing wage paperwork the city provides to you in your contracts with your contractors.
- 3) During the project, your contractors will be required to submit their workers' payroll to the city.
- 4) If they don't pay the required rates to their workers, or fail to submit their payroll to the city, it can delay payment from the city to you.
- 5) All of this will be discussed in more detail later. If you have any immediate questions please email us at: ContractCompliance@ci.stpaul.mn.us



**For questions regarding Prevailing Wage,
please contact:**

Ethan Hansing

651-266-8921

ethan.hansing@ci.stpaul.mn.us

Vendor Outreach Program

Department of Human Rights and Equal Economic Opportunity
Contract Compliance Division



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Vendor Outreach Program (VOP)

- Applies to projects with a total project cost over \$50,000
- Business inclusion goals – 25% overall, with subgoals:
 - 5% to minority-owned business enterprises (MBE)
 - 10% to woman-owned business enterprises (WBE)
 - 10% to other small business enterprises (SBE)
- Businesses must be CERT certified to count toward VOP goals
- Reporting requirements will be discussed further at a pre-bid or pre-construction meeting

VOP responsibilities



Access the CERT directory
<https://cert.smwbe.com/>



Reach out to CERT certified businesses for each scope of work, supply, service



Keep records of vendors solicited for bids and responses received



Include VOP specs with subcontracts



Payment reporting
<https://stpaul.diversitycompliance.com/>



Can use the CERT list/directory to find small local vendors, even if VOP is not a requirement on your project



Encourage small local businesses to become CERT certified

Certification is free and lasts for 3 years

Contact the CERT program directly

Vendor Outreach Program

Contact:

Bret Bicoy, Compliance Coordinator

bret.bicoy@ci.stpaul.mn.us

contractcompliance@ci.stpaul.mn.us

CERT

<https://cert.smwbe.com/>

cert@ci.stpaul.mn.us

651-266-8966 – Choose the option for “CERT”



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Minnesota Business Subsidy Law



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Minnesota Business Subsidy Law

- Minnesota Statute Sections 116J.993-.995 and
- City Council Resolution #99-742
- Require that a business receiving state or local government assistance must have a defined public purpose and recipients must set goals for job creation, wages and benefits to be achieved within 2 years of receiving assistance



Minnesota Business Subsidy Law

- Applies to recipients* receiving a business subsidy of \$25,000 or more of grant funds, unless the project or recipient falls within an exemption;
- Annual reporting is required by March 1st of each year for the prior calendar year;
- Additionally, if the business subsidy law applies, and the award is \$150,000 or more, the following will also apply:
 - Requires a notice and public hearing on the subsidy;
 - Specific wage and job goals to be attained within 2 years and a 5-year commitment to continue operations at its business location in Saint Paul;

* All for-profit entities are defined as a business subsidy recipient; however, only non-profit entities with at least 100 Full-Time Equivalent (FTE) employees and with a ratio of highest to lowest paid employee that exceeds ten to one are defined as a business subsidy recipient.



**For questions regarding Business Subsidy Law,
please contact:**

Jenny Wolfe

651-266-6680

jenny.wolfe@ci.stpaul.mn.us

Saint Paul Living Wage Ordinance



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Saint Paul Living Wage Ordinance

- Chapter 98 of Saint Paul Administrative Code;
- Applies to recipients receiving \$100,000 or more in a City Business Subsidy unless the recipient qualifies for an exemption*;
- Recipients and Qualifying Tenant(s) must pay a living wage to each employee (and in the case of a Tenant to an independent contractor as well) who is employed in the location for which the subsidy was provided for the longer of 3 years or the term of the STAR Grant Agreement.

*The following entities are exempt from paying a living wage: for-profit or non-profit entity that qualifies as a small business under MN Statutes 645.445, which includes, in part, businesses that are not an affiliate, and with 20 or fewer full-time employees or with annual gross revenues less than \$1 million.



Saint Paul Living Wage Ordinance

- **A Living Wage is:**
 - **130% of the federal poverty level for a family of four OR**
 - **\$19.50 per hour for 2024**
 - **110% of the federal poverty level for a family of four if health benefits are provided**
 - **\$16.50 per hour for 2024**
- **Wage rates change annually (in January of each year);**
- **An annual certification demonstrating compliance will be required by all recipients for the duration of its obligation to pay living wages.**



**For questions regarding the Living Wage Ordinance,
please contact:**

Jenny Wolfe

651-266-6680

jenny.wolfe@ci.stpaul.mn.us

Sustainable Building Ordinance



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Sustainable Building Ordinance

- Applies to projects receiving more than \$200,000 in public assistance
- Applies to new construction & Rehab
- Projects must be certified through an eligible green building standard
- Projects must comply with the Saint Paul Overlay
- Contact Kurt Schultz about any project that may receive more than \$200,000 from all sources of public money





For questions regarding the Sustainability Building Ordinance, please contact:

Kurt Schultz

651-266-6590

kurt.schultz@ci.stpaul.mn.us

ZoomGrants



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Applying to the 2024 Neighborhood STAR Program

Neighborhood STAR Applications Open April 5, 2024

- The Neighborhood STAR Program currently only accepts online applications submitted through ZoomGrants.
- To access the 2024 Neighborhood STAR Program application, go to the City's [Neighborhood STAR webpage](http://www.stpaul.gov/nstar) (www.stpaul.gov/nstar) and click on the link provided.
- Login to [ZoomGrants](http://www.zoomgrants.com) (www.zoomgrants.com) or create an account to start an application.
- Complete and submit your application, including attachments.
- START EARLY and SUBMIT EARLY!

The application deadline is 4 p.m. on Wednesday, May 15. Late applications will not be accepted.

For technical support with ZoomGrants:

Email: questions@zoomgrants.com

Phone: 866-323-5404



• ZoomGrants

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Existing ZoomGrants™ Users: Email
Password
 Stay logged in? (Admins and Reviewers only) **Login**
Forgot password?

HELP RESOURCES

Search **Search**

You must be logged in to apply. **New ZoomGrants™ Account**

CLOSED Deadline 5/15/2024

City of Saint Paul

2024 Neighborhood STAR

[VIEW OPEN PROGRAMS](#) | [SHOW DESCRIPTION](#) [SHOW REQUIREMENTS](#) [SHOW RESTRICTIONS](#) [CONTACT ADMIN](#)

USD\$ 0.00 requested

Application Status: Not Submitted
You must be logged in to begin.

Summary Application Questions Budget Documents [Activity Log](#)

You must be logged in to submit an application.



ZoomGrants User Type

Applicants

- Each applicant (organization/entity) should submit applications from one ZoomGrants account.
 - Do not create a new ZoomGrants account if your organization already has one.
 - Contact ZoomGrants at questions@zoomgrants.com if you are unable to access your account.
 - We recommend you use a general email rather than your own email when creating an account for your organization.
- Applicants can work on, archive, delete, as well as control other users' access to the application.
- An application can only be submitted by the applicant
 - collaborators and additional contacts cannot submit applications



ZoomGrants User Type (continued)

Collaborators


- Collaborators are invited by the applicant to work on the application.
- The applicant determines how much access a collaborator can have.
- Collaborators cannot:
 - Edit the primary applicant's information in the application
 - Submit, archive, or delete an application

Additional Contacts

- Applicants can add any email address to the Additional Contacts field to include that person in all email notifications that are sent out regarding that application.
- Additional contacts cannot edit, archive, submit, or delete an application. They only receive email notifications sent via ZoomGrants.



Filling out the Application

- Start and submit your application early to give adequate time to avoid and/or address any technical issues.
- You can log out and log back in to work on your application as needed before submitting your application.
- Craft your narrative responses in Word or another program, not directly into the application.
 - Remove formatting (bullet points, bolds, italics, etc.) from your responses before copying and pasting into ZoomGrants (In Word, select your text, go to the **Home** tab, and in the **Font** group, click on the  icon to clear all formatting.)



Saving your Application

- Your response will auto-save when you tab to or click on the next question.
- The appearance and then disappearance of the 'Saving' screen indicates that the answer or update was saved successfully.
 - A continually flashing "Saving" screen indicates that your change has not been or cannot be saved.
 - To ensure you do not lose your work, do not keep working on the application or program until you have identified the cause of the saving issue.
 - Check your internet connection
 - Check for formatting or invisible ineligible characters
 - If everything you've tried doesn't work, email or call ZoomGrants



Submitting your Application

- Every question must have a response, and all required documents must be uploaded for your application submission to go through.
- Click on the print preview link of your application to review your responses for completion. Also verify that you've uploaded the correct files before submitting your application.
- If you need to make any updates AFTER you've submitted your application, please reach out to STAR staff.



ZoomGrants Contact

**Contact ZoomGrants for all ZoomGrants related
technical and account access issues:**

Email: Questions@ZoomGrants.com

Phone: 866-323-5404 (EXT:2)

Additional Resources



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- **Most things can be found on our website!** Guidelines, FAQ's, board information, sample contracts, and highlights of previously funded STAR projects can be found are all at www.stpaul.gov/nstar
- More information about compliance requirements can be found at www.stpaul.gov/hreeo
- Neighborhood STAR Staff:

Erin Lewis
Program Coordinator
erin.lewis@ci.stpaul.mn.us
651-266-6634

Nancy Vang
Management Assistant
nancy.vang@ci.stpaul.mn.us
651-266-6474

Nya Hardaman
Project Manager
nya.hardaman@ci.stpaul.mn.us
651-266-6703

Tim Scott
Project Manager
tim.scott@ci.stpaul.mn.us
651-266-9133



Questions?



Future home of The Donut Trap



The Lowlands Event Center



Sun Foods, above, and Taste of Rondo, right



Papa Legba Lounge

