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Commercial Corridor Organization Assistance Program (C-COAP)





Background

- In 2024, the Saint Paul City Council reserved \$1.4 million in Economic Development STAR funds to for the development of a commercial corridor assistance program
- The goal of the program is to provide dollars to organizations in a simple and streamlined way to advance economic development projects and programs on key corridors in the City of Saint Paul





What we learned about corridor needs

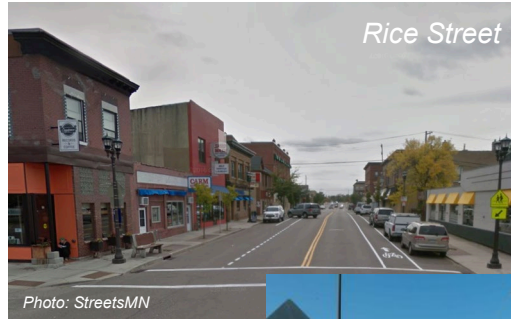
- Through conversations with organizations working along corridors, including a late 2024 public comment opportunity at the HRA staff heard the following needs:
 - Dollars for beautification efforts
 - Dollars for administrative costs (program and project management)
 - Dollars for planning before implementation
 - Resources to support businesses experiencing disruptions (i.e. construction disruption, restructuring, expanding, etc.)





Program structure

- This is a direct contracting program (similar to the District Council program structure)
- Pre-selected organizations with a history working in the identified corridors will be allocated dollars to complete eligible activities
- Each corridor will receive one allocation
- Funds must be spent within one year of receiving the allocation
- Projects or programs funded through this allocation will not be eligible to receive additional City/HRA dollars for a program or project with the same scope (ex. Sub-ranting along Arcade Ave can not also be funded via Neighborhood STAR)

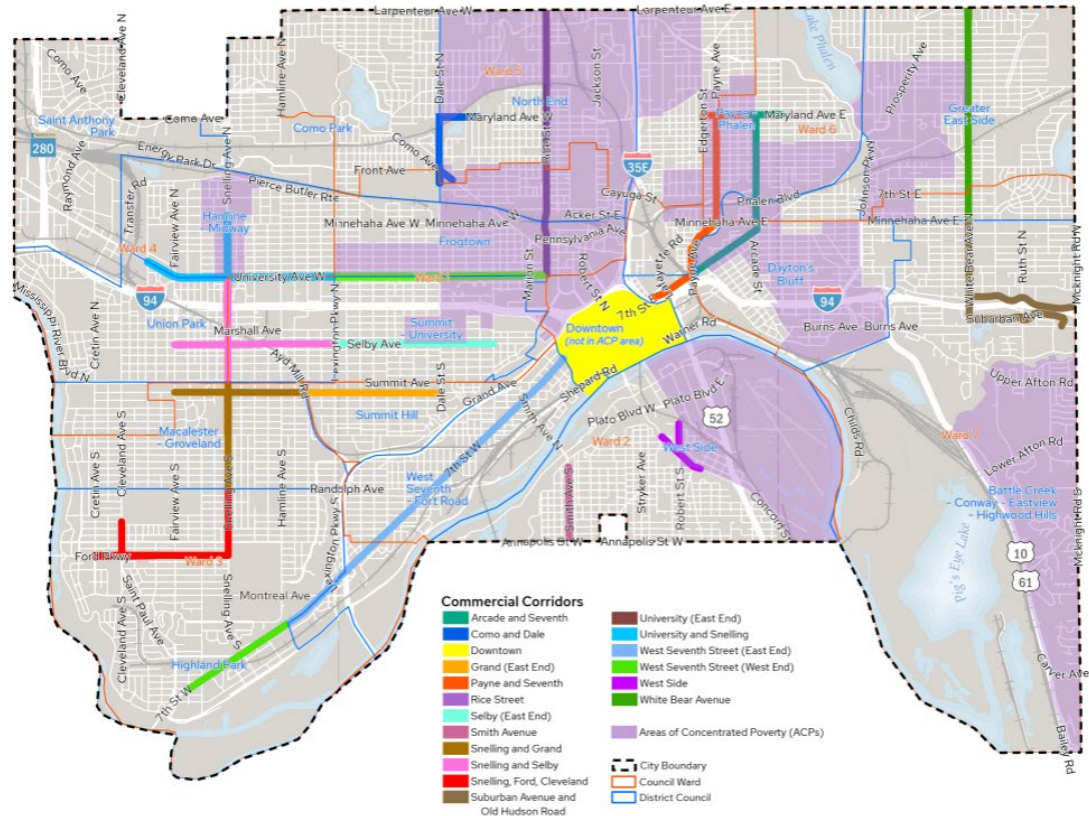




Saint Paul Commercial Corridors & Areas of Concentrated Poverty | April 18th, 2025

18 Corridors and two Funding Levels:

- 1) In or adjacent to an ACP: \$81,500
- 2) Not in or adjacent an ACP: \$74,000





Eligible organizations

Corridor Name	Selected Organization	ACP	Amount
Arcade St, Maryland, and 7th St E	East Side Area Business Association (ESABA)	Yes	\$ 81,500.00
Como, Maryland, Dale	North End Neighborhood Organization (NENO)	Yes	\$ 81,500.00
Downtown	Downtown Alliance	No	\$ 74,000.00
Grand (east end)	Grand Avenue Business Association (GABA)	No	\$ 74,000.00
Payne Ave, Maryland, and 7th St E	East Side Neighborhood Development Company (ESNDC)	Yes	\$ 81,500.00
Rice Street	Rice Larpenteur Alliance (RLA)	Yes	\$ 81,500.00
Selby (east end)	Rondo Community Land Trust (RCLT)	Yes	\$ 81,500.00
Smith	West Side Community Organization (WSCO)	No	\$ 74,000.00
Snelling and Grand	Macalester Groveland Community Council	No	\$ 74,000.00
Snelling and Selby	Union Park District Council	No	\$ 74,000.00
Snelling, Ford, Cleveland	Highland District Council	No	\$ 74,000.00
Suburban Ave/ Old Hudson Road and White Bear Ave	Southeast Community Organization	No	\$ 74,000.00
University (east end)	Neighborhood Development Center	Yes	\$ 81,500.00
University and Snelling	Hamline Midway Coalition	yes	\$ 81,500.00
W 7th St (east end)	West 7th Fort Road Federation	No	\$ 74,000.00
W 7th St (west end)	Highland District Council	No	\$ 74,000.00
West Side	West Side Community Organization (WSCO)	Yes	\$ 81,500.00
White Bear Avenue	Greater East Side Community Council	Yes	\$ 81,500.00



Eligible activities

- Programs and projects funded through Economic Development STAR must result in an economic development impact. The following are the eligible activities for this program:
 1. Corridor-wide beautification
 2. Public art installations
 3. Development of plans for implementation of corridors wide efforts – note, the plans must have the ability to be implemented within 3 years.
 4. Corridor marketing campaigns
 5. Acquisition of vacant or underutilized buildings and land, and related soft costs—note, acquisition and development must be able to take place within 2 years of receiving dollars
 6. Execution of community events meant to celebrate and showcase the corridor
 7. Business sub-grants
- Up to 10% of funds may be spent on administrative or indirect cost associated with managing or executing the proposed projects or programs



Funding process

Organization provides proposal materials

- Narrative proposal of program
- Statement of Work and Workplan
- Proposed budget
- Budget Justification

Staff reviews proposals and proposed scopes of work

Contracting

- Compliance requirements needed: AA Plan, ID Sheet, Certificate of Insurance

C-COAP projects/programs implemented, and funds disbursed

Ongoing check-ins

Timeline:
Final day proposals accepted:
June 30, 2025

Timeline:
~ 2 weeks for review

Timeline:
~ 3-4 weeks

Timeline:
Summer 2025-
Summer 2026

Timeline:
Quarterly for the life of the project

- Organizations are encouraged to submit proposals and other contract documentation earlier than the June 30 deadline
- Email proposals to CommercialCorridors@stpaul.gov



Requirements to Get Under Contract

- Project information
 - Scope of Work
 - Work Plan
 - Budget and Budget Justification
- Certificate of Insurance
 - General Liability, auto, workers comp
 - Example COI shows requirements
- Affirmative Action Plan
- ID Sheet



Statement of Work and Workplan

- Detailed description of project/initiative and the geography served
- How funding will expand impact
- List staff that will manage the project/initiative
- List any partners and their role
- Describe business outreach and engagement
- List benefits and impact on community
- How results will be evaluated and used
- List other City funding– C-COAP dollars cannot be used to expand existing City funded initiatives



Statement of Work and Workplan: Anticipated Timeline

Time Period	Activities to be completed	Person(s) responsible for activities
To: From:		
To: From:		
To: From:		



Statement of Work and Workplan: Goals and Anticipated Outcomes

- List the goals of project/initiative
- For each goal, list activities and anticipated outcomes

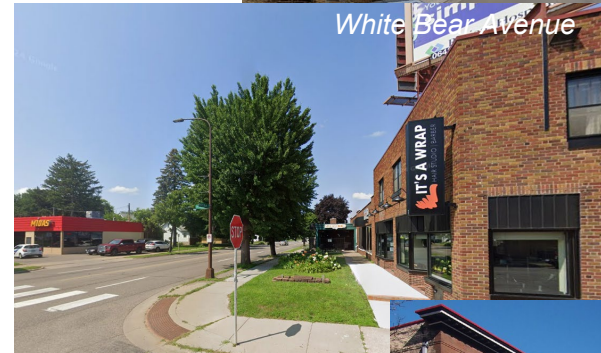
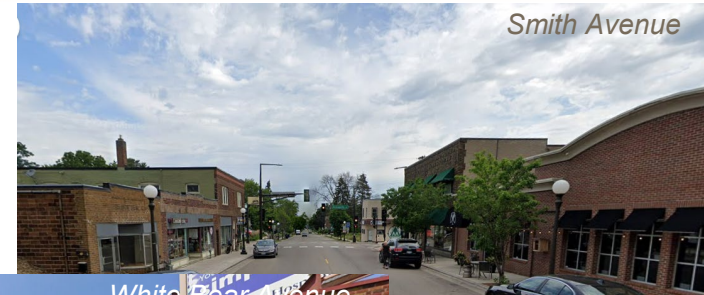
Goal:

Activity/Task/Strategy	Anticipated Outcomes Number of Participants, frequency, and/or other measurable outcomes	Achieved Outcomes (for year-end reporting)
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Reporting

- Quarterly check-ins with organizations
- Quarterly reporting includes questions on:
 - Project status
 - Project costs to date
 - Outcomes to date
 - Timing to execute project and updates on timeline
 - If applicable, organizations are asked to provide photos of events and projects and stories about the events and projects funded through the program
- End of year report includes completing table from Scope of Work with the achieved results





Disbursements

- Non-construction projects and construction projects with a total project cost less than \$25,000 can request up to 80% of the funds awarded be disbursed to the eligible organization up front once compliance requirements are met.
- Construction projects at or exceeding \$25,000 in total project cost will not be eligible for disbursement until required reporting on wages is approved.
 - Reimbursement Request form to be submitted with documentation on all expenses included
- In order to receive the last 20% of funds, organizations must provide proof of payment or disbursement of funds as it relates to their original disbursement request
- A pre-contracting meeting will be held with the organization and City staff to provide all relevant details about disbursements depending on the size and scope of the program.



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.
- Auto coverage required. If you do not have commercial vehicles, submit copies of your individual insurance policy.
- Workers Comp of at least \$500,000 per accident
- If you have questions about the City's insurance requirements, contact Michael Cowell at Michael.Cowell@ci.stpaul.mn.us or 651-266-6501.



Compliance Requirements

- Affirmative Action/Equal Employment Opportunity
 - Applies to all recipients receiving more than \$50,000
- Vendor Outreach Program (VOP)
 - Applies to all recipients receiving more than \$50,000
- Prevailing Wage
 - Applies to all construction projects with a total cost project at or above \$25,000



Affirmative Action/Equal Employment Opportunity

- Vendors and Developers that have a contract with the city for \$50,000 or greater 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.



Vendor Outreach Program (VOP)

- Applies to projects with a total project cost over \$50,000
- Establishes a participation goal of 25% of the sub-contracting opportunity for certified small & local businesses (SBEs)
 - Includes subgoals of 5% to minority-owned small businesses (MBEs), and 10% to woman-owned small businesses (WBEs)
- Businesses must be certified by the Central Certification Program (CERT) to count towards VOP goals
 - Certification is free and lasts for 3 years before needing renewal
- Specific reporting requirements will be discussed further during the pre-bid or pre-construction process



VOP Compliance Requirements

- Access the CERT directory
 - Accessible at <https://cert.smwbe.com/>
- Identify and reach out to qualified CERT businesses for all available sub-contractor/vendor/supplier opportunities
 - The CERT directory is an excellent resource to find small, local vendors even if VOP is not a requirement on your project
- Maintain record of solicited CERT businesses in case VOP goals are not met, and evidence of good faith efforts are required
- Include the VOP specifications with all solicitations and subcontracts
- Online monthly payment reporting utilizing B2GNow may apply
 - Accessible at: <https://stpaul.diversitycompliance.com/>



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 or prevent payment from the city to you.
- 5) Any work occurring at the same time and place as your STAR work may become subject to prevailing wage. Contact staff for more info.
- 6) All of this will be discussed in more detail at your pre-construction meeting. If you have any immediate questions please email us at: ContractCompliance@ci.stpaul.mn.us

Questions?

General: Annie.Byrne@ci.stpaul.mn.us 651-266-8567

Prevailing Wage: Contract.Compliance@ci.stpaul.mn.us 651-266-8921

Vendor Outreach Program: bret.bicoy@ci.stpaul.mn.us 651- 266-8897

Affirmative Action/Equal Employment Opportunity:
via.thao@ci.stpaul.mn.us 651-266-8928



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