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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# 712 HLS, LLC 704-738 University Avenue

**\$ 90,500.00** Requested

Submitted: 3/22/2017 10:44:20 AM (Pacific)

### Project Contact

Daisy Haung

[daisyhaung@gmail.com](mailto:daisyhaung@gmail.com)

Tel: 612-703-8706

### Additional Contacts

none entered

### 712 HLS, LLC

654 University Avenue  
St. Paul, MN 55104

### Chief Officer

Daisy Haung

[Daisyhaung@gmail.com](mailto:Daisyhaung@gmail.com)

Telephone 612-703-8706

Fax NA

Web NA

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☒ For Profit  
☐ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

712 University Avenue

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☒ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

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**8. Please provide a description of your project or program**

Major building improvement, including roof, parking lot, stucco, awning signage, windows

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Major building improvement, including roof, parking lot, stucco, awning signage, windows

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Our continued major improvements on our properties are extremely beneficial to the community both visually as well as increasing value in a longtime DECLINING neighborhood.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes Councilman Dai Thao, we would like to improve our image in Frogtown community

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

If no jobs will be created, please type N/A

25-40 jobs \$28,000 to \$40,000

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

If no temporary jobs will be created, please type N/A

20-30

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The improvement will attract higher/ upscale retailer and restaurants

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Jamil Ford Mobilize Design & Architecture, LLC, H86 Property Management, LLC

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Councilman Dai Thao

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

H86 Property Management

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Thomas and I have owned and manage our properties since 1995.

We general contract all our rehab projects including CAT II single family properties here in this Frogtown neighborhood

I am licensed real estate broker, Property Manager.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

712 HLS, LLC

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Thomas and Daisy Haung will oversee all our rehab project, we are very experience working with subcontractors.

On our team, we also have Jamil Ford, Mobilize Design & Architecture, LLC  
Henry Zhou, with HJ Development & research consultant

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

NA

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Thomas Haung co-owner, 654 University Avenue, St. Paul, Mn 55104 50%

Daisy Haung co-owner, 654 University Avenue, St. Paul, Mn 55104 50%

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

712 HLS, LLC

738 TDH, LLC

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☐ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☐ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☒ If LLC, please provide articles of organization

☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☐ Resumes of principals and key management

☐ If the project includes bank or other financial participation, please provide a letter of commitment

☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 90,500.00	\$ 90,500.00	\$ 181,000.00		\$ 362,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 90,500.00</b>	<b>\$ 90,500.00</b>	<b>\$ 181,000.00</b>	<b>\$ 0.00</b>	<b>\$ 362,000.00</b>

Additional Sources not qualifying as Match	Other Funds
-none-	\$ 0.00

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$ 19,000		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
Midwest One Bank	\$ 162,000		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 181,000</b>		<b>0</b>

## Documents

### Documents Requested \*

### Required? Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates

[704-738 University Buidling Improvement](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

If LLC, please provide articles of organization

[712 HLS. LLC, Article of Inc.](#)

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 77535

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### African Economic Development Solutions

# African Economic Development Solutions Loan Fund

**\$ 100,000.00** Requested

Submitted: 3/22/2017 10:29:41 AM (Pacific)

#### Project Contact

Gene Gelgelu

[ggelgelu@aeds-mn.org](mailto:ggelgelu@aeds-mn.org)

Tel: 651-815-9367

#### Additional Contacts

tnelson@aeds-mn.org, fmohamed@aeds-mn.org

#### African Economic Development Solutions

1821 University Ave. W. S-145  
St. Paul, MN 55104

#### Executive Director

Gene Gelgelu

[ggelgelu@aeds-mn.org](mailto:ggelgelu@aeds-mn.org)

Telephone 651-646-9411

Fax 651-917-3640

Web [aeds-mn.org](http://aeds-mn.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

City of St. Paul

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☒ Ward 2  
☒ Ward 3  
☒ Ward 4  
☒ Ward 5  
☒ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ✓ 1
- ✓ 2
- ✓ 3
- ✓ 4
- ✓ 5
- ✓ 6
- ✓ 7
- ✓ 8
- ✓ 9
- ✓ 10
- ✓ 11
- ✓ 12
- ✓ 13
- ✓ 14
- ✓ 15
- ✓ 16
- ✓ 17

**I. PROPOSAL INFORMATION:**

---

**8. Please provide a description of your project or program**

AEDS emerged as a response to the economic crisis of 2008. A weak economy and cultural barriers prevented many laid-off African immigrants from finding steady employment, and those who turned to entrepreneurship lacked credit and technical training. AEDS sought to fill the gaps between immigrants' entrepreneurial dreams and the competencies needed to achieve them.

AEDS' mission is to build wealth and improve quality of life among African immigrants in the Twin Cities metro region. Financial literacy training (financial skill-building) is the cornerstone to our other programs: Business development training, coaching and technical assistance for small businesses, homeownership education, and creative placemaking. Loan access remains one of the biggest barriers to thriving African immigrant businesses: in Dr. Corrie's research, 66.7% of African immigrant entrepreneurs reported difficulty in accessing loans as being a major obstacle to starting their businesses.[1]

AEDS is seeking to increase and expand our loan program to address this challenge. AEDS has recently begun a loan program which has distributed loans, ranging between \$600 to \$5,000, to 5 businesses and is in the process of lending to 4 more businesses. We continuously leverage partnerships to meet clients' needs and maximize benefits of our small loan fund. In addition, we have helped partners secure a Sharia-compliant loan from MCCD for a small business and are currently building our infrastructure to manage flexible and matched saving programs informed by traditional African cultural ethos.

With the Neighborhood STAR grant funding, AEDS will boost our revolving loan fund to help African immigrants in St. Paul to access loans for interior/exterior improvements which will help their businesses thrive.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Loans will be distributed to African immigrant entrepreneurs throughout St. Paul and be dedicated to business improvements for both for interior and exterior purposes.

Exterior Uses:

Exterior painting/lighting

Professional cleaning

Restoration of exterior finishes and materials

Masonry repairs

Repair or replacement of windows and doors (architecturally appropriate)

Window and Cornice flashing and repair

Canopy or awning installation or repair

Murals

Installation or repair of exterior signage

Removal of barriers to access the building from outside for people with disabilities

Contracted labor related to any of the above improvements

More than one improvement project, keeping in mind the maximum grant amount per business

Wall, window, and hanging signs advertising the business name and identity

Interior Uses:

Internal Improvements

Interior work

New construction/renovations

Interior window displays



Security system  
Trash and mechanical enclosures  
Fences  
Landscaping  
Parking/bicycle area

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Economic equity is at the core of our mission: by breaking down barriers to African immigrant entrepreneurial success, we seek to build a more equitable Minnesota. Of the business-owners we served in 2015, 100% identified as African-American or Black heritage and 83.3% were low-income. Our staff and board of directors have deep ties to diverse African immigrant communities, and these connections help us fulfill our goals.

In 2017, we are stepping up our lending efforts to meet our community's pressing needs. Last year we launched the first fundraising event for revolving loan fund and completed successfully. The goal was to raise \$10,000 and we were able to raise over \$12,000 and secured other funds for loan including \$20,000 through the DEED MEEP (Minnesota Emerging Entrepreneurs Program).

Our projects have a huge public benefit because of the following reasons:

(1) Businesses we are going to provide loans for will pay taxes to the city and so participate in building regional economy.

They create jobs.

(2) Businesses we support with this source of funding will pay payroll taxes.

Thus, the project will have a positive impact on local and regional economy.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Yes. This project is complimented by our culturally-specific programs (technical assistance, business development training, creative placemaking), which ensure our clients not only have financial access but also ongoing support.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

No.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☒ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☐ Rehabilitation/Expansion
- ☒ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*  
N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*  
N/A

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*  
N/A

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*  
N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

<input type="text" value="N/A"/>	Number of Houses
<input type="text" value="10"/>	Number of Businesses
<input type="text" value="10.00"/>	<b>TOTAL</b>

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

Program participants are selected from AEDS business clients and based on loan guidelines and approval process through committee. Business-owners will be asked to provide 5% match of the loan they request. The committee has the final word in accepting or rejecting loan applicants. Please see "Loan Policy, Approval, Checklist and Application" attachment for further info.

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*  
N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

AEDS has a number of tools in place to facilitate the success of borrowers. At intake, we evaluate collateral: we assess management experience if the business is new and financial statements if the business is existing. We also take into consideration what the loan will be used for and the entrepreneur's personal investment in the project. Rather than connect with a client only when a loan payment is due, we monitor clients' success; if a client is struggling, we coach them, help them determine gaps, and connect them with technical assistance in accounting, marketing, graphic design, website development, or human resources.. Please see "Loan Policy, Approval, Checklist and Application" attachment for further info.

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Established as a 501 c3 non-profit in 2008, AEDS has been raising awareness and visibility about African immigrant wealth creation through entrepreneurship promotion, small business development, homeownership and community development initiatives. In 2016, AEDS has served and tracked the activities and outcomes of 216 individuals, primarily African immigrants, involved in entrepreneurship promotion and training (20), small business technical assistance (101 businesses served through 2825.5 TA hours), and financial and homebuyer education services (95). Those served were primarily African immigrants and largely Oromo community members. Today, AEDS is actively supporting a portfolio of 121 micro-enterprises and small businesses that collectively employ over 300 individuals who are overwhelmingly African immigrants.

Since 2016, AEDS has greatly developed its internal capacity for lending. We have delivered 5 microloans to small African-owned businesses at an interest rate of 3%. Loans distributed ranged between \$600 to \$10,000 and have a term period of 1-2 years. Our loan policy and underwriting guidelines were developed by AEDS staff and consultants. We are approved to loan up to \$25,000 per businesses and more if partnered with other organizations. We currently have \$85,000 in loan capital for African business-owners, including \$12,00 raised through our December 2016 fundraiser and we are on the path towards seeking CDFI funding.

In 2016, funds from the City of St. Paul Neighborhood STAR program (\$50,000) directly helped African-immigrant owned businesses in St. Paul thrive through Facade improvement- a combination of owners investment and facade grant 1:1 matching. We processed loans for 5 Little Africa businesses at 3% interest rate. All loans delivered management support technical assistance to East Metro businesses. We have dispersed \$10,000 in Neighborhood STAR funds and we hope to disburse the remaining \$40,000 by August 2017.

While an overall success, this project showed room for improvement. First, this program required 1:1 matching which placed a hardship on the same struggling entrepreneurs who might have benefited most from facade improvements. In addition, the previous project was geographically limited within one district of St. Paul, barring business-owners who expressed interest in the program from participating. Lastly, the previous project supported only exterior improvements but many entrepreneurs had interior improvement needs that were critical to the success of their businesses. Our proposed work builds on these lessons learned by removing the geographic and exterior improvement limitations and asking for a 5% match from business-owners for loans requested.

**27. What is your status as a legal entity?**

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

NON-PROFIT

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Farida Mohamed, CPA and AEDS Director of Financial Services, will be the project manager for this program. Farida has 6+ years of experience in lending, accounting, and working with African entrepreneurs. As an independent consultant, Farida has provided technical assistance services to AEDS clients for several years and in response to growing demand for his services, became a full-time AEDS employee in January 2017. Her primary roles include delivering technical assistance to AEDS clients, administering our micro lending program and serving as the agency's accountant. Moreover, Farida helped administer the 2016 Neighborhood STAR grant Facade Improvement program to great success, particularly with helping Fasika Restaurant to secure a loan and grant to improve facade and signage.

**29. Do you have an adopted/official conflict-of-interest policy?**

If yes, upload copy of policy in the Documents tab above.

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

2016 City of St. Paul Neighborhood STAR Program (\$50,000)

2017 City of St. Paul Cultural STAR Program (\$7,500-reimbursement basis) for Little Africa Fest 2017

2017 DEED MEEP- Minnesota Emerging Entrepreneurs Program (\$20,000)

**VI. ORGANIZATION MANAGEMENT:****31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:****34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

☒ A current balance sheet and operating statement. (Last business quarter)

☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☐ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☒ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☐ If LLC, please provide articles of organization

☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☒ Resumes of principals and key management

☐ If the project includes bank or other financial participation, please provide a letter of commitment

☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☒ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements				\$ 47,500.00	\$ 47,500.00
Private Open Space Improvements		\$ 100,000.00		\$ 0.00	\$ 100,000.00
Direct Project Costs (up to 20% of STAR funds)			\$ 123,000.00		\$ 123,000.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 100,000.00</b>	<b>\$ 123,000.00</b>	<b>\$ 47,500.00</b>	<b>\$ 270,500.00</b>
<b>Additional Sources not qualifying as Match</b>					
Other Funds					
City of St. Paul Cultural STAR (reimbursement)	\$ 7,500.00				
City of St. Paul Neighborhood STAR (remaining balance)	\$ 40,000.00				
<b>Total</b>	<b>\$ 47,500.00</b>				

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 3,000	8/19/17	€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
Individual Contributions	\$ 10,000	8/19/17	€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
Otto Bremer Foundation	\$ 25,000	12/14/16	€
Northwest Area Foundation	\$ 75,000	4/1/17	€
Nonprofits Assistance Fund	\$ 10,000	12/21/16	€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 123,000</b>	<b>0</b>	

## Documents

### Documents Requested \*

Required?

### Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

[YTD Balance Sheet](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

[Aging Accounts Payable and Accounts Receivable](#)

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[Balance sheets, P&L, Accountant statement](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[2017 Org Budget](#)

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)	
Please attach an itemized budget and/or contractors' estimates	
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	<a href="#">Articles &amp; Bylaws</a>
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">Staff &amp; Board Bios</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">Conflict of Interest</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	<a href="#">Program Guidelines, Policy, Application</a>
Letters of Recommendation and/or Support	

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77632

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Capital Deals

## Improvements at Capital Deals

**\$ 17,325.00** Requested

Submitted: 3/22/2017 9:35:43 AM (Pacific)

#### Project Contact

Keiko Nakagawa

[capitaldeals@gmail.com](mailto:capitaldeals@gmail.com)

Tel: 6512228380

#### Additional Contacts

none entered

#### Capital Deals

710 Smith Ave S  
Saint Paul, MN 55107

Telephone 6512228380

Fax

Web [www.capitaldealsonline.com](http://www.capitaldealsonline.com)

#### Owner

Alex Wong

[capitaldeals@gmail.com](mailto:capitaldeals@gmail.com)

### Application Questions

#### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

#### 2. Total Match

\$

Amount of Match

**TOTAL**

#### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

2%

#### 4. Organization type(s):

Select one

- ☐ Public  
☒ For Profit  
☐ Non-Profit

#### 5. Project Location Address:

Number, Street, City, State, Zip

710 Smith Ave S, Saint Paul, MN, 55107

#### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☒ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☑ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

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**8. Please provide a description of your project or program**

We're applying for the grant for a new roof, new skylight windows, an exterior signage with LED bulbs, awnings, and mural on the exterior of the shop.

Our business has been in the building on 710 Smith Ave S since 2006.

First it would be the roof which is in need of attention since it started to leak, causing damages to the ceiling of our retail space.

Second we would like to add awnings in the front of the shop to give an updated look to the building and also protect our merchandise from the outdoor elements.

Third, since we have recently changed our store logo, we would like to replace the signage to the one with the current logo. Also replacing the fluorescent light bulbs in the sign cabinet to LED bulbs.

Fourth, we would like to add skylight windows to the spot where currently covered by wooden boards to use as much natural lighting as possible during our business hours.

Lastly, we're asking our neighbor who is happen to be a talented local artist for a mural on the exterior of the store for everybody to enjoy.

We would love to see our neighborhood feel proud and vitalized by making our building nicer and updated.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Replacing one existing exterior signage and replacing fluorescent light bulbs in the sign cabinet to LED bulbs, installing two aluminum awnings, installing three skylight windows, installing a new roof, and putting up mural on the exterior of the shop. Please see attached proposals from each vendor for more details.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

We're a young minority family ourselves. We believe as we succeed in what we do we set a great example for minorities that come in our shop.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. We have requested a letter of support from our district council WSCO. Please see attached letter.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

#### **IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

Building owner occupied. A bike shop that sells used and new bikes and provide service and repairs on bikes.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

N/A

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Michele Swanson from STAR Program Administration

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your**



## organization, and its abilities to carry out a STAR project.

### 26. Please Describe Your Organization:

We're a family owned business established in 2004. We're a bike shop that sells new and used bikes and provides service and repairs.

### 27. What is your status as a legal entity?

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

LLC

### 28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.

Keiko Nakagawa.

Born in Japan and came to the US in 2000 to study English. Graduated UW La Crosse with a Science degree in 2004. I have been managing/helping my husband's business since 2004. Applied for Star Grant back in 2009 with a help of our community organization REDA.

### 29. Do you have an adopted/official conflict-of-interest policy?

If yes, upload copy of policy in the Documents tab above.

☐ Yes

☒ No

### 30. If you have received City funds within the past five years, please type a list; including the year and amount below.

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

Not within 5 years but we have received STAR grant back in 2009.

## VI. ORGANIZATION MANAGEMENT:

### 31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

(100% of ownership must be shown.) If not applicable, type N/A

Alex Wong, Owner 100% 710 Smith Ave S, Saint Paul MN 55107

### 32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

### 33. Is your business a franchise?

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

## VII. FINANCIAL INFORMATION:

### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

☐ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☐ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☒ If LLC, please provide articles of organization

☒ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☒ Resumes of principals and key management

☐ If the project includes bank or other financial participation, please provide a letter of commitment

☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Commercial	\$ 8,663.00	\$ 8,662.00	\$ 17,325.00	\$ 0.00	\$ 34,650.00
New Construction: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Construction: Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Public Improvements	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Private Open Space Improvements	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 8,663.00</b>	<b>\$ 8,662.00</b>	<b>\$ 17,325.00</b>	<b>\$ 0.00</b>	<b>\$ 34,650.00</b>

<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$ 17,325	02/21/17	✓
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 17,325</b>	<b>0</b>	

## Documents

### Documents Requested \*

### Required? Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[2013 Balance Sheet](#)

[2014 Balance Sheet](#)

[2015 Balance Sheet](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates	<a href="#">Roof and Windows Estimates</a>
	<a href="#">Signage &amp; Awnings Estimate</a>
	<a href="#">Mural Estimate</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	
If LLC, please provide articles of organization	<a href="#">Proof of LLC Status</a>
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	<a href="#">Current Bank Statement</a>
	<a href="#">Individual Income Tax Return 2015</a>
Resumes of principals and key management	<a href="#">Resume of Keiko Nakagawa</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">Letter of Support from A Councilmember</a>
	<a href="#">Letter of Support from District Council WSCO</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 74128

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Clutch Brewing Company

**\$ 100,000.00** Requested

Submitted: 3/21/2017 8:13:33 PM (Pacific)

#### Project Contact

Jordan Standish

[jordan@clutchbeer.com](mailto:jordan@clutchbeer.com)

Tel: 763-744-8736

#### Additional Contacts

none entered

#### Clutch Brewing Company

876 W 7th St Unit 338

St. Paul, 55102

#### President/Co-Founder

Jordan Standish

[jordan@clutchbeer.com](mailto:jordan@clutchbeer.com)

Telephone 763-744-8736

Fax

Web [www.clutchbeer.com](http://www.clutchbeer.com)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

3% at 10 years

### 4. Organization type(s):

Select one

☐ Public

☒ For Profit

☐ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

928 W 7th St, Saint Paul, MN, 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☐ Ward 1

☒ Ward 2

☐ Ward 3

☐ Ward 4

☐ Ward 5

☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
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- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☒ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Clutch Brewing Company is the culmination of a passion for beer, art, and helping the community come together. We are a local craft brewery located in St. Paul, that strives to differentiate itself from others by tapping into a large art market that St. Paul quietly houses, yet not many have shed a light upon. Our goal is to team up with local artists, musicians, cooks, and authors to illuminate the close bond between the art of brewing, and the local community of art. By doing so we help aspiring artists, as well as our business, as our future brewery, tap-lounge, and rotating artists space, will be a unique taproom attraction, driving business forward while showcasing our incredible neighborhood. We also aim to aid our community and business by hosting fundraising events as well as sponsorship opportunities for important causes, especially those pertaining to the St. Paul area.

Clutch Brewing plans to stay true to its St. Paul roots by calling the Historic Schmidt Brewery our home. We will inhabit the majority of the second story mezzanine of the Keg & Case Market, and embrace the charm of the historic building's brick walls, wood ceiling, riveted ceiling trusses, and illuminating ceiling monitors and large windows. We will add to this with a welcoming penny top bar, a vintage and classy lounge section, a local St. Paul art gallery, an elegant display of our brewing equipment, and artifacts from the historic Schmidt Brewery, making sure to pay homage to the building's history, which paved the way for this project.

Once rejuvenated, the location of the historic Schmidt building will provide the perfect opportunity to serve the St. Paul community. Of course, we will be in the same complex as the Schmidt Artist Lofts, and will be able to serve as the neighborhood taproom as well as a gallery for the artists housed there, many of which we have already contacted about placing their art on display.

In addition to the brewery's proximity to the Artist Lofts, the taproom will be within a couple miles of the Xcel and CHS event centers, and located between them and MSP airport. This will provide St. Paul, and the West 7th community specifically, with something special to offer those visiting these event centers, the downtown/lowertown area, and of course the West 7th neighborhood, as more and more people gravitate to local breweries.

Our innovative takes on classic recipes, historic St. Paul setting, locality to St. Paul attractions, and embracement of local artists and craftsmen, will make Clutch Brewing Company a perfect fit for the West 7th community, and there's no place we'd rather be.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Build out 20 seat bar area  
Penny top bar (30 ft)  
Vintage draft towers (x3)  
Wood wrapped serving cooler, Bar, and Half Wall by Fermenters  
Welding/Woodwork for Taproom tables  
Build out and furnish 4 social 'nooks' (small sitting areas) for vintage Tap-Lounge area  
Each nook encompassed by half wall and display case for Historic Schmidt Artifacts  
Furnish with curated furniture and lighting  
Build out Gallery space for St. Paul artists  
Hanging art display structures  
Display cases for 3D art  
Build out Brewhouse  
Work with riggers to place fermenter, brite, and brewhouse tanks on second story  
Install drainage system  
Enclose Brewhouse area from rest of Market  
Properly Seal Historic structure in production space (Brick walls and Wood ceiling)  
General Space  
Install adjustable track lighting  
Install many small speakers providing music that won't overflow into rest of market  
Install security gates at entrances to taproom

Clutch Brewing Signage  
Paint  
Finish Carpenter

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Not only will Clutch Brewing Company be an equal opportunity employer, but we will be adding to the experience and effectiveness of the Keg & Case Market, which will be providing an affordable activity for minority and majority groups alike (Year round Farmers Market, Ice Skating in winter, Outdoor Music Venue, Coffee and Dining, Craft Beer and Sodas upstairs in our taproom). Clutch Brewing Company will also be using our space, and traffic from other tenants, to host fundraisers and raise awareness for issues involving the St. Paul community, issues that include the city's racial equity goals.

We will be benefiting the community generally not only by providing a commodity that is under-supplied on our side of the river, a craft beer taproom, but we are helping to create a real destination for the St. Paul community, drawing a lot of business to our city and bringing traffic to the West 7th neighborhood.

Clutch Brewing is also an artist intensive business, and has an entire section of the brewery dedicated to showcasing local St. Paul artists, many from the Schmidt Artist Lofts themselves. Not only will we be providing a space to display their work, but we'll be advertising our monthly artist collaborations, providing the artists with visibility they might not have access to otherwise. Lastly, we are part of a renovation project for a Historic St. Paul Structure, the Schmidt Brewery Keghouse. Not only bringing beer back to the Schmidt brewery, but revitalizing it.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Yes. Clutch Brewing Company will be housed within the Keg and Case Market that is occupying the old Keg House of the Schmidt Brewery on West 7th St. We will be one of 6 anchor tenants supporting the central farmers market.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

We have reached out and are awaiting a response.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

3 Brewing/Management Positions salaried at \$25,000/year. Raises will be determined by Board of Directors. 5-10 part-time taproom staff at minimum wage, plus tips. Upon company growth Sales and Marketing positions will be filled; salaried at 25,000/yr

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

25-35

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☒ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The building we are leasing/renovating has been vacant since the early 2000's. We, and several other tenants, will be restoring the historic structure to meet and exceed the needs of a public marketplace and year-round farmers market. Our space will be turned into a brewery production space, and a taproom complete with a Bar, lounge area, and a gallery for local St. Paul artists. Clutch Brewing will serve Craft beer, Craft sodas, and nitro-coffee in a taproom environment unlike any other, with a spectacular view of the below market, restaurants, and patrons within. We will collaborate with a different local St. Paul Artist every month, and host various fundraisers and events in the taproom, and collaborate with the other very talented tenants of the Keg & Case marketplace. We have signed a lease specifying a space that is approximately 5,600sf of the upper mezzanine (the mezzanine is yet to be built, square footage pending, but close to 5,600sf), at \$17/sf and \$8 CAM initially .

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Developer: Craig Cohen, Architect: Studio M Architects, General Contractor: David Kalogerson with Kalcon Construction

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

N/A

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Clutch Brewing Company currently consists of it's President/Co-Founder Jordan Standish and Vice-President/Co-Founder Max Boeke, both of which have been brewing beer for nearly a decade, and share a passion for the craft of brewing as well as the other finer details of life that make it a pleasure to experience. This is the foundation for their brewery and the experience of their taproom. The Brewhouse equipment will be a focal point of their taproom, located in the historic structure left behind by a Minnesota Brewing Giant, Schmidt Brewery. The taproom will be a place where Craft Beer enthusiasts and Market-goers can enjoy some of our award winning brews, house craft sodas, local coffee on nitro, the work of Local St. Paul Artists, and learn a thing or two about the history of the building they're occupying.

This will all be available in a taproom that embraces the rich history of the craft of brewing and the brewery that previously occupied the space.

Patrons can enjoy a beer, soda, or coffee, while enjoying a bar space that bridges the gap between a past epoch and our own, a lounge area inhabited by furniture curated with an attention to detail that was standard in eras past, display cases exhibiting artifacts from the Schmidt Brewery itself, and a gallery that showcases the timeless pieces of local St. Paul artists.

Clutch Brewing will not only offer our brews and sodas, historic Schmidt artifacts, and local art available to the Keg & Case Market-goers, but we intend to host a monthly event to allocate profits to a chosen fundraiser, charity, or noble cause. These events will benefit local artists, minorities, the environment, and the community as a whole; the founders of this company have spent too much of their lives in this wonderful city not to give back.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Limited Liability Company

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Jordan Standish will be the Director of Operations with aid from Vice President Max Boeke. Jordan has several years of experience in the industry that includes brewing, distribution, and sale of Craft Beer. Along with these tasks came accounting responsibilities, book keeping, customer account management, and inventory management. While at Flat Earth Brewing Company, the brewery underwent a substantial move that required relocation of the equipment and build out of a historic building, the former Hamm's Brewery. Given the historic nature and age of the building, the level of detail and construction required to bring it up to date provided an immense understanding of the work, funding, and fundamental construction requirements

needed to function as a brewery and comply with city codes and ordinances.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Jordan Standish, President, 876 W 7th Street, St. Paul, MN, 55102, 30% Owner  
Max Boeke, Vice President, 127 Birchwood Ave, St. Paul, MN, 55110, 30% Owner  
Lee Novelli, Partner, 3828 11th Avenue S, Minneapolis, MN, 55407, .4% Owner  
David Perez, Partner, 2913 Blackstone Ave, St. Louis Park, MN, 55416, .8% Owner  
Anne Hed, Partner, 9 Oriole Lane, North Oaks, MN, 55127, 1% Owner  
Margo & Mitch Boeke, Partners, 2194 N Gardenette Dr. White Bear Lake, MN, 55110, 1% Owners  
Derrick Carlson, Partner, 7112 Upper 17th St N, Oakdale, MN, 55128, .8% Owner  
Bruce Peters, Partner, 1615 Blackhawk Hills Road, Eagan, MN, 55122, .8% Owner  
Daniel Standish, Partner, 10220 Point Pleasant Rd, Chisago City, MN, 55128, .4% Owner  
Michael Varnado, Partner, 183 Wheelock Parkway East, St. Paul, MN, 55117, .8% Owner  
Brad Brunner, Partner, 776 James Ave, St. Paul, MN, 55102, .08% Owner  
Andrew Stooksbury, Partner, 1022 Juno Avenue, St. Paul, 55102, .08% Owner  
William Bettendorf, Partner, 7751 NE River Rd, Rice, MN, 56367, .4% Owner  
Michael Lofquist, Partner, 414 Goodrich Ave, St. Paul, MN, 55102, .08% Owner  
Kevin Meinstma, Partner, 14541 Wellington Road, Minnetonka, 55391, .4% Owner  
Mike Blackburn, Partner, 15905 Elodie Lane, Minnetonka, 55391, .4% Owner  
Tony Konrady, Partner, 804 Countryview Ct. SE, Stewartville, 55976, .5% Owner  
Sandy Konrady, Partner, 804 Countryview Ct. SE, Stewartville, 55976, .5% Owner  
Mike Olson, Partner, 897 Goodrich Ave, St. Paul, 55105, .08% Owner  
Ryan Hall, Partner, 19172 Evenston Drive, Farmington, 55024, 1.8% Owner  
Mathew Parins, Partner, 190 Colborne St, St. Paul, 55102, .08% Owner  
Lee Erickson, Partner, 806 Randolph Ave., St. Paul, 55102, .08% Owner  
Christine Maxa, Partner, 646 Armstrong Avenue, St. Paul, 55102, .08% Owner  
Jeff Teeple, Partner, 1663 Willis Ave, St. Paul, 55075, .08% Owner  
Kent Rudeen, Partner, 3843 Susan Ln, 55345, .35% Owner  
Michael Morrell, Partner, 1254 Fairmount Avenue, St. Paul, 55105, .18% Owner

321 Shares of Company (28.5%) Outstanding

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates



- ✓ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ✓ If LLC, please provide articles of organization
- ✓ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ✓ Resumes of principals and key management
- ✓ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ✓ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)				\$ 270,000.00	\$ 270,000.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial	\$ 70,000.00	\$ 30,000.00	\$ 161,000.00	\$ 225,000.00	\$ 486,000.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)			\$ 0.00	\$ 100,000.00	\$ 100,000.00
<b>Total</b>	<b>\$ 70,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 161,000.00</b>	<b>\$ 595,000.00</b>	<b>\$ 856,000.00</b>
<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>				
SBA Loan for Equipment Costs	\$ 270,000.00				
Remainder of Buildout Cost Funded by MNvest Offering	\$ 225,000.00				
Operating Expenses, Permits, Attorney, Architect, Design, Engineering fees	\$ 100,000.00				
<b>Total</b>	<b>\$ 595,000.00</b>				

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 32,000	03/22/2017	✓
<b>B. Estimated in-kind service*:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>C. Amount and source of private equity:</b>			
Capital Investment Raised	\$ 129,000	03/21/2017	✓
	\$		☐
	\$		☐
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		☐
	\$		☐

	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 161,000</b>	<b>0</b>

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Balance Sheet Projected</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Balance Sheet 2016</a> <a href="#">Statement of Operations 2016</a> <a href="#">Statement of Operations 2015</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Revenue Projections</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">Keg and Case Lease</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Budget</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		<a href="#">Vendor Quotes</a> <a href="#">Vendor Quotes</a> <a href="#">Vendor Quotes</a>
If a corporation, please provide articles of incorporation and bylaws		
If LLC, please provide articles of organization		<a href="#">Articles of Organization</a>
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		<a href="#">PFS Max Boeke</a> <a href="#">PFS Jordan Standish</a>
Resumes of principals and key management		<a href="#">Resume Max Boeke</a> <a href="#">Resume Jordan Standish</a>
If the project includes bank or other financial participation, please provide a letter of commitment		<a href="#">Anchor Bank</a>
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		<a href="#">Business Plan 2017</a>
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 75237



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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# Czech and Slovak Sokol Minnesota C.S.P.S. Hall Masonry Restoration

**\$ 150,000.00** Requested

Submitted: 3/20/2017 3:08:38 PM (Pacific)

### Project Contact

Joyce Tesarek

[finance@sokolmn.org](mailto:finance@sokolmn.org)

Tel: 612-822-6147

### Additional Contacts

[joe@josfland.com](mailto:joe@josfland.com)

### Czech and Slovak Sokol Minnesota

383 Michigan Street West  
Saint Paul, MN 55102 2920

Telephone 651 290-0542

Fax

Web <http://www.sokolmn.org>

### President

Judy Aubrecht

[president@sokolmn.org](mailto:president@sokolmn.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

383 Michigan Street West, Saint Paul, MN 55102-2820

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☒ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☒ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

Exterior Tuck-pointing, Copping Cap Repairs, and painting for the historic (1887) C.S.P.S. Hall, National Register of Historic Sites Building Number 77000763.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Restore vitreous clay tile parapet caps including top three brick courses, sheet metal flashing and chimney repairs. 100% 'solid' cut' and 'tuck-point' wall' areas; spot 'cut' and 'tuck-point' 'deteriorated' mortar 'joints'; Prep and repaints walls with Sonneborn 'acrylic' masonry' wall 'coating' (with' a 'fine' aggregate') color to match as appropriate for Secretary of the Interior standards. West elevation total wall area = 2885 sq ft; East elevation total wall area = 4010 sq ft; South elevation total wall area = 1200 sq ft; North elevation total wall area = 1500 sq ft. Roof surface: 5,000 sq ft.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

The C.S.P.S. Hall and its owner Czech and Slovak Sokol Minnesota are unique cultural assets not only for St. Paul, but nationally. Built in 1887, the CSPS Hall is the longest serving Czech-Slovak hall in continuous use in the US and longest serving national hall and theatre in Minnesota. It is included on the National Register of Historic Properties. It is at the heart of the first European settlement in Minnesota and continues to be a center for the Czech and Slovak immigrant and family communities, and a vibrant neighborhood and cultural resource. Notable visitors to the hall include Antonin Dvorak, composer (1893); Czechoslovak Presidents Tomas G. Masaryk (1918) and Vaclav Havel (2001), Czech Prime Minister Bohuslav Sobotka (2016), as well as numerous ambassadors, foreign dignitaries, artists and musicians, past and present. Sokol is an all-volunteer non-profit. Annual events include the Czech and Slovak Festival; ethnic dinners and dances; senior folk singers and traditional music ensemble; cooking, language, and craft classes; historical lectures and book club; gymnastics/fitness programs for all ages and all levels of skill. Currently there is a waiting list-almost entirely of neighborhood participants who have embraced the Sokol "philosophy" of a sound mind in a sound body. As charter member, Sokol has participated in St Paul's Festival of Nations since its inception in 1932. All economic and age groups are welcomed. Membership is not required to participate.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

yes: the preservation of the C.S.P.S. Hall has been a vital priority of the Fort Road Federation/District 9 Community Council. The "Fed" was instrumental in helping the hall be nominated to the national historic register in 1976/77.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

The building has long provided commercial space for a variety of cultural entrepreneurs--not only Czech but Hmong, German, and most recently Mexican (Pajarito) this year. No new permanent jobs are pending.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

A contractor will be hired with a masonry team to complete the project.

#### IV. STAR PROJECT / PROGRAM ACTIVITIES:

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The hall is a three-story commercial building. The third level holds and is dedicated to its organizational historical artifacts since the 1880's including its hand hewn furnishings, and a meeting room and office. The second level not only supports the fitness programming but also a wide variety of "rental", cultural, and event programming. Many community and other ethnic groups including Scandinavian, German, Mexican, Asian, etc. host events here when not in use by Sokol for its ethnic dinners, musical events, festivals, etc. A commercial kitchen supplements these uses. The first floor's recent commercial iteration is the successful Mexican Pajarito Restaurant that was also catalyst for significant structural foundational upgrades. 2016 was year one of their 10-year lease. The first floor is shared by Sokol for education classes, a small retail store, and donated space for the Honorary Consul of the Czech Republic. In addition, once a year the parking lot is transformed into festival space for the annual Czech Slovak Festival in September.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Building Restoration Corporation

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Staff of Cultural STAR, Neighborhood STAF, PED, etc.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

TOTAL

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

---

**26. Please Describe Your Organization:**

Sokol is a 135 year old volunteer organization founded to provide cultural, educational and community opportunities for all ages. In 2007, membership surpassed 300 for the first time. Current programs reflect its cultural history, including ethnic dinners, classes and festivals; movies and plays; art exhibits, concerts, etc. All economic and age groups are included, women as well as men, and membership is not required to participate in programs.

Sokol and the Czech/Slovak community have been stewards of the C.S.P.S. Hall since it was built in 1886. Since 1997, completed projects include elevator installation basement to second floor , build-out of first floor classroom and secured office for the Czech Honorary Consul , a commercial kitchen renovation , and completion of an Historic Structures Report . In 2010, the Boards of Trustees and Directors identified major projects through an Historic Structures Report funded by the National Trust for Historic Preservation. Priority was based on urgency, maintenance expenses incurred, health and safety, and cost. Completed project are listed in #28.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Ed Hamernik will be our Project Manager as Chair of Sokol's Project Planning Task Force.

Under the task force, in the past five years C. S.P.S. Hall building projects cost \$534,001 and included successful

Installation of Air Conditioning (2012-16: \$252,372), subcontractors include Central Roofing Company, Harris Companies, Muska Electric, James Steele Construction;

Installation of fire suppression (2012/13: \$89,854), subcontractors include Viking Automatic Sprinkler Co., Stanley Convergent Security Solutions, and Harris Companies

Heating and Furnace upgrades (2012/13: \$119,407), subcontractors include B&B Welding, Roger Vadnais Plumbing, Harris Companies

Kitchen upgrade (2012/14: \$564): Midwest Kitchen Services

Project Planning architects (2013-14: \$43,719): Miller Dunwiddie Architecture

North Egress Stairway (2016: \$28,125): Boyer Building Corporation, L. I. W. Inc., Infinity Scaffold, Inc, Viking Automatic Sprinkler Co., Wenzel Engineering, Inc, Bollig & Sons Inc., MacDonald and Mack Architects, Ltd., Yust Architectural Services, Limited

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

---

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

---

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

- Ⓔ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ✓ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- Ⓔ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ✓ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ✓ Please attach an itemized budget and/or contractors' estimates
- Ⓔ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ✓ If a corporation, please provide articles of incorporation and bylaws
- Ⓔ If a partnership, please provide partnership agreement
- Ⓔ If LLC, please provide articles of organization
- Ⓔ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ✓ Resumes of principals and key management
- ✓ If the project includes bank or other financial participation, please provide a letter of commitment
- ✓ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- Ⓔ If this request is for a new business start-up, please attach your business plan.
- Ⓔ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 150,000.00	\$ 248,465.00		\$ 398,465.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 150,000.00</b>	<b>\$ 248,465.00</b>	<b>\$ 0.00</b>	<b>\$ 398,465.00</b>

  

<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 18,465	06/01/16	✓
<b>B. Estimated in-kind service*:</b>			
	\$		Ⓔ
	\$		Ⓔ
	\$		Ⓔ
<b>C. Amount and source of private equity:</b>			
Internal fund raising	\$ 80,000	01/01/18	Ⓔ
	\$		Ⓔ
	\$		Ⓔ
<b>D. Name and amount of anticipated foundation grants:</b>			
Historical and Cultural Heritage Grants Program	\$ 150,000	01/01/18	Ⓔ
	\$		Ⓔ
	\$		Ⓔ
<b>E. Amount of loan(s) and name of lender:</b>			

	\$	€
	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 248,465</b>	<b>0</b>

## Documents

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current balance sheet and operating statement (Last business quarter)		<a href="#">financials</a>
		<a href="#">financials</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">Accounts payable- LT Liabilities</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Document Requested Uploaded Document * A year-ended balance sheet and profit and loss statements</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">Pajarito Restaurant lease</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Work order bid</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Sokol articles of incorporation</a>
		<a href="#">Sokol bylaws</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Resume- President Judy Aubrecht</a>
		<a href="#">Resume- Joyce Tesarek, finances</a>
		<a href="#">Resume- Ed Hamernik, project manager</a>
If the project includes bank or other financial participation, please provide a letter of commitment		<a href="#">Line of Credit- \$100,000</a>
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		<a href="#">Debt</a>
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">Articles of Incorporation- conflict of interest Article VII</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		<a href="#">CSCC Letter of Support</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 76582





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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Dayton's Bluff Neighborhood Housing Services (DBNHS) Village on Rivoli Phase II

**\$ 290,960.00** Requested

Submitted: 3/20/2017 1:15:58 PM (Pacific)

#### Project Contact

Jim Erchul

[jerchul@dbnhs.org](mailto:jerchul@dbnhs.org)

Tel: 651-774-2704

#### Additional Contacts

none entered

#### Dayton's Bluff Neighborhood Housing Services (DBNHS)

823 East 7th Street  
St. Paul, MN 55106

#### Executive Director

Jim Erchul

[jerchul@dbnhs.org](mailto:jerchul@dbnhs.org)

Telephone 651-774-6995

Fax 651-774-0445

Web dbnhs.org

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

NA

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

660 Rivoli Street, St. Paul, MN 55130

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☒ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☒ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

DBNHS is requesting STAR grant funding to be used as construction gap financing to construct 8 single family houses, with tuck under garages, in Phase II of the Village on Rivoli. In Phase I, DBNHS is currently constructing 12 single family houses. When it's fully completed, the Village on Rivoli will contain 64 single family homes; along with a public green space, a bike trail, an urban agriculture area and a community solar garden. DBNHS completed the remediation and grading of the site in 2009, at a cost of more than \$2,500,000, through the MN Pollution Control Agency's Voluntary Investigation and Cleanup program. In addition to cleaning up the housing and green space sites, the City's abandoned street sweeping dump was also remediated. It will serve as the community solar garden site. Located less than 1 mile from downtown, the Village on Rivoli site, commonly referred to as Rivoli Bluff, offers great views of the downtown skyline and the State Capitol and Cathedral complexes. The homes being built will be on small lots, but they will share common green spaces, creating a compact family friendly environment. The houses themselves, will also be compact, averaging approximately 1,500 sq. ft. of above grade living space, for a 3 bedroom home.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

By December 31, 2018 8 single family homes, with tuck under garages, will be constructed and sold, under Phase II of the Village on Rivoli. The homes will be sold for an average sales price of \$170,000. The project will help build market strength and bolster neighborhood real estate values. The Railroad Island (RRI) neighborhood, where the Village on Rivoli is located, is one of the oldest and poorest in St. Paul. It has a tenure mix of approximately 37% ownership and 63% rental. The overall intent of the Village on Rivoli project is to increase the number of homeowners in RRI.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Through the Village on Rivoli project, DBNHS has already reclaimed a brownfield for housing and green space and built 2 large storm water ponds to manage run off from the site and adjoining properties. The construction and sale of new houses will help revitalize the RRI neighborhood. It will take what was once primarily tax forfeit property and return it to the tax rolls. Using an economic benefit analysis, developed by Neighbor Works America, we estimate the construction of these 8 new homes will create 35 FTE construction jobs and have a 1 time economic impact totaling \$1,792,221. The annual ongoing economic benefit and public tax revenue generated is estimated at \$739,912. DBNHS will use a minority owned general contractor to build the houses. The majority of their subcontractors will be targeted vendors. All of DBNHS' realtors are women of color. Because of our targeted marketing efforts, we anticipate over 1/2 of our buyers will be households of color. Additionally, the agricultural area will be used by Urban Roots to provide training opportunities and jobs for youth of color. We also are working with Xcel Energy and Energy Cents, to develop the community solar garden as a pilot project that will serve Low Income Home Energy Assistance Program eligible RRI residents, many of whom are household of color.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

Yes. Urban Roots' Community Supported Agriculture Project, City Academy Youth Build, Xcel Energy/ Energy Cents Conservation Investment Program& East Side Works Creative Place Making Project

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

Yes. The RRI Small Area Plan; the Phalen Corridor Development Strategy & the RRI Master Plan

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

The Village on Rivoli is part of the RRI Housing Development Initiative which DBNHS has been implementing, in partnership with the RRI Task Force & District 5 for more than a decade.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

NA

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

35 FTE.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The space is currently vacant land. It was a brownfield. DBNHS completed the remediation and grading of the site, to bring it up to the MN Pollution Control Agency 's residential standards, in 2009. As houses are completed, the house and the land upon which it is situated, will be sold to individual homeowners. The paved drive lanes, sidewalks and courtyard will be jointly owned as a Common Interest Community (townhouse association). The large green space, will be owned by DBNHS, for the use of the whole RRI neighborhood, as a privately owned public space or (POPS). The community solar garden will be owned and managed through a partnership between DBNHS, Xcel Energy and the Energy Cents Coalition.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

DBNHS, Developer; David Salmela, Architect; SM+RT Homes, General Contractor; Paradise Properties , Association Management

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Sarah Zorn, at PED, is our project manager. We have also meet with numerous DSI and other City department staff, many times over the course of this project.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

In conjunction with this project, but not with STAR funds, DBNHS is developing a 2.1 acre green space and a .5 MW community solar garden. The green space will primarily be used for urban agriculture; as a market garden and orchard, but it also will have a bike path and walking trail for public use and to provide access to transit. The green space will be owned by DBNHS and operated and managed by Urban Roots. Urban Roots will use the site to provide employment and job training opportunities and environmental science education for disadvantaged youth. The community solar garden will be owned and operated through a partnership with Xcel Energy and the Energy Cents Coalition. The electricity it produces, will be sold (at reduced rates) to Low Income Home Energy Assistance Program eligible RRI residents. Our plan is to have a portion of the revenue earned from the solar garden dedicated to a maintenance fund for the green space. No property owners will be assessed as a result of this project.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?***If not applicable, please type N/A*

NA

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?***If Yes, please explain. If no or not applicable, type N/A.*

NA

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.***If not applicable, type N/A.*

NA

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.****26. Please Describe Your Organization:**

DBNHS was established in 1980, as a partnership between residents, government, businesses and financial institutions to improve the housing and quality of life in our community. DBNHS has been delivering housing programs, in St. Paul's East Side neighborhoods, for more than 36 years; funded by the City of St. Paul, the Minnesota Housing Finance Agency, Neighbor Works America, foundations, private financial institutions and others. Through December 31, 2016, DBNHS has been directly responsible for the rehabilitation, new construction and assisted purchase of over 3359 housing units, at a total cost of more than \$290,790,308. DBNHS' Board of Directors is made up of a resident majority. The Board's remaining seats are filled by representatives of financial institutions, government and businesses. DBNHS has 4 full time staff and 1 part time staff person, who carry out our programs and initiatives.

**27. What is your status as a legal entity?***(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

501 (C) (3) nonprofit organization

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Jim Erchul. Jim has served as DBNHS' Executive Director since 1981. He holds a graduate degree in social development from the University of Minnesota and he recently completed a 2 year fellowship, in community development, at Harvard University. Jim has more than 40 years of experience in the construction, housing and community development fields. Under his leadership DBNHS has built and sold well over 100 new single family houses, including those in several in-fill development projects, such as: the Brownstones on Swede Hollow Park, Germain Landing, Bedford and Otsego Streets and the East 3rd Street Gateway.

**29. Do you have an adopted/official conflict-of-interest policy?***If yes, upload copy of policy in the Documents tab above.*☒ Yes☐ No**30. If you have received City funds within the past five years, please type a list; including the year and amount below.***(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

See the attached Status Report on DBNHS' Contracts (single PDF including Board, Contracts and Personnel info). Additional information is available upon request.

**VI. ORGANIZATION MANAGEMENT:****31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.***(100% of ownership must be shown.) If not applicable, type N/A*

See the attached DBNHS Board Roster. Additional information is available upon request.

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.***In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

DBNHS is the general partner in the Homes for Learning Limited Partnership. The partnership owns a 16 unit Low Income Housing Tax Credit rental townhouse project, consisting of 5 buildings, near the Dayton's Bluff Elementary School.

DBNHS is the sole owner of the DBNHS/SHOP 2012 LLC, a Minnesota non-profit limited liability company. It in turn, along with the GMHC/SHOP 2012 LLC, which is owned by the Greater Metropolitan Housing Corporation, operates the Bridge to Success Recovery Financing Program, through the SHOP/2012 LLC. The SHOP 2012 LLC is a limited liability company that may only be owned by organizations that are tax exempt under Section 501 (c) (3) of the Internal Revenue Code or by subsidiaries of such organizations. The DBNHS/SHOP 2012 LLC and the GMHC/SHOP 2012 LLC, each own 50% of the SHOP 2012 LLC.

**33. Is your business a franchise?***If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*☐ Yes☒ No

## VII. FINANCIAL INFORMATION:

### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☒ If the project includes bank or other financial participation, please provide a letter of commitment
- ☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential	\$ 0.00	\$ 290,920.00	\$ 1,782,960.00	\$ 293,800.00	\$ 2,367,680.00
New Construction: Commercial					\$ 0.00
Public Improvements			\$ 0.00		\$ 0.00
Private Open Space Improvements			\$ 315,000.00	\$ 1,399,862.00	\$ 1,714,862.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 290,920.00</b>	<b>\$ 2,097,960.00</b>	<b>\$ 1,693,662.00</b>	<b>\$ 4,082,542.00</b>

Additional Sources not qualifying as Match	Other Funds
New Construction (clean up and site preparation)	\$ 293,800.00
HRA & DBNHS	
Private open space (clean up and site preparation)	\$ 1,399,862.00
Public works	
<b>Total</b>	<b>\$ 1,693,662.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€

	\$	€
	\$	€
<b>C. Amount and source of private equity:</b>		
DBNHS	\$ 1,360,000	10/01/17 ✓
	\$	€
	\$	€
<b>D. Name and amount of anticipated foundation grants:</b>		
Met Council LCDA	\$ 447,000	03/20/17 ✓
MHFA Challenge Fund	\$ 290,960	12/31/17 €
	\$	€
<b>E. Amount of loan(s) and name of lender:</b>		
	\$	€
	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 2,097,960</b>	<b>0</b>

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">DBNHS current Balance Sheet and Operating Statement</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">DBNHS receivables and payables</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">DBNHS 13 14 15 Financial Statements</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">DBNHS 2017 Budget with Funds flow</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">Certificate of Titles</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Village on Rivoli Construction estimates</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">DBNHS Articles of Incorporation</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Board members, Contract roster, and Personnel information</a>
If the project includes bank or other financial participation, please provide a letter of commitment		<a href="#">Match documentation</a>
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		<a href="#">DBNHS Debt</a>
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">Conflict of Interest Policies</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		<a href="#">DBNHS Subsidiary Financials</a>
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 75406

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# Hmong American Partnership HAP Restaurant Workforce Training Center

**\$ 147,000.00** Requested

Submitted: 3/22/2017 2:09:35 PM (Pacific)

### Project Contact

Bao Vang

[baov@hmong.org](mailto:baov@hmong.org)

Tel: 651.495.9160

### Additional Contacts

none entered

### Hmong American Partnership

394 University Avenue West  
Saint Paul, MN 55103

### President & CEO

Bao Vang

[baov@hmong.org](mailto:baov@hmong.org)

Telephone 651.495.9160

Fax 651.495.1699

Web [www.hmong.org](http://www.hmong.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

394 University Avenue West, Saint Paul, MN 55103

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6



## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☒ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

HAP is requesting capital resources to support the interior (street level) / exterior renovation & landscaping of its building on University Avenue. Renovation of the space will launch a workforce training program focused on restaurant food prep careers, engaging the rapidly expanding underserved South East Asian community in St. Paul with some of the most in-demand occupations in the state, and—through a training restaurant and youth deli that utilize produce from Hmong farmers—connecting the public with fresh, culturally vibrant cuisine in a literal farm-to-table restaurant experience. With support from the City of St. Paul, improvements to the space will occur from May 1, 2017 thru September 30, 2017, beginning with interior renovations then moving to exterior improvements, with an anticipated opening of the training center in September 2017.

Our project will transform and animate a currently dormant storefront/restaurant space on the high priority Light Rail Corridor, and will do so in a way that is a cultural expression of our immigrant community and St. Paul's economic and cultural vitality. The restaurant workforce training center will dovetail with HAP OIC career pathways initiatives, incorporating Adult Basic Education (ABE) and youth training programming and offer wrap-around supports, including job placement services and, over the longer term, job advancement training. The center will engage approximately 160 students annually through DEED-aligned training cohorts in combined food prep and serving workers; waitering/waitressing; restaurant cooking; and, restaurant management/entrepreneurship on a three-month rotation. Each cohort will be trained and mentored by bicultural, bilingual members of St. Paul's immigrant community with industry experience. Food prep and cooking training will focus on Asian American "fusion" cuisine. A youth deli training program will teach teens about food service and be open to the public as a take-out counter.

HAP's public/educational dual-facing capacity will make an important contribution to St. Paul's food culture in the present, and, through job training for high-demand occupations, help feed the future. A scan of DEED's Occupations in Demand data finds that combined food prep and service; wait staff; and, restaurant cooks rank among the top 15 most in-demand occupations in Minnesota with restaurant managers at 23rd and combined job openings expected to exceed 64,000 in the next decade. Zagat recently rated the Twin Cities #5 among the nation's top-growing food scenes, highlighting its "deep well of ethnic traditions" and chefs as fluent in European techniques as they are in Asian herbs and spices "thanks to three generations of Vietnamese and Hmong immigrants." Building on this fusion tradition, our center will connect the St. Paul immigrant community to these DEED-rated 5-star occupations in an expanding, increasingly diverse and professionalized field.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

We will be renovating and reconfiguring the space formerly occupied by Mai Village. Comprehensive interior improvements will include the redesign and retrofit of the kitchen and deli area to accommodate learning stations and demonstration areas. Permanently affixed upgrades to the kitchen comprise installation of new casework and countertops the replacement of the hood and make-up air system for the cooking line, installation of new grease traps and new sinks with new plumbing lines to align with new code guidelines. We will replace the acoustic ceiling tiles and wood-flooring/carpeting throughout the facility. In the deli area we will replace the countertops and patch existing quarry tile.. Exterior improvements will include one new exterior door, light-up exterior signage (2 signs @ approximately 9x15), reconstruction of a patio area for outdoor eating, and perimeter landscaping.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Not only will this project reanimate a known restaurant space and enrich St. Paul food culture with immediate and long-term impacts, it will also contribute to the beautification of a high priority zone for development, specifically a neighborhood central to one of the city's fastest growing communities. St. Paul has the largest concentration of Hmong in the country, and according to the 2010 U.S. Census, the number of Southeast Asians in the state is expected to double in the next 20 years. The impactful difference between HAP's center and other hospitality-focused vocational programs is manifold:

- 1) It celebrates and leverages the cultural knowledge of its students;

- 2) It actively contributes to racial equity through culturally sensitive mentors and teachers;
- 3) Through the restaurant & youth deli, it actively contributes to pedestrian culture along the light rail corridor;
- 4) As a component of HAP's OIC Work Plan, the project is integrated into a larger vision of developing accelerated, contextualized learning strategies through flexible delivery methods for St. Paul's immigrant and refugee community;
- 5) As part of this larger vision, it benefits from HAP institutional practices with a proven track record of student-retention and sustainable placement; and,
- 6) Leveraging HAP's network of Hmong farmers for food supply, we will serve as a key connector between Hmong farmers and the metro public in a literal farm-to-table service model.

## **II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

### **11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Our center will partner with area hotels, select chefs/restaurants, grocery stores (including Cub and HyVee), and assisted living facilities for living wage job placement, as well as engaging restaurant owners to mentor and manage entrepreneurial students

### **12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

This proposal aligns with St. Paul's Central Corridor Development Strategy, i.e. Objectives 2.7, leveraging LRT investment with employment/job training, & 3.1, ensuring development/neighborhood compatibility. It also serves District 8's Plan.

### **13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Not yet, but we look forward to reaching out to them.

## **III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

### **14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

HAP's center will train approximately 800 individuals over the next five years for jobs with salaries ranging from \$18,000 - 52,000+ annually in combined food prep & service; waitering/waitressing; restaurant cooking; & restaurant supervision/management.

### **15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

15

## **IV. STAR PROJECT / PROGRAM ACTIVITIES:**

### **16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

### **17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

### **18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

HAP currently owns the property located at 395 University Ave. The first floor was formerly occupied by the restaurant Mai Village, and is currently vacant. The second floor houses HAP's administrative staff, a small team of economic development staff, and Adult Basic Education (ABE) classrooms.

First floor renovations will maintain fidelity to the basic restaurant floorplan, but will expand the kitchen and deli/takeout spaces to accommodate work-study stations and educational areas for demonstration. Exterior improvements will transform the streetscape with added landscaping and gardens, a paved patio for outdoor eating, and new lit permanent signage.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

The general contractor and project management group will be J. Kou Vang of JB Vang Construction

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Councilperson Thao & Office of Mayor Coleman

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

HAP is a non-profit organization focused on empowering the refugee and immigrant community by moving our clients out of poverty towards social and financial prosperity. Founded in 1990 to serve the growing Hmong community in Minnesota, HAP is rapidly expanding to address demand for services. We have grown to become the largest Hmong non-profit organization in the U.S. and are proud the broader immigrant and refugee community has sought our services.

HAP's mission is to empower the community to embrace the strengths of our cultures while achieving our potential. Through culturally sensitive social services, HAP staff expertise accommodates clients from 22 nationalities, and serves 15,000 individuals annually.

We serve the community across five different programmatic areas:

- Children & Family Services
- Health & Wellness
- Community & Economic Development
- Education & Training
- Employment Services

In addition to these service areas HAP also operates Hmong National Development, a national policy group, and HAP Transportation, a social enterprise offering bus services and CDL training.

With our origins as a mutual assistance organization—which requires at least 50% of staff and leadership be representative of the people we serve—HAP maintains this diversity and operates a unique service model, designed by and for the communities we serve. The in-depth knowledge of Southeast Asian and immigrant/refugee communities, in concert with a commitment to economic advancement and innovative programs, is driving meaningful outcomes and growth.

HAP has a history of success with community development projects and startup ventures. Since 2010, HAP's social enterprise initiatives have created 107 new jobs in the Twin Cities. Currently, HAP is involved with several real-estate investments and property development projects.

This project will build upon and enrich HAP's greater Career Pathways programs and services--recognized by the State for success in identifying and addressing the employment needs of thousands of new refugees and immigrants--include the following:

- Adult Basic Education (ABE): Helps new refugees and immigrants learn English and basic skills to be successful. Classes include English Language Learner classes, Practical Math, Computer Literacy.
- Workforce Readiness: Services ranging from employment assessments to job counseling and transportation to employment placement through the Minnesota Family Investment Program (MFIP), Refugee Employment Services (RES) and Refugee Social Services programs (RSS).
- Custom Job Skills Training: Designed to teach skills that lead to livable wage careers in high-demand industries. Clients get hands-on training and apprenticeship experience with experts, and college credits and certification through our partnership with local colleges. Training tracks currently

include Transportation (CDL, Class A & B), Manufacturing, and Auto Repair.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

HAP is a non-profit 501(c)(3).

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

J. Kou Vang will serve as the project manager for construction rehabilitation. J. Kou Vang is the president of JB Realty Company. He brings a wealth of experience in finance, accounting, and investment. Kou has been involved with commercial real estate lending and development/construction projects since 1995. His experience includes the development of several Tribal Community Health Centers that had to adhere to federal guidelines for construction. Kou serves as a member on the City of St. Paul STAR Board. Additional project support will be provided by Bao Vang, HAP CEO; Pheng Vang, HAP CFO; Mai Mou, HAP CEO, Hli Lee Xyooj, Director of Programs & Policy; and Matthew Ides, Director of Economic and Community Development. Resumes for all are included with the attachments.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2016 8-80 Grant Program: \$300,000

2015 STAR Cultural: \$25,000

2015 Emergency Assistance Grant: \$21,000

2014 Emergency Assistance Grant: \$14,000

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Dr. Zha Blong Xiong—Chair  
Associate Professor  
University of Minnesota  
Department of Family Social Science  
290 McNeal Hall  
St. Paul, MN 55108  
612-625-5882  
Xiong008@umn.edu

Jim Bradshaw—Vice Chair  
President/CEO  
The Bradshaw Group, Inc.  
1310 Hillcrest Drive  
Stillwater, MN 55082  
651-334-1830  
Jim.bradshaw@bradshawfuneral.com

Elizabeth K. Xiong—Secretary  
Marketing & Outreach Director  
Office of Mayor Chris Coleman  
865 Hazelwood St. #2  
St. Paul, MN 55106  
651-357-8448  
lizkabliaxyooj@gmail.com

Ying VuYing Vu, MBA  
Finance Manager  
UnitedHealth Group  
5451 Dupont Avenue N.  
Brooklyn Center, MN 55430  
612-413-6226  
yingvu@ymail.com

Dr. May Thao-Moua, Ed.D.  
Coordinator, Literacy and Language  
Merced County Office of Education  
P.O. Box 2663

Merced, CA 95344  
209-658-0075  
maythaomoua@yahoo.com

Seng-Dao Keo  
Education Advisor  
Cambodian Education Law  
73 Dover Street  
Somerville, MA 02144  
617-821-4459  
Sengdao\_yang@post.harvard.edu

Mai Hu Vang  
Assistant Director of Diversity and Inclusion  
Programs, Harvard University  
353 School Street  
Watertown, MA 02472  
608-770-0698  
Mavang08@gmail.com

Jonathan Hoistad, Ph.D.  
Licensed Psychologist  
2550 University Avenue West, Suite 314N  
St. Paul, MN 55114  
651-379-5157  
jonathanhoistad@comcast.net

Chou Jim Yang  
Police Supervisor, Eastern District Sargeant  
St. Paul Police Department  
367 Grove St.  
St Paul, MN 55101  
651-291-1111  
Chou.yang@ci.stpaul.mn.us

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

Hmong National Development (HND), one of HAP's satellite programs, operates as a legal subsidiary. HND offers business expertise to Hmong commercial farmers in Arkansas, Missouri, and Oklahoma, runs a national leadership conference, and provides policy advocacy and research for the Hmong community nationally. HAP oversees all grants and finances for the subsidiary; therefore, the program's fiscal statements are included in HAP's audits.

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☒ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)				\$ 1,450,000.00	\$ 1,450,000.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 147,000.00	\$ 148,581.00		\$ 295,581.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 147,000.00</b>	<b>\$ 148,581.00</b>	<b>\$ 1,450,000.00</b>	<b>\$ 1,745,581.00</b>

  

Additional Sources not qualifying as Match	Other Funds
Initial purchase of property through bank financing	\$ 1,450,000.00
<b>Total</b>	<b>\$ 1,450,000.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		☐
<b>B. Estimated in-kind service*:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>C. Amount and source of private equity:</b>			
HAP social enterprise earned revenue	\$ 28,581	05/01/17	✓
New Equipment	\$ 75,000	05/01/17	✓
	\$		☐
<b>D. Name and amount of anticipated foundation grants:</b>			
Northwest Area Foundation	\$ 40,000	05/01/17	✓
	\$		☐
	\$		☐
<b>E. Amount of loan(s) and name of lender:</b>			
CorTrust Bank	\$ 5,000	05/01/17	✓
	\$		☐
	\$		☐
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 148,581</b>	<b>0</b>	

## Documents

### Documents Requested \*

Current balance sheet and operating statement (Last business quarter)

Aging of accounts receivable/accounts payable as of the date

Required?

### Attached Documents \*

[Balance Sheet](#)

[Account Receivable Aging](#)

of the current balance sheet	<a href="#">AR Aging 2017</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules	<a href="#">2013 Audit</a> <a href="#">2014 Audit</a> <a href="#">2015 Audit</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions	<a href="#">Income Statement</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)	<a href="#">Deed to Property</a>
Please attach an itemized budget and/or contractors' estimates	<a href="#">Contractor Budget</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	<a href="#">Articles of Incorporation</a> <a href="#">Bylaws</a>
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	<a href="#">HAP 2017 Board of Directors</a>
Resumes of principals and key management	<a href="#">Bao Vang Resume</a> <a href="#">Pheng Vang Resume</a> <a href="#">Matthew Ides Resume</a> <a href="#">Mai Moua</a> <a href="#">Hli L Xyooj Resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	<a href="#">Loan 1</a> <a href="#">Loan 2</a> <a href="#">Loan 3</a>
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">HAP Conflict of Interest Policy</a> <a href="#">Employee Conflict of Interest Policy</a> <a href="#">Board Conflict of Interest Disclosure</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">City Councilmember Thao Letter</a> <a href="#">Far East Letter</a> <a href="#">County Commissioner Letter</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77808



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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

International Institute of Minnesota

# The Second Century Campaign: Building Capacity to Serve New Americans

**\$ 400,000.00** Requested

Submitted: 3/22/2017 1:26:34 PM (Pacific)

### Project Contact

Jane Graupman

[ksevig@cwah-s.com](mailto:ksevig@cwah-s.com)

Tel: 651-647-0191, ext. 312

### Additional Contacts

none entered

### International Institute of Minnesota

1694 Como Avenue

St. Paul, MN 55108

United States

Telephone 651-647-0191

Fax

Web [iimn.org](http://iimn.org)

### Executive Director

Jane Graupman

[JGraupman@iimn.org](mailto:JGraupman@iimn.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

1694 Como Avenue, St. Paul, MN 55108

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☒ Ward 4  
☐ Ward 5  
☐ Ward 6



## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
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- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☒ 10
- ☐ 11
- ☒ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Due to recent national and international events (e.g., national politics and the Syrian refugee crisis), there has been an extraordinary amount of news coverage and overall attention paid to the plight of refugees internationally, nationally, and locally. As a result, local awareness of refugees in our community has been raised significantly – and the International Institute of Minnesota is gaining recognition as a primary resource serving this community. To increase and enhance programs and services for New Americans, the Institute is now conducting its Second Century Capital Campaign, facilitating the organization's ability to optimize its current space, and build an addition to expand its current site.

The Institute has been at its current location on Como Avenue in Saint Paul for the past 35 years. Once the site of a manufacturing plant and one-room apartments, the current space has been reconfigured several times. With a comprehensive master building plan and additional space to expand and centralize workforce training and education programs and other services, the Institute will be better positioned to 'upskill' the New American Workforce and provide its broad array of programming in ways that will have even greater impact, locally and nationally. Additionally, the Campaign will bring new and needed attention to Twin Cities immigrant and refugee communities, and showcase their resilience and determination as assets that benefit Saint Paul, the Twin Cities, Minnesota and the entire country.

The Institute's growth from 2012 to 2015 has been exponential. With staff and programs doubling in three years, the Institute's building simply cannot adequately accommodate its clients, programs, staff or services. After careful assessment of program, client and staff needs, the Institute management and its board of directors decided to expand the current location, rather than move to a larger/different site. The decision to embark on a capital campaign was further tested in the community through a feasibility study, which validated that the project was achievable.

#### Project Goal

The Institute's \$6.5 million Second Century Campaign will result in an additional 20,000 square feet and centralized classes and ancillary services, to better serve New Americans and serve 450 additional immigrants and refugees in the New American Workforce training program. The Institute will also redesign its current facility to optimize the space and foster intra-office efficiency, communication and collaboration.

#### Timeline

The project launched in 2016 and groundbreaking is slated for mid-2018. Fundraising will extend through December 2018. The building's Grand Opening will be celebrated in tandem with the Institute's 2019 Centennial.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The Institute's \$6.5 million Second Century Campaign will result in an additional 20,000 square feet (comprised mostly of new training classrooms) to better serve New Americans, and to serve 450 additional immigrants and refugees in the New American Workforce training program. The Institute will also redesign its current facility to optimize the space.

#### Building Expansion Features

- 1 new, safe and welcoming entrance
- 6 new classrooms, including employment training classrooms and 2 additional career pathway sectors
- 1 hotel room lab for simulated hospitality training
- 4 confidential meeting rooms, including space for a mental health professional and physician
- 6 staff office spaces for enhanced privacy and new services
- Co-located workforce training programs and staff
- Reconfigured refugee resettlement staff offices.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

According to the Bureau of Labor Statistics, MN's workforce is shrinking. The population is aging, leaving a decreasing proportion of working adults relative to dependents. Demographers warn that if the region is to fill the jobs it needs over the coming decades, it cannot be done with native-born residents. Minnesota needs a new workforce.

Immigrants represent 17% of the American workforce. As businesses increasingly seek workers with post-secondary credentials, immigrant workers play a significant and growing role filling those talent needs. As such, it is absolutely imperative that New Americans be welcomed into St. Paul and given the skills and supports they need to succeed, so that they can become part of a diverse St. Paul (and Minnesota) community, and participate as contributing members of society.

The greatest impediment to economic growth is lack of a skilled workforce. With proper skills, training and services provided by the Institute, New Americans strengthen their ability to contribute to city and state prosperity and vitality, and can access career pathways that lead to higher-paying, leadership-potential career opportunities.

The Institute has doubled programs/expanded services in recent years. An optimized facility and 20,000 sq. ft. addition will allow the Institute to expand capacity to serve more New Americans with quality workforce training and college prep programs than ever before, helping to further St. Paul's racial equity goals.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

No.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. District 10 and 12 are both supportive, and a letter of support to that effect is included in the appendices.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

10, \$40,000-\$50,000.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

90-120.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*  
N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Architect: James Dayton Design Ltd. General Contractor: Mortenson Construction.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

City Council - Russ Stark, Jane Prince and Dai Thao. Planning and Economic Development - Jonathon Sage-Martinson.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

**HISTORY**

Founded in 1919 as a branch of the Saint Paul YWCA to address the unmet needs of immigrant women and their families, the Institute became an independent agency in 1938.

Today, the Institute provides comprehensive services and is a recognized leader in refugee resettlement services. Its New Americans Workforce and college prep programs are a national model, and have been heralded by the Aspen Institute, National Skills Coalition, Annie E. Casey and Ford Foundations. Through its comprehensive, 'human-centered' approach, broad range of services and resources and ongoing mentoring activities, the Institute helps New Americans successfully transition to new lives, build self-sufficiency, achieve economic independence and become fully contributing members of their communities.

**MISSION AND GOALS**

The Institute's mission is "To help New Americans achieve self-sufficiency and full membership in American life." The goal of all Institute programs is to help actualize New Americans' talent, motivation and dedication in forging a new and better life in the United States.

**PROGRAMS**

The Institute welcomes New Americans to Minnesota by first providing the essentials necessary for successful adjustment to American life: housing, job training and life skills. After these are secured, the Institute engages New Americans in educational programs and workforce readiness that prepare them for financial independence.

In 2016, the Institute:

- Resettled 465 refugees from 13 countries
- Served 14 survivors of human trafficking and reunited 2 survivors of trafficking with their children after several years of separation
- Reunited 18 unaccompanied minors who were detained at the border with family or close friends
- Helped employ 235 New Americans through our refugee employment services, hospitality and nursing assistant training programs, and medical career advancement pathways
- Provided 1,036 students with educational services
- Enrolled 150 students at four partner educational facilities
- Registered 24 students in college courses (St. Paul College and Normandale) and helped 78 students succeed in college & advance their healthcare career with education and navigation support
- Partnered with 100+ local businesses on employment/hiring
- Coordinated 601 volunteers who donated a collective 9,879 hours of service as tutors, employment assistants, immigration assistants, refugee

resettlement assistants and more

- Welcomed 50,000 attendees and 90 cultures to the Festival of Nations
- Assisted 2,141 New Americans with immigration services, including citizenship, green card and DACA applications.

#### BOARD AND STAFF

Institute staff is comprised of 46 individuals (37 FTEs). 12 community leaders constitute the Board of Directors; many current and immediate past members are New Americans or first generation Americans. In addition, the Institute has a large network of dedicated volunteers & interns who help promote the mission on-site and in the greater community

#### 27. What is your status as a legal entity?

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

Non-profit

#### 28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.

Erin Saewart, Project Manager at M.A. Mortenson Company, will serve as project manager. Erin has 13+ years with Mortenson, and has successfully managed a variety of similar-type projects. Further background is available upon request.

In addition, working in conjunction with 27 year International Institute of Minnesota veteran and current Executive Director, Jane Graupman, the Institute's Board of Directors and the Board Building Committee, Paul Johnson of NTH will serve as IIM's owner representative on this project. Mr. Johnson has worked with project architect James Dayton in the past; he has also personally overseen two recent high-profile St. Paul projects (e.g., the new Ordway Theatre Concert Hall and CHS Field) and has extensive experience working with nonprofit organizations.

#### 29. Do you have an adopted/official conflict-of-interest policy?

If yes, upload copy of policy in the Documents tab above.

☒ Yes

☐ No

#### 30. If you have received City funds within the past five years, please type a list; including the year and amount below.

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

N/A

### VI. ORGANIZATION MANAGEMENT:

#### 31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

(100% of ownership must be shown.) If not applicable, type N/A

N/A

#### 32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

#### 33. Is your business a franchise?

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

### VII. FINANCIAL INFORMATION:

#### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment

- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)			\$ 10,000.00		\$ 10,000.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial			\$ 1,050,046.00		\$ 1,050,046.00
New Construction: Residential					\$ 0.00
New Construction: Commercial		\$ 400,000.00	\$ 4,060,549.00	\$ 50,000.00	\$ 4,510,549.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)			\$ 60,000.00	\$ 869,405.00	\$ 929,405.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 400,000.00</b>	<b>\$ 5,180,595.00</b>	<b>\$ 919,405.00</b>	<b>\$ 6,500,000.00</b>

  

Additional Sources not qualifying as Match	Other Funds
Other City of St. Paul Funding (yet to be identified/secured)	\$ 50,000.00
	\$ 0.00
<b>Total</b>	<b>\$ 50,000.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		☐
<b>B. Estimated in-kind service*:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>C. Amount and source of private equity:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>D. Name and amount of anticipated foundation grants:</b>			
Otto Bremer Trust	\$ 350,000	3/22/17	✓
Hardenbergh Foundation, Wells Fargo Foundation, Katherine B. Andersen Fund, Marbrook Foundation	\$ 360,000	3/22/17	✓
Other Funding/Fundraising (IIM Reserve Fund, Foundations, Corporations, Individuals, government)	\$ 4,470,595	through 12/31/18	☐
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 5,180,595</b>	<b>0</b>	

## Documents

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current balance sheet and operating statement (Last business quarter)		<a href="#">Balance Sheet and Operating Statement</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">Accounts Receivable Accounts Payable</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Audits</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Cash Flow</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Budget</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Articles of Incorporation</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Key Management</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">Conflict of Interest</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		<a href="#">Letters of Support</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77574

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

James J. Hill Reference Library (JJHC)

# Phase 2: 2017 Perimeter Balustrade Restoration

**\$ 15,000.00** Requested

Submitted: 3/22/2017 12:50:40 PM (Pacific)

### Project Contact

Tamara Prato

[development@jjhill.org](mailto:development@jjhill.org)

Tel: 651-265-5452

### Additional Contacts

none entered

### James J. Hill Reference Library (JJHC)

80 West Fourth Street  
Saint Paul, MN 55102

### Executive Director

Tamara Prato

[tprato@jjhill.org](mailto:tprato@jjhill.org)

Telephone 651-265-5500

Fax 651-265-5525

Web [www.JJHill.org](http://www.JJHill.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

80 West Fourth Street, Saint Paul, MN 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☒ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☒ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The James J. Hill Library is requesting STAR Neighborhood funding to restore, repair and maintain the historic and iconic balustrades surrounding the building. The stone boarder that surrounds the library is a structure that is synonymous with Rice Park and the downtown Saint Paul landscape.

The balustrades that surround The James J. Hill Center are in direr need of restoration due to years of expanding and contracting, UV degradation, and the extreme shift in Minnesota weather has taken its toll on the exterior structure. The STAR Neighborhood funding will be used for removal and replacement of the sealants which is no longer serving the primary purpose of sealing the stone joints. A primary example of sealant failure is at the head joints which are open allowing for water saturation of the stone. Cracking and spalling within the balustrades is occurring due to the many years of water penetration during the freeze-thaw cycles. In surveying the scope of work within the balustrades it was identified that the water saturation has also begun to grow mold and mildew on and within the structure because of cracking or lack of sealant. The impacted sealant would need to be removed and replaced in the damaged areas to help protect the ongoing longevity of the beautiful structure.

The James J. Hill Center has invited potential bidders to submit proposals to determine the severity and condition of the balustrades and to provide recommendations on their approach to provide lasting restoration of the structures. Based on the feedback from the proposals and understanding the organizations financial limitations the project has been broken down into four phases based on the scope of work and the extensive total cost of the project. The phases of work were determined by assessing where the most critical repairs are needed and then where there is the greatest public impact to the downtown landscape. Phase #1 is maintaining balustrades in the greatest need for repair which is the back alley of The James J. Hill Center and the back landing which supports the heating and cooling unit for the building. The balustrades within Phase #1 also run parallel to the share back courtyard space with the Saint Paul Public Library. It was abundantly evident that the area where the balustrades are in the most need of rehabilitation and presents some safely concerns.

In the following year Phase #3 along Kellogg Ave and phase #4 is along Market Street. Sealant has a typical life expectancy of 10-15 years so replacement is highly recommended to maintain the integrity of all the stone and the safety of the structure. To complete all four phases, this will likely be a 4-5 year of ongoing work. The long term goal is to have the project finished by the 100 year anniversary celebration in 2021

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Phase 2 covers 4th Street. At existing sealant locations: Cut out and remove all sealant from both sides of stone and clean the surfaces prior to new sealant application.

At existing mortar joint locations: Mechanically grind out mortar without touching the stone surfaces. A hand chiseling technique will be utilized to remove loose mortar from sides of stone. After proper preparation, a Type "O" mortar will be used for tuck pointing. After mortar has properly cured, a wash will be applied to the new mortar using a detergent to remove mortar smears on the stone.

The work will conclude with restoration cleaning of all stone surfaces using environmentally safe washing methods. Throughout the entire process ground protection will be used to ensure no damage to landscape as well as dust control for air quality.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

The James J. Hill Center is a landmark structure in the downtown landscape of Rice Park and is iconic to the history of Saint Paul. The Hill Center will be approaching its 100-year anniversary in 2021 and the organizational goal is to prime, prepare and rehabilitate the physical structures for this significant milestone. The exterior space is what the public has the most interaction with whether it is the daily pass-by on the way to work or using the balustrades as a place to sit during the Winter Carnival. The balustrades are ingrained as a part of the downtown Saint Paul scenery and the city's



many community traditions and celebrations. The ultimate goal for this project is rehabilitate, preserve and maintain the historic balustrades so they will be a part of our building and a feature along Rice Park for another 100 years.

Mitigating and repairing the balustrades is a priority now before it becomes a safety issue for the public down the road. Tackling the project now while we are simply repairing joints and replacing sealant is the optimal situation, as opposed to having to replace the whole stone structure due to ongoing ground shifts which over time could cause the structure to topple over.

---

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

N/A

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

N/A

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

No plans have been discussed with the Hill's neighborhood District Council

---

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

---

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

N/A: ACME was used for phase 1 of the Balustrade project but a general contractor has not been selected at this time. The James J. Hill will seek proposals and will identify a candidate by the end of XXX

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

City Council: Councilwoman Rebecca Noecker; Councilwoman Jane Prince

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding**

**assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Founded in 1921 in Saint Paul, by railroad pioneer and "Empire Builder" James J. Hill, the James J. Hill Reference Library, now known as the James J. Hill Center, is a nonprofit, 501(c)(3) organization dedicated to providing equal access to business information and programs. The James J. Hill Reference Library was established and built through a generous donation from its namesake and has been an integral part of the landscape of downtown St. Paul for nearly 95 years. James J. Hill, like many of his peers, recognized that with his personal success came a great responsibility to give back to his community. James J. Hill, the iconic entrepreneur who had a middle school education and used libraries to supplement his education, had a vision to provide the people of Minnesota with a reference library to support and grow cultural and economic development in the state. As early as 1887, Hill had begun consideration of a library. By 1911, he had pledged \$700,000 for the construction and endowment of a reference library distinct from, yet adjacent to, the new central branch of the St. Paul Public Library.

The mission of the James J. Hill Center is "Connecting Business, Entrepreneurs and Community." Our goal is to be relevant to our community and build sustainable and lasting relationships that enable entrepreneurial activities and economic prosperity by encouraging the exchange of ideas and the pursuit of solutions. At the James J. Hill Center, our focus is centered on business, leadership and entrepreneurship. A core component of our mission is access to information. By providing free databases that support business research, the James J. Hill Center reference library impacts the community of small business owners, freelancers and entrepreneurs that in turn have an indelible impact on the economy and vibrancy of Saint Paul and Minnesota as a whole.

In the entrepreneurial spirit of our namesake James J. Hill, we are committed to redefining the notion of what it means to be a library. The James J. Hill Center commits itself and its resources to being an iconic place to learn, convene and connect – in the community, in business, in technology and in innovation.

The staff at the James J. Hill Center considers it a great honor to be able to work within such a remarkably iconic landmark building in Saint Paul. Regardless of our role, we all consider it our duty to maintain and respect the architectural integrity and support the buildings longevity. If The James J. Hill Center received funding for the Perimeter Balustrade Restoration from the STAR Board we would consider it an investment in one of the cities iconic landmarks and view the financial support as an investment in the next 100 years of the building.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit: Tax ID # 41-0693988

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

A general contractor has not yet been assigned. The James J. Hill Center has requested multiple proposals from trained tuck pointing and restorations firms within the metro area. As a non-profit, all proposals are presented with staff recommendations to Board of Directors for review. The James J. Hill Center Board of Directors reviews the proposals and makes a final approval based on cost, budgeted building repairs, need, and scope of work and rehabilitation integrity.

Building Services Manager Paul Dean will serve as the staff liaison overseeing the balustrade restorations. Paul has over 13 years of building maintenance experience at the James J. Hill Center. Projects that Paul has overseen include the chimney, window and roof restorations projects as well as many interior restoration projects such as remodeling and modernizing the catering kitchen and the addition of two fully remodeled bathrooms with handicap access. Paul will work in partnership with The Hill's Executive Director, Tamara Prato. The project will also have ongoing board oversight with the involvement of the Buildings Committee Chair, Barry Gisser.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

The James J. Hill Center has been the recipient of both STAR Neighborhood and Cultural Funding.

STAR Neighborhood 2016, Project: "2016 Perimeter Balustrades Restoration" \$0 remaining balance of \$12,000 grant, payment received on Feb 3, 2017

STAR Neighborhood 2014, Project: "James J. Hill Center Streetscape Improvements" remaining balance of \$0 of the \$5000 grant

STAR Cultural 2014, Project "Real Phonic Radio Hour" remaining balance of \$0 of the \$5000 grant

STAR Cultural 2012, Project "Real Phonic Radio Hour" remaining balance of \$0 of the \$5000 grant

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

Tamara Prato: Executive Director of the James J. Hill Center

Ross Jaminson: Office Manager at the James J. Hill Center

Paul Dean: Facilities Manager at the James J. Hill Center

Board President: Patrick H. O'Neill: Larson King

Board Members

Larry Bakken: Hamline University

Mark Gibbs: Redpath and Company

Barry Gisser: Marathon Financial (Chair of the Buildings and Facilities Committee)

Phil Reim: Alliance Banks

Sara Stern: Minnesota Family Business

Pat Moran: Blackwater Payment

Elizabeth Lilly: Gabelli

Jamie Slade: Attorney

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

☒ A current balance sheet and operating statement. (Last business quarter)

☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☐ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☐ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☐ If LLC, please provide articles of organization

☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☐ Resumes of principals and key management

☐ If the project includes bank or other financial participation, please provide a letter of commitment

☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☐ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 15,000.00	\$ 15,000.00		\$ 30,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 15,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ 0.00</b>	<b>\$ 30,000.00</b>

  

<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
James J. Hill Center	\$ 15,000	04/01/2017	€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 15,000</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">jan 2017</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">Aging</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">dec 2016</a>
		<a href="#">2015</a>
		<a href="#">2014</a>
		<a href="#">2013</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease		

agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 75074

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Jewish Community Center of the Greater Saint Paul Area

# Exterior Landscaping and Beautification of the St. Paul Jewish Community Center

**\$ 354,987.46** Requested

Submitted: 3/22/2017 10:10:07 AM (Pacific)

### Project Contact

Michael Waldman

[katemlucas@gmail.com](mailto:katemlucas@gmail.com)

Tel: 651-255-4731

### Additional Contacts

[mwaldman@stpauljcc.org](mailto:mwaldman@stpauljcc.org), [brookel@stpauljcc.org](mailto:brookel@stpauljcc.org)

### Jewish Community Center of the Greater Saint Paul Area

1375 St. Paul Avenue

St. Paul, MN 55116

United States

### CEO

Michael Waldman

[mwaldman@stpauljcc.org](mailto:mwaldman@stpauljcc.org)

Telephone(651) 698-0751

Fax

Web <https://www.stpauljcc.org>

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

354,987.46

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

354,987.46

**TOTAL**

### 2. Total Match

\$

354,987.46

Amount of Match

354,987.46

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

We are seeking a grant to support our project, but depending on terms and interest rates we may have the ability to request a loan.

### 4. Organization type(s):

Select one

☐ Public

☐ For Profit

☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

1375 St. Paul Avenue, St. Paul, MN 55116-2828

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☐ Ward 1

☐ Ward 2

☒ Ward 3

☐ Ward 4

☐ Ward 5

☐ Ward 6

☐ Ward 7

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:  
<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

☐ 10

☐ 11

☐ 12

☐ 13

☐ 14

☒ 15

☐ 16

☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The St. Paul JCC is undergoing a \$13 million renovation project to redesign and reconstruct our community center and campus on St. Paul Avenue. This renovation project will ensure that the St. Paul JCC can continue to serve the community today and for generations to come. The project will provide a modern, comfortable, beautiful, and safe home away from home for our community to enjoy for the next 50 years. It will create a great campus to match the excellence of our programs.

An important component of this renovation project is the beautification of the open spaces bordering St. Paul Avenue. The St. Paul JCC requests support from the St. Paul Neighborhood STAR Program for exterior landscaping and beautification of the neighborhood, including the following elements: (1) Enhanced green space via additional landscaping (i.e. trees, evergreen shrubs, and other perennials); (2) Storm water management system with water conservation and retention elements (pervious surfaces and underground water tanks); (3) Erosion prevention and sediment control; (4) Concrete paving for new sidewalks, entry, and ramp; (5) Asphalt paving; (6) External security features (boulders to protect people congregated on the north lawn and to prevent forced vehicle entry into the building); (7) Community education about the rainwater retention system; and (8) Public art installation.

All along the JCC's portion of St. Paul Ave, the building and grounds will be transformed, making them warmer and more welcoming, a place that people will want to congregate, and adding to the curb appeal, enhancing the experience and feel of the neighborhood for pedestrians and drivers alike. In addition, this project will improve safety and security for the JCC and by correlation the neighborhood. To add to the community benefit, the project will educate the neighborhood about the environmentally-friendly work of the storm water retention basin. And, the J plans to seek out a partnership with an artist for a public art installation.

The full scope of the building renovation project will also include the following elements: (1) New aquatics center with lap pool and family-fun recreation pool; (2) Renovated best-in-class fitness facilities and all-new locker rooms; (3) Community theater featuring tiered seating and modern audiovisual technology; (4) New multi-purpose space for large events; (5) Warm and welcoming central lobby and reception desk; and (6) Convenient curbside drop-off and new entrance. STAR grant funds will not be used for these components of the full project.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

30 2.5" perennial trees;

20 evergreen shrubs;

100 perennials;

1 stormwater retention and filtration system;

4' sidewalk and 8' concrete drive and concrete steps (sidewalk on North lawn from emergency exit to lot; main entry ramp; main entry plaza) which totals 4,810 square feet of concrete sidewalks and 100 square feet of entry ramp from street;

216 square feet of asphalt paving for parking lot; 6,000 square feet pervious roadway;

430' of 8' high fencing/barriers;

1 sliding gate and operator;

20 boulders for external security;

1-3 community education elements/sculpture/signage on rain water retention;

1 public art installation from a community artist;

1 flag pole with solar powered lighting system;

10 solar powered perimeter lighting elements;

3,800 square yards of sod;

20 landscaping shrubs;  
South lawn erosion landscaping;  
4 benches;  
5 bike racks

Direct project costs will include a general contractor fee from Kraus-Anderson, which is 2.25%.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Minnesota's racial disparities, some of the worst in the country, have been well reported in recent years; Minnesotan families of color have median incomes about half of their white neighbors. The JCC's neighborhood, Highland Park, mirrors these statewide trends: while 31% of households have incomes over \$100,000, a similar amount, 28%, have incomes less than \$35,000, and 11% have incomes below \$50,000. Most of the low-income, immigrant population of the neighborhood lives just one block south of the JCC; we provide the closest community center and safe place within many miles. For 87 years, the St. Paul JCC has been a leader in serving the entire St. Paul community, with the past 50 years at the current location. Our 6,000+ members represent a diversity of faiths, ethnicities, lifestyles, and backgrounds, and our events and programs reach many more in the community. More than 21 languages are spoken in our hallways. In addition, the JCC welcomes everyone regardless of ability to pay; we provide \$375,000 in financial assistance for families and individuals to help cover the cost of membership, childcare, summer camp, and other programs. Our aquatics center is a great resource to the local community, and our new family recreational swimming area will be the only such facility for many miles. It will provide an expanded accessible, affordable, and convenient location for area families to benefit from swim lessons, therapeutic classes, lap swimming, and recreational swimming.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

While the project itself is being led by the St. Paul JCC, we work with nearly 50 community partners in our programming, including the Highland Friendship Club, Sibley Manor, the Highland District Council and the Sabes Jewish Community Center.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. We have discussed our plans with Kathy Carruth, ED of the Highland District Council. The District Council is thrilled that we will remain in the neighborhood, and that the exterior beautification and added curb appeal will benefit the neighborhood.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

We anticipate this project will draw in new members, creating a need for increased programming and services. We anticipate approximately 30 new JCC jobs, such as fitness specialists, program staff, and lifeguards, with an average salary of \$17/hour.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

Kraus-Anderson anticipates approximately 300 construction jobs.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A



**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

Currently, the St. Paul JCC's exterior space is underutilized. The entrance on St. Paul Avenue is not used; because of heightened security issues in recent years, all visitors are routed through a single entrance that currently faces the parking lot. In addition, there is no open space outdoors for the community to congregate. The only time the lawn along St. Paul Avenue is used is when kids wait outside for Camp Butwin pick up.

The renovation will create a more welcoming and engaging entrance and exterior space for visitors, one that encourages people to congregate outside and is more integrated into the neighborhood. The broader renovation project will move the entrance over to St. Paul Avenue, showcasing the entrance from the street and creating a clear and welcoming presence. The project will also add exterior landscaping and an outdoor gathering space to enhance the neighborhood experience of the building. The storm water management system will give the exterior space a new functional and environmentally-friendly purpose. Attention will be brought to perennial landscaping and green space, community education features, and public art. Post renovation, with the newly added security features like the boulders, we plan to see more people outside congregating and socializing, creating a livelier street front; we anticipate easy pick-up and drop-off out front, and we expect that anyone visiting the Center will be impacted by the enhanced exterior.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Developer and General Contractor: Kraus-Anderson; Architect: Mohammed Lawal, Principal Architect and CEO of Lawal Scott Erickson Architects

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Chris Tolbert, City Council Member for Ward 3; Kurt Shultz, Program Manager for Department Planning and Economic Development; Michele Swanson, STAR Program Administrator; Ethan Lansing, Labor Standards Compliance Officer

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The landscaping and open-space features (including perennial green space, gathering space, community education features, and public art) will be installed all along the St. Paul Avenue side of the St. Paul JCC.

We will be using low-maintenance landscaping that does not require irrigation beyond natural rainfall. The JCC maintenance department and current external contractors will service the project area, including lawn care, snow removal, and general upkeep. The St. Paul JCC has a Gardening Committee that will maintain gardens and work in collaboration with JCC leadership.

The St. Paul JCC will enter into a contract with the Capitol Region Watershed District agreeing to maintain the stormwater retention and filtration system. As a part of this agreement, the St. Paul JCC will conduct annual inspections and be required to submit reports on conditions and corrective steps. We will be required to preserve design hydraulic capacities and storage. In addition, the St. Paul JCC will fill eroded areas with soil or mulch, remove sediment accumulation that compromises filtration, dispose of any debris, and contact the city if there is standing water for more than 48 hours for support. Maintenance staff will be armed to fix structural damage, such as loose bolts. The St. Paul JCC has a customized Stormwater Operation and Maintenance Plan from Pierce Pini & Associates, Inc. that we are able to share with city staff if requested.

Assessments are N/A for this proposal.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

<input type="text" value="N/A"/>	Number of Houses
<input type="text" value="N/A"/>	Number of Businesses
<input type="text" value="0.00"/>	<b>TOTAL</b>

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The St. Paul JCC has been a fixture on St. Paul Avenue for more than 50 years and a vital resource since its start in 1930 at the corner of Holly and Grotto. Since our beginnings, we have been one of the most respected social service agencies in the Twin Cities, welcoming everyone regardless of race, religion, national origin, age, gender, disability, sexual orientation, or ability to pay. Our mission is to strengthen the Greater St. Paul community by

nurturing physical, intellectual, social and spiritual growth in an inclusive environment defined by Jewish values and culture. We have been a steward of community resources for the last 50 years in our current location, and we operate with a balanced budget year after year.

Today, thousands of individuals and families embrace the St. Paul JCC as a "home away from home," and each day we welcome nearly 600 visitors to our facilities. This includes more than 6,000 members and essential community services that reach well beyond our membership—we currently provide social safety net services and inclusion programs to over 8,000 individuals living primarily in the southwest quadrant of the City of St. Paul and northern Dakota County. As mentioned above, the St. Paul JCC welcomes everyone regardless of ability to pay; we provide \$375,000 in financial assistance for families and individuals to help cover the cost of membership, child care, summer camp, and other programs.

Our essential community services include a wide range of services for seniors striving to remain independent and active in the community, and a variety of inclusion programs for individuals with disabilities. We also offer programs for children and youth (including a preschool, child care, afterschool and school-release-day programs, and a summer camp); fitness classes and activities for all ages and abilities; and a vibrant set of arts and culture programming for the broader community (including a book series, humor festival, film festival, children's theater performances, and free concerts by the St. Paul JCC community orchestra).

Annually, nearly 50 community organizations partner with us through programming or use of our facilities. One example, the JCC hosted the Highland District Council's Shepard Davern Task Force Meeting, which brought together residents, business owners and non-profit leaders in 2013 to discuss plans for the area. The JCC also regularly hosts the Highland Friendship Club, which serves individuals with disabilities from teens through adulthood, for a variety of facilitated activities, from crafts to kickball to BINGO. The JCC is a critical resource for the low-income residents of nearby Sibley Manor, many who receive JCC membership vouchers and have access to our social safety net services. Finally, the JCC partners with organizations such as Northern Clay, the Loft Literary Center, Common Good Books, and Ten Thousand Things Theater to present classes and events appealing to a wide variety of interests.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

JAMIE ENGELSMA, PROJECT MANAGER: Engelsma, a project manager for Kraus-Anderson, has managed significant multi-unit housing projects for both the public and private sector, including new construction, renovation, and remodeling projects. In addition to housing, Engelsma has worked on numerous development projects for office, manufacturing, education, health care, and recreation. Jamie earned his B.A. in real estate from the University of Wisconsin-Madison.

Kraus-Anderson is one of the Midwest's oldest and largest commercial general contractors and construction managers. Their previous work for the St. Paul JCC includes the 1990-91 Early Childhood Center addition, the 1991-92 Fitness Center and Racquetball Court renovations; the 1995 Early Childhood Center roof replacement; and the 1996 Studio 2, Fitness Center, Administrative Offices, and Mens and Womens Health Centers renovations.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2013 Neighborhood STAR: \$20,000 for emergency sewer grant

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Bruce Fink, President | Bremer Insurance, Herzl Camp Foundation, George Kaplan Foundation

Tom Cytron-Hysom, VP Programming | Self-employed Consultant, Prog. Eval. & Management

Michelle Shaller, VP Development | Campaign Chair of Jewish Federation

Patrick Zimmerman, VP Membership | Ph.D., 3M Aerospace & Aircraft Maint. Div.

Joel Denenholz, VP Finance/Treasurer | Finance Director at Pearson

Jennifer Bagdade, VP Communications/Secretary | Communications Consultant

Howard Orenstein, Immediate Past President | Senior Assistant Hennepin County Attorney

S Zalman Bendet | Rabbi at Chabad of Greater St. Paul

Lisa Bernick | Board Member, NCJW, Jewish Federation of Greater St. Paul

Henry Blissenbach | President and Chairman, Osprey Enterprises, Inc.

Tim Bloom | Owner, Bloom Commercial Real Estate, LLC

Stephanie Chauss | Vice President of Operations, YMCA of the Greater Twin Cities

Ken Garelick | Retired Manufacturer / Former Owner, Garelick Mfg. Co.

Michael Garr | Cardiologist, Health East HeartCare

Laurie Goldfarb | Teacher, St. Paul Academy

Raleigh Johnson | Key Account Manager at the St. Paul Pioneer Press

Todd Johnson | Beverage Distributor

Brian Kamin | Senior VP-Investments, Wealth Advisor, UBS Financial Services

Phyllis Karasov | Shareholder, Larkin-Hoffman

Jennifer Kaplan | Owner, Red Lime, LLC

David Kristal | CEO, Augueo Marketing

Mark Lerman | Insurance Agent, HUB International  
 Robert Mast | Mast Realty Company, Davern Park Realty Company  
 Tim Oskey | Owner, Woodstone Renovation, LLC  
 Marvin Pertzik | Attorney  
 Jodi Saltzman | NCJW, Hadassah  
 Danielle Salus | Project Manager, the Trust for Public Land  
 Stuart Sanders  
 Michelle Shaller | Campaign Chair of the Jewish Federation  
 Emily Shapiro | Independent Law Practice Professional  
 Marilyn Smith | Board Member of the Jewish Federation of Greater St. Paul Women's Board  
 Adam Stern | Vice President, First Lawyers Trust Company  
 Susan Tervola | Clergy Assistant, Temple of Aaron

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**  
*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*  
 N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

- ☐ Yes  
☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☒ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☒ If the project includes bank or other financial participation, please provide a letter of commitment
- ☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Construction: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Construction: Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Public Improvements	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Private Open Space Improvements		\$ 347,176.00	\$ 347,176.00		\$ 694,352.00
Direct Project Costs (up to 20% of STAR funds)		\$ 7,811.46	\$ 7,811.46		\$ 15,622.92
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 354,987.46</b>	<b>\$ 354,987.46</b>	<b>\$ 0.00</b>	<b>\$ 709,974.92</b>

**Additional Sources not qualifying as Match**      Other Funds  
 -none-      **\$ 0.00**

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
St. Paul JCC Donors - Private Dollars	\$ 354,987	3/22/2017	✓
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 354,987</b>	<b>0</b>	

## Documents

### Documents Requested \*

Required?

### Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

[Operating Statement](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

[Aging](#)

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[2014 Audit](#)

[2013 Audit](#)

[2015 Audit](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[Projections](#)

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates

[Contractor Estimates](#)

[STAR Budget](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

[Sculpture Example 1](#)

[Sculpture and Community Education Example 2](#)

If a corporation, please provide articles of incorporation and bylaws

[Articles of Incorporation](#)

[Bylaws](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

[Board Members](#)

[Resumes of Principals and Key Management](#)

If the project includes bank or other financial participation,

[Business Debt - Agreement](#)

please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

[Business Debt](#)

[Debt Details](#)

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[Conflict of Interest Policy](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[Robert Mast - Letter of Support](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 76383

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# Joy of the People Foundation Field of Joy Campinho Project

**\$ 60,000.00** Requested

Submitted: 3/22/2017 1:51:34 PM (Pacific)

### Project Contact

Theodore kroeten

[ted@joyofthepeople.org](mailto:ted@joyofthepeople.org)

Tel: 952-215-1861

### Additional Contacts

none entered

### Joy of the People Foundation

890 Cromwell  
St. Paul , MN 55114

### Artistic Director

Theodore Kroeten

[ted@joyofthepeople.org](mailto:ted@joyofthepeople.org)

Telephone 651-298-5770

Fax

Web [www.joyofthepeople.org](http://www.joyofthepeople.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

4.0% over 10 years

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

890 Cromwell

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☒ Ward 4  
☐ Ward 5  
☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☒ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Urban areas are in need of safe places to play. Since 2012, JOTP has been working its vision of the Field of Joy an idea to build small cogent, high volume play spacesinviting space of imagination and growth. The Campinho project is the first step toward creating a “ground zero of play.” Joy of the People (JOTP) was founded in 2009 by lifelong friends in soccer hoping to create a unifying force that attracts soccer lovers from all ages, levels and backgrounds to promote the simple concept that is missing in development: Free play. We set out to create an environment in which kids could participate in soccer without extensive travel and with more time for learning and playing with friends. Children today do not play enough, spending less time doing the very things that will make their lives happier, more fulfilling. If we want strong future adults and future communities, we must devote resources to bring back the lost language of play. JOTP believes in and is committed to the idea that unstructured play is important to the the emotional, physical, and social development of the child. The JOTP Field of Joy Campinho project is part of a larger series of park improvements at South Saint Anthony Park fulfilling JOTP’s mission of creating a world class center of play, serving as an example of using the best practice of free play to build healthy kids and communities. Campinho, means “small field” in Portuguese

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The Campinho project will create 1 one 7 v 7 field, or two 5 v 5 fields. Lines will be marked for both field configurations. Current plans are to put in a safe, organic infill the first of it's kind in Minnesota.

1. Dimensions: 120 ft x 180 ft (21,600 sq ft)
2. Play configurations:
  - a. Two 75ft x114ft(25 yard x38yard)5v5fields
  - b. One 114ft x174ft(38 yard x58yard)7v7field
  - c. Other uses include all condition field for multi sport use (Ultimate frisbee, flag football, etc)
  - d. High volume surface for JOTP inflatables
3. Turf: FieldTurf XT-50-2"
4. Infill: FieldTurf’s PureFill cork infill is a natural infill that is 100% environment friendly and nontoxic. It is an organic, recyclable and sustainable product that is harvested from the cork oak.

### 10. Please explain the public benefit of your project and how it will further the city’s racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

The Field of JOY will be a St. Paul owned facility that is a durable, quality, and safe place to play for youth, adults and the community. Support of this project will significantly improve one of the most used recreation center in St. Paul and double its usage. Up to 700 more kids per week and 20 more free play hours. This project will contribute to developing healthy lifestyles in youth, which positively contributes to the overall quality of life in the St. Anthony community.

The construction of the Field of Joy will also offer public economic and social benefit to the surrounding neighborhood. This is similar to projects developed by the Minnesota Amateur Sporting Commission and the city of St. Paul (i.e. McMurray field restoration). Previous studies on the economic and social impact of public field restoration support the potential public benefit of constructing the Field of Joy. Restoration projects that offer more opportunity for active recreation (like soccer) attract economic investment in a variety of ways. Studies have shown that quality recreation opportunities as one of the most important factors for small businesses moving into certain neighborhoods. A high quality recreational facility improves the overall environment and health of a neighborhood because such a safe, active, and inclusive space has been linked to reductions in crime, reductions of perceived threat, and depression.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT:** Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

The Field of JOY--Campinho Project is available for community use, as well as Free Play.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

St. Anthony Park - District 12 Community Plan, under Section C3 (page 46).

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Beginning in 2011 with initial planning through 2016 JOTP engaged a community process along with District 12 CC. Including public meetings, community agreements and regular neighborhood meetings held at JOTP.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

1 in the first year (salary \$43,000) 1 in the second year \$36,000

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

25 year 1

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

the space is currently used in three equal parts

Community use

Free Play (safe monitored play)

Joy of the People Programs

The new Campinho project will be used in the same fashion.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Jay Pomeroy, Anderson Johnson and Associates; Address: 7575 Golden Valley Rd #200, Golden Valley, MN 55427 Phone: (763) 544-7129

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Parks and Rec Mike Hahm, Director of St. Paul Parks and Recreation, 651-266-6409, Michael.Hahm@ci.stpaul.mn.us. Gwen Peterson, Recreation Services Manager, 651-266-6430, Gwen.Peterson@ci.stpaul.mn.us.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*



The Campinho project will create 1 one 7 v 7 field, or two 5 v 5 fields. Lines will be marked for both field configurations. Current plans are to put in a safe, organic infill the first of its kind in Minnesota.

1. Dimensions: 120 ft x 180 ft (21,600 sq ft)

2. Play configurations:

a. Two 75ft x 114ft (25yard x 38yard) 5v5 fields

b. One 114ft x 174ft (38yard x 58yard) 7v7 field

c. Other uses include all condition field for multi sport use (Ultimate frisbee, flag football, etc)

d. High volume surface for JOTP inflatables

3. Turf: FieldTurf XT-50-2" (see attached Field Turf information sheet)

4. Infill: FieldTurf's PureFill cork infill is a natural infill that is 100%

environment friendly and nontoxic. It is an organic, recyclable and sustainable product that is harvested from the cork oak.

JOTP plans to participate in the FieldCare Maintenance Program serviced by Field Turf, which includes a twice-annual maintenance of decompacting infill, seam analysis, base stability and perimeter anchoring to ensure enjoyable playing conditions in the long term. The estimated annual maintenance cost is \$1,000.00.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

n/a

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

n/a

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

n/a

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

"Alegria do povo," Portuguese for "Joy of the People," is the Brazilian expression for soccer at its best: played by everyone, played with skill, and played with joy. At JOTP, we believe that soccer should be inclusive, fun, creative, and cooperative long before it becomes competitive. Through the patient building of skills, kids from all backgrounds at JOY are encouraged and taught to accept and expand on each challenge, growing their love of the game, discover, the joy of play, the joy of friendship, the joy of creativity, and the joy of the people. The Mission of Joy of the People is to 1) support the idea of play as important part of a child's development; • 2) build small soccer spaces for kids to play 3) serve disadvantaged youth, and 4) build community spirit.

JOTP provides an easily accessible, centrally located place for young people from diverse backgrounds to play in a safe and supportive environment. JOTP was founded in 2009 by Ted Kroeten, a former professional soccer player and former Director of Coaching for the St. Paul Blackhawks. Since 2009, JOTP has partnered with the City of St. Paul to manage programming at the South St. Anthony Recreation Center. Highlights include:

Exponential growth from 1 to 500 participants in the first three years of the program.

JOTP has served over 2,000 kids annually and 600 kids per week,

In 2016, staffed and monitored more than 1,600 hours of Free Play for youth at no charge in St. Paul and other communities

Over 17,000 Free meals served by JOTP staff last summer. 8,000 by St. Paul Public Schools, 9,000 from JOTP.

Joy of the People is a nationally recognized organization, winning the prestigious US Soccer Foundation Planning Grant in 2011 and Field Turf Grant in 2013.

Created "Powered Joy," a science-based, best practice youth sport model that balances traditional Deliberate Practice with healthy, organic Free Play. Presented on this model all over the world:

2016 "The Free Play Model" --1st Scientific Conference on motor skill acquisition at Kisakallio, Finland

2016 NSCAA Convention, "5 years of free play" Baltimore, MD

2016 NSCAA Convention, "The road to 10,000 hours." Baltimore, MD

2015 US Soccer foundation, "Creative use of space in urban environments." Washington, DC

2014 US Soccer Foundation, Urban Soccer Symposium, "The use Innovative curriculum in urban sports environment." Washington dc

JOTP offers the highest quality, year round, soccer education at affordable fees.

About 40% of JOTP participants reside in the St. Anthony Park neighborhood.

About 75% of JOTP participants reside in St. Paul.

**27. What is your status as a legal entity?**

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

501(c)(3) nonprofit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Jay Pomeroy

Jay has put in many turf fields including most recently at Urban Ventures in Minneapolis. Jay will support the pre-construction effort for the Joy of the People Field Project in planning, estimating, and scheduling. He will participate in receiving/analyzing bids and completing the buyout. He will also issue agendas and write progress meeting minutes, schedule and manage the submittal review process with trade partners and design professionals, and ensure effective communication among all parties. Jay will set up and monitor the budget, schedule, quality assurance, safety, controlled inspections, and day-to-day coordination with field operations. Jay's previous experience with field construction will provide valuable guidance for the entire project team.

**29. Do you have an adopted/official conflict-of-interest policy?**

If yes, upload copy of policy in the Documents tab above.

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

n/a

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

Joy of the People: Board Members

Victor Kasanezky, President 890 Cromwell St. Paul, MN 55114

Colleen Kroeten, Secretary 890 Cromwell St. Paul, MN 55114

Raffi Tanachian, 890 Cromwell St. Paul, MN 55114

Glenn Kroeten, Vice President, 890 Cromwell St. Paul, MN 55114

Franklin Tawah, 890 Cromwell St. Paul, MN 55114

Haris Handzija, Treasurer, 890 Cromwell St. Paul, MN 55114

Kathy Casey, 890 Cromwell St. Paul, MN 55114

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

n/a

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

☒ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☒ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential	\$ 30,000.00	\$ 30,000.00	\$ 60,000.00	\$ 225,000.00	\$ 345,000.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 60,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 345,000.00</b>

Additional Sources not qualifying as Match	Other Funds
US Bank Places to Play Grant	\$ 24,000.00
MN Vikings	\$ 24,000.00
US soccer foundation (field Turf)	\$ 43,000.00
No profit assistance Fund (Loan)	\$ 134,000.00
<b>Total</b>	<b>\$ 225,000.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
Joy of the People general fund	\$ 60,000	3/22/17	€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€

**TOTAL VALUE OF MATCHING FUNDS****Total****\$ 60,000****0****Documents****Documents Requested \***

Required?

**Attached Documents \***

Current balance sheet and operating statement (Last business quarter)

[balance sheet](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[P&L](#)[letter](#)[2015](#)[bs 2014](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[cash Flow 2017](#)[cash flow 2018](#)

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

[lease](#)

Please attach an itemized budget and/or contractors' estimates

[budget](#)[drawings](#)[drawings 2](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

[AofI](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

[Ted resume](#)

If the project includes bank or other financial participation, please provide a letter of commitment

[Bank letter NAF](#)[us bank](#)[Field Turf](#)

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[CofI](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[letter from parks](#)[Dist 12](#)[neighbors](#)[hausnman](#)[mc](#)[watershed](#)

Application ID: 77926

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Junior Achievement of the Upper Midwest

# Junior Achievement Rehab - 1745 University Ave. W.

**\$ 1,000,000.00** Requested

Submitted: 3/22/2017 11:37:29 AM (Pacific)

### Project Contact

Brendan Bannigan

[brendan@jaum.org](mailto:brendan@jaum.org)

Tel: 651-255-0052

### Additional Contacts

[Andrew@jaum.org](mailto:Andrew@jaum.org), [jolene@jaum.org](mailto:jolene@jaum.org)

### Junior Achievement of the Upper Midwest

1800 White Bear Avenue North  
Maplewood, MN 55109

### President & CEO

Gina Blayney

[gina@jaum.org](mailto:gina@jaum.org)

Telephone 651-255-0055

Fax

Web [www.jaum.org](http://www.jaum.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

1745 University Avenue, St. Paul, MN 55104

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☒ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☒ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

Junior Achievement of the Upper Midwest (JAUM) is a nonprofit 501(c)3 organization which teaches students K-12 financial literacy, college and work readiness, and entrepreneurship skills. JAUM has launched a \$16.5M fundraising effort and is nearing the halfway point to meeting this goal to develop a state-of-the-art learning facility in the Midway neighborhood of St. Paul. The building, located at 1745 University Ave W., will be a well-designed, attractive, and welcoming asset anchoring the edge of Dickerman Park along the University Avenue corridor and nearby Fairview light rail station.

This investment is aligned with the Fairview Station small area plan developed in 2008 and the goals of the Hamline/Midway planning district. The small area plan envisions "a complete and healthy community with vibrant public spaces, a range of movement options, a diverse mix of uses, and attractive buildings framing lively, pedestrian-friendly streets." Specifically, the small area plan states that land and building use should be geared toward higher-intensity employment uses including business incubators, educational facilities, and social services, among others. JAUM meets these preferences and will add to the vibrancy of the neighborhood because it draws hundreds of youth, teachers, parents, and volunteers to its site each day of operation.

The rehabilitated building will be 60,000 square feet, significantly larger than the current space in Maplewood, where JA is currently serving 20% more students than the building was designed to accommodate. In 2015-16 school year, 94,807 students from the Twin City metro area experienced JAUM programming in and outside of school. With twice the space, Junior Achievement will look to double the number of students served in the facility to 32,000 total students, 10,000 students of color, and 9,500 underserved students. JAUM will also have the opportunity to engage more deeply with the surrounding racially and culturally diverse communities. In addition to serving more area students, JAUM will also be bringing 25 current employees to St. Paul from Maplewood and adding four new full-time positions and six new part-time positions and 9,000 volunteers to manage the expanded operations. In addition, an estimated 150 construction workers, architects, interior designers, and engineers will be employed by the project during rehab.

This project will benefit Junior Achievement as well as the City as it engages thousands of students, teachers, and parents each week who will patronize local businesses, coffee shops, and restaurants. JAUM is confident that the programs will significantly boost economic traffic in the Hamline/Midway planning district in St. Paul drawing primarily from Twin Cities area school districts with a focus on the St. Paul area schools. JAUM also anticipates increased midday ridership along the Green Line from JAUM corporate volunteers.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The building is three stories with 62,000 interior/usable square feet. All three floors will be completely renovated to meet JAUM's programming needs. The basement will be partially renovated to house the business incubator program. Building mechanicals including the freight elevator will be repaired. The restrooms will be relocated.

Exterior work includes a complete roof replacement, new windows on the north side of the building, and other window repairs and tuckpointing, as needed.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

With this larger facility, JAUM anticipates doubling the number of on-site students from 16,000 to 32,000 and students of color from 5,000 to 10,000. JAUM aligns with the City of Saint Paul's racial equity initiative by proactively marketing programming to underserved schools and offering the programs at little to no cost. By moving to a more central location in St. Paul with easy access via bus or light rail, services will be more accessible for the students who JAUM is most trying to reach.

Expanding rigorous, real-world opportunities to develop the financial expertise and entrepreneurial curiosity to a racially diverse student population is critical. In total, JAUM on-site and in-school programs engage over 160,000 students annually, 95,000 of whom are in the 13 county metro area, 67,000 are underserved (as defined by students attending schools with more than 40% free and reduced lunch), and nearly 46,000 are students of color. The programs make learning fun and empower students by making a connection between what they learn in school and how it can be applied in the real world. Students experience the relevancy of their classroom learning and the value of staying in school and becoming contributing members of society.

The proximity to diverse communities allows JAUM to have direct engagement with urban students, including people of color and immigrants, and provide students with financial skills to succeed in life and help to narrow the achievement and economic gaps.

---

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No. It aligns with the stated goals of the Hamline-Midway planning district and Fairview Station small area plan.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. JAUM presented the project to the Hamline/Midway Coalition's Development Committee. There was a lively discussion about parking, traffic flow, bus drop-off, job creation and Dickerman Park, ultimately resulting in a letter of support (attached).

---

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

6 new part-time and 4 full-time positions--Average hourly wage ranges from \$18 - \$30

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

150 construction jobs

---

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☒ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The building is currently occupied by two charter schools under short-term lease agreements with the previous owner. JAUM will make significant investments to upgrade the facility to meet JAUM's program needs:

- Expanded facilities and flexible program spaces, doubling Junior Achievement 's capacity to 30,000 students annually
- Two learning labs – one for JA Finance Park and one for JA BizTown, thereby increasing student capacity in both programs
- State-of-the-art technologies and access to innovative, unique resources
- Creation of a business incubator for high school students to explore and develop their entrepreneurial aspirations
- Connect Junior Achievement students with existing programs in the community by strengthening existing and creating new partnerships
- Optimize volunteer engagement with greater access to the Twin Cities business communities via the Green Line



- Provide summer and out-of-school programming to extend learning opportunities
- Provide a telecommunications and distance learning hub to support Junior Achievement programs and school sites across its three-state region.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

RSP Architect, Ltd.—Project Architect; M. A. Mortenson— General Contractor

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Mayor Coleman; Council Member Stark; Jonathan Sage-Martinson, St. Paul Planning & Econ. Dev.; Kurt Schultz, Program Mgr, St. Paul PED; David Gontarek, Principal Project Mgr, St. Paul PED; Michael Jon Olson, ED of the Hamline-Midway Coalition

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The building abuts Dickerman Park. JAUM is excited to be adjacent to this high-potential community resource and looks forward to continuing to work in partnership with the Park Board to maximize the potential of this transformative green space.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Established in 1949, the Minneapolis and St. Paul chapters of Junior Achievement merged in 1982 to create Junior Achievement of the Upper Midwest, Inc. (JAUM) and became the world's largest, and most recognized, organization dedicated to educating students about college and career readiness, entrepreneurship, and financial literacy through experiential, hands-on programs. JAUM helps prepare young people for the real world by showing them how to generate wealth and effectively manage it, how to create jobs that make their communities more robust, and how to apply entrepreneurial thinking to the workplace. JAUM serves students from K-12 through two main programs as well as a new initiative:

JA BizTown—middle school students become adults for a day in a simulated, free market facility. The process begins with teacher-taught classroom lessons and culminates with a day-long visit to Junior Achievement's hands-on, simulated economy. Students learn the relationship between what they learn in school and their successful participation in a free market economy.

JA Finance Park—Introduces middle and high school students to personal finance and career exploration through classroom instruction complemented by a day-long, hands-on experience where students apply learned concepts in an economic community. During this one-day experience, students assume family and income scenarios and visit businesses to gather information for their personal financial decision-making. They use bank services; contribute to charities; purchase housing, transportation, furnishings, food, health care, and other expenses; and make investment decisions, while working to balance their budgets.

Business Incubator—A new, first-of-its-kind program where high school students explore and develop their entrepreneurial aspirations. In addition, with more staff and space, JAUM will be able to offer after school care and summer camp, which has been part of JAUM's vision for years but impractical at the Maplewood site.

JAUM's success is tied directly by partnering with classroom teachers and volunteers who deliver the curriculum while sharing their education and career experiences with students. Embodying the heart of Junior Achievement, classroom volunteers transform the key concepts of the lessons into a message that inspires and empowers students to believe in themselves, showing them they can make a difference in the world. Together, these efforts prepare future leaders with the skills they need.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Michelle McGuire  
Bridging Project Management, LLC  
612-720-8849  
Michelle-mcguire@outlook.com

Ms. McGuire is a Managing Partner at Bridging Project Management, LLC. She partners with clients to provide project management services for the built environment. Prior to working at Bridging Project Management, she was senior director, project management at CBRE. Michelle has spent her career in real estate, spending much of the past 20 years focused on project management.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☐ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☐ If LLC, please provide articles of organization

☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☒ Resumes of principals and key management

☒ If the project includes bank or other financial participation, please provide a letter of commitment

☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)		\$ 0.00	\$ 4,770,000.00	\$ 200,000.00	\$ 4,970,000.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 1,000,000.00	\$ 7,100,000.00		\$ 8,100,000.00
New Construction: Residential		\$ 0.00			\$ 0.00
New Construction: Commercial		\$ 0.00			\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)			\$ 3,430,000.00	\$ 0.00	\$ 3,430,000.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 1,000,000.00</b>	<b>\$ 15,300,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ 16,500,000.00</b>

**Additional Sources not qualifying as Match**

	Other Funds
Due Diligence costs on purchase of building	\$ 200,000.00
<b>Total</b>	<b>\$ 200,000.00</b>

**Tables**

**Source of Matching Funds**

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
Grant - Anonymous	\$ 3,000,000	04/01/17	✓
Grant - W. & E. McMillan Foundation	\$ 1,500,000	04/01/17	✓
Grant - misc. and balance to be raised	\$ 6,200,000		€
<b>E. Amount of loan(s) and name of lender:</b>			
Sunrise Bank	\$ 4,600,000	09/01/17	✓
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 15,300,000</b>	<b>0</b>	

**Documents**

**Documents Requested \***

Required?

**Attached Documents \***

Current balance sheet and operating statement (Last business quarter)

[JAUM current financial statements](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

[JAUM aging schedule](#)

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[JAUM 3 year financials](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[JAUM 12 month cash flow projections](#)

A copy of existing or proposed purchase agreement or lease

[JAUM purchase agreement](#)

agreement (provide appraisal, if available)	
Please attach an itemized budget and/or contractors' estimates	<a href="#">JAUM preliminary contractor estimate</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">JA Management Bios</a>
If the project includes bank or other financial participation, please provide a letter of commitment	<a href="#">JA Term Loan Commitment Letter Sunrise Bank</a>
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	<a href="#">JAUM debt schedule</a>
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">JAUM conflict of interest policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">JAUM letters of support</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 75641

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Laering Center

# Laering Center - Downtown Community Center

**\$ 40,000.00** Requested

Submitted: 3/21/2017 8:13:08 AM (Pacific)

### Project Contact

Renee Skoglund

[rskoglund@laeringcenter.org](mailto:rskoglund@laeringcenter.org)

Tel: 952-210-1955

### Additional Contacts

none entered

### Laering Center

7613 Blackwell Court North

Temporary

Inver Grove Heights, MN 55076

Telephone 952-210-1955

Fax

Web [www.laeringcenter.org](http://www.laeringcenter.org)

### Executive Director

Renee Skoglund

[rskoglund@laeringcenter.org](mailto:rskoglund@laeringcenter.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

Cray Plaza, 195 5th Street E, Suite 160, SP 55101

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☒ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
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- ☐ 10
- ☐ 11
- ☐ 12
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- ☐ 14
- ☐ 15
- ☐ 16
- ☒ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The Læring Center (pronounced "LA-ring") is a new community center concept. With an open, welcoming environment, thoughtfully planned facility, and a mission-driven team. Our aim to give new life and meaning to the term "community".

The LC mission is built around three goals:

Connect - A comfortable place for people to meet, get to know each other, and learn more about local businesses and organizations. Today it seems easier to get to know someone halfway around the world than it is to meet your next-door neighbor, we want to facilitate face-to-face conversation. The Læring Center is a place for people of all different ages and backgrounds to physically meet. We believe that there is always value in meeting and talking to new people, participating in different activities with them, and maybe even becoming friends! A real community begins when people start to connect with one another, and it grows when they bring more people in to do the same.

Empower - The center isn't just about the physical space, it is also important to learn from professionals and each other. We want all of our members to have the opportunity to grow, learn new things, and teach skills to others. By providing an atmosphere and environment that encourages personal growth, learning, exploration, and dialogue, the Læring Center will become a place where all people can share knowledge, ideas, and experiences.

Inspire - Be an inspiration to others to make the local community a better place to live, work, and play. We want to see our members get involved in the greater community, through volunteering, civic participation, finding jobs, or any of the multitude of other ways to become and remain a part of the vibrant culture of St. Paul.

The Læring Center is a planned community center for downtown St. Paul, built specifically to address the needs and interests of three main age demographics: Youth/Young Adults (14+), Adults/Families, and Seniors (50+). The center will be open to all, and will operate on a free membership system. The center is built to encourage personal and community growth, plus health and wellness through classes and social activities.

The Center will be funded through a combination of public and private partnerships.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Make space more efficient and effective, by providing 5-6 drop down tables, utility sink, enhanced lighting in work shop/craft area, 5-6 drop down computer lab tables in common area. Repurpose one section of the center by taking down a wall (to increase room size) for a better and more efficient use of the space. Build supply closet between common area and work shop/classroom area. Create signage for the front of the building.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

When Renee was the manager City Passport from 2005-2013, the center welcomed many diverse cultures including, all ethnicities, genders, sexual orientations, homeless and wealthy individuals. The "magic" of the center was that everyone took ownership of the site and everyone had an equal part of its success. Once people knew each other their differences did not seem so significant. Instead of crossing the street, people greeted each other on the street. That sense of community will continue and expand since we are including all generations.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Exploration with YMCA, CRC Street Team Project, CRC Community Organizer, City of St. Paul, and other Community Organizations.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

Not specifically, but CRC is a partner and supports the project (motion passed unanimously).

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes, Board unanimously passed motion of support

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

Six - ten. \$15 - \$17 per hour

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

none

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☒ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☐ Rehabilitation/Expansion
- ☒ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The space we are looking to lease is currently being occupied by Cray Computers. They will be vacating the space in 1-2 months. The space is 4,424 square feet. There are three small office spaces, a large social area with a kitchenette, and a classroom/craft/work area. We are currently in negotiations with Cray for terms of lease, we will have estimates for work done when lease is finalized.

We feel it is important to be located in Cray Plaza due to the enormous void left by Cray Computers, with close proximity to the YMCA, schools and parks.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Colliers International - Leasing

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Council Member Rebecca Noecker, Mike Hahm, Kathy Korum, Downtown Police dept, Dist Council 17, Lucy Thompson

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

N/A Number of Businesses

0.00 TOTAL

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Laering Center provides opportunities to connect, empower, and inspire. Currently, the downtown area does not have a community center, which leaves a huge void in this vertical neighborhood. Studies have proven how important socialization is for individuals and the betterment of a community. People who are lonely are more likely to have higher incidence of stress, depression, and are more tired. They are also more likely to consume more alcohol and use drugs. The Laering Center (LA-ring, Norwegian for learning), is a new type of community center with an open, welcoming environment-a thoughtfully planned facility for young and older adults with innovative programming, and a mission driven team. Our aim is to give new life and meaning to the term "community".

Our team includes: Renee Skoglund, who holds a Masters degree in Gerontology. She has developed successful community centers, and has over 30 years of experience in programming. Recently, she created Big Dreams, and its mission is to improve the social, psychological, and physical aspects of health and wellbeing where an individual can achieve their ultimate quality of life. Adam Azra'el, holds B.A. in Production and has developed programming for the young adult population for the past 7 years. Jennifer Veitenheimer has a BS in Health and Wellness and M Ed in Work, Community and Family. She owns Senior Care Consulting, an organization that advocates and provides resources for seniors, families, caregivers and organizations.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-Profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Renee Skoglund received her Bachelors degree in Sociology with a minor in Gerontology from Drake University and a Masters in Gerontology, from the University of Northern Colorado. She was awarded the Colorado Graduate Fellow, and received the Graduate Deans Citation for Excellence.

She has worked in the Gerontology field for over 27 years, focusing on creating, implementing, updating, and improving programs for people over 50. Programs included the creation of a hospital based adult day program, a hospital based membership program, and City Passport - St. Paul's senior center (2005-2013). The HealthEast Passport Program grew from a hospital inpatient program to a vibrant community program of over 37,000 members and included a partnership with the City of Saint Paul to create City Passport. City Passport received three national awards, and recorded over 16,000 visits per year. She is now the owner of Big Dreams; Where Life is Bigger than you Think. Big Dreams acts as a catalyst to maximize activity, engagement, and happiness, which result in a better quality of life. Big Dreams provides services for community residents, and professional gerontology consulting for cities, organizations, and businesses.

Renee has served on the following boards, RSVP, St. Paul Advisory Committee on Aging, Capitol River Council (St. Paul, 17 District Council), and SHIFT.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

Not for Laering Center

11/9/2009 - Neighborhood Star Grant for HealthEast Care System. Approved for \$1,100

**VI. ORGANIZATION MANAGEMENT:**



**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

Renee Skoglund M.A. Executive Director, Gerontologist

Adam Azrael Executive Director for Youth

Jennifer Veitenheimer BS & Med, Executive Director of Community Relations

Laering Center is a non-profit and the Board of Directors will be comprised of community and business members. The board shall have up to 7, but not fewer than 3 members.

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

Big Dreams LLC (Renee Skoglund 100%)

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☐ A current balance sheet and operating statement. (Last business quarter)
- ☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☐ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☒ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements	\$ 0.00	\$ 40,000.00	\$ 40,000.00		\$ 80,000.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 0.00</b>	<b>\$ 80,000.00</b>

Additional Sources not qualifying as Match	Other Funds
Not sure at this point	
<b>Total</b>	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 13,000		✓
<b>B. Estimated in-kind service*:</b>			
Goods/Services	\$ 5,000		€
YMCA	\$ 5,000		€
Big Dreams	\$ 5,000		✓
<b>C. Amount and source of private equity:</b>			
Sponsorships	\$ 7,000		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
St. Paul Foundation	\$ 5,000		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
N/A	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 40,000</b>	<b>0</b>	

## Documents

### Documents Requested \*

Required?

### Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

[Space Diagram #160](#)

[Current Space Diagram](#)

[Proposed Space Changes](#)

Please attach an itemized budget and/or contractors' estimates

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

[Big Dreams financial Stmt 2016](#)

Resumes of principals and key management

[Renee Skoglund Resume](#)

[Adam Azra'el Resume](#)

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan

status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[Conflict Of Interest Policy](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[Council Member Noecker](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 76643

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Levee Juice Co.

# Levee Juice Co., Keg & Case Market

**\$ 12,000.00** Requested

Submitted: 3/22/2017 2:03:09 PM (Pacific)

### Project Contact

Sarah Benepe

[sbenepe91@gmail.com](mailto:sbenepe91@gmail.com)

Tel: 6515281064

### Additional Contacts

[lindseyator@yahoo.com](mailto:lindseyator@yahoo.com)

### Levee Juice Co.

928 7th St. W  
St. Paul, MN 55102

Telephone 6515281064

Fax

Web In the process

### Owner

Sarah Benepe

[sbenepe91@gmail.com](mailto:sbenepe91@gmail.com)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☒ For Profit  
☐ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

928 7th St. W, St. Paul, MN 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☒ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☒ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

We are an organic juice/ smoothie bowl bar offering quick and healthy options for the community and its visitors, featuring organic produce from local growers and businesses. We are focused on giving back to our community and supporting other local businesses, co-ops, etc. We will be located inside of the Keg & Case Market, which will feature a year round farmer's market that we plan to feature as part of our vision to keep the funding within our community.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

We will need countertops, appliances such as a dishwasher, sink, refrigerator, commercial juicers and blenders, shelving units, storage bins and signage, as well as flooring.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

We want to offer quick, organic, healthy options for all in our community and also its visitors. We want to embrace people of all ethnic backgrounds, income levels, and ages. We plan on sponsoring local sporting events and other events within the community with the help of our local residents.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

Yes. We will be partnering with local farmers/ growers (and collaborating with the local growers involved in the year round farmer's market) for all of our produce and also partnering with other local businesses for build-out, branding, etc.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

Yes. We will be part of the Keg & Case Market.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. We have spoken with them over the past few months. They have guided us to the STAR program, as well as referred us to other business programs such as the SBA, Women's Venture, and also put us in touch with the Ft. Road Federation.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

If no jobs will be created, please type N/A

2 jobs will initially be created, however over the next 5 years, we hope to have created at least 10 new jobs with an average salary of \$22,000.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

We will have created at least 2 temporary jobs over the next 5 year period with our construction needs.

#### IV. STAR PROJECT / PROGRAM ACTIVITIES:

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

the current location is in the construction phase. 97 square feet will be leased once construction is completed.

It will be used as a juice/smoothie bowl bar \$1000.00 per month, with an additional \$100.00 per month for marketing(\$11.34/square ft), plus a 6% increase above a natural break point, and a 3% annual increase.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Our developer is Cushman & Wakefield for the Keg & Case Market. Our contractor will include Stoneman Masonry.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

We have been in touch with the legislative assistant for Ward 2 in St. Paul, as well as Andrea Christenson, Vice President at Cushman & Wakefield.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

N/A

**27. What is your status as a legal entity?***(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Partnership

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Myself and my business partner, Lindsey Ator. Lindsey has 4+ years of project management experience for Quintec Integrations in Milwaukee, WI.

**29. Do you have an adopted/official conflict-of-interest policy?***If yes, upload copy of policy in the Documents tab above.*☐ Yes☒ No**30. If you have received City funds within the past five years, please type a list; including the year and amount below.***(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:****31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.***(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.***In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?***If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*☐ Yes☒ No**VII. FINANCIAL INFORMATION:****34. Please confirm you have provided the following in your proposal.***Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*☐ A current balance sheet and operating statement. (Last business quarter)☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)☐ Please attach an itemized budget and/or contractors' estimates☐ If purchasing fixed assets, please include purchase agreements or vendor quotes☐ If a corporation, please provide articles of incorporation and bylaws☐ If a partnership, please provide partnership agreement☒ If LLC, please provide articles of organization☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership☐ Resumes of principals and key management☐ If the project includes bank or other financial participation, please provide a letter of commitment☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status☒ If this request is for a new business start-up, please attach your business plan.☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)	\$ 500.00	\$ 500.00	\$ 1,000.00		\$ 2,000.00
Rehabilitation: Residential					\$ 0.00

Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial	\$ 4,300.00	\$ 4,300.00	\$ 8,600.00	\$ 0.00	\$ 17,200.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00	\$ 0.00	\$ 4,800.00
<b>Total</b>	<b>\$ 6,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ 12,000.00</b>	<b>\$ 0.00</b>	<b>\$ 24,000.00</b>

**Additional Sources not qualifying as Match**      Other Funds  
 -none-      **\$ 0.00**

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 0		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
cash/life insurance	\$ 12,000	4/1/17	✓
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 12,000</b>	<b>0</b>	

## Documents

### Documents Requested \*

Required? **Attached Documents \***

Current balance sheet and operating statement (Last business quarter)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

[Keg & Case Lease agreement](#)

Please attach an itemized budget and/or contractors' estimates

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

If LLC, please provide articles of organization

[Copy of LLC filing](#)



Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

[Levee Juice Co. Business Plan](#)

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77788

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Lifetrack

## Lifetrack Preschool and Facility Improvement

**\$ 175,000.00** Requested

Submitted: 3/22/2017 6:18:36 AM (Pacific)

#### Project Contact

Jennifer Halcrow

[hello@corvusnorth.com](mailto:hello@corvusnorth.com)

Tel: 612-361-9065

#### Additional Contacts

none entered

#### Lifetrack

709 University Avenue West

St. Paul, MN 55104

Telephone 651-227-8471

Fax 651-227-0621

Web [www.lifetrack-mn.org](http://www.lifetrack-mn.org)

#### President and Chief Executive Officer

Trixie Golberg

[trixieg@lifetrack-mn.org](mailto:trixieg@lifetrack-mn.org)

### Application Questions

#### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

#### 2. Total Match

\$

Amount of Match

**TOTAL**

#### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

#### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

#### 5. Project Location Address:

Number, Street, City, State, Zip

709 University Avenue West, St. Paul, MN 55104

#### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☒ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Lifetrack seeks support for facilities upgrades that will improve the safety and efficiency of its headquarters at 709 University Ave. W., St. Paul. The building is home to its therapeutic preschool, serving 48 children annually, and its employment programs that every year move 1,550 people from average annual incomes of \$1,000/year to starting wages of more than \$22,000/year. In addition, the site houses training programs and resources serving more than 40,000 low-income and working families. Upgrades include a new, publicly-accessible parking lot with improved storm water management and plantings, an upgraded playground for its preschoolers, new windows, HVAC, and security upgrades, as well as interior repainting and refurbishment.

The 2007 Thomas-Dale (District 7) Plan highlights several important goals that Lifetrack's plan supports. While Lifetrack's improvements are not identified in the area plans, they are in keeping with the plans' values:

- The plan states, "Education will be a lifetime process that focuses on capacity-building skills, personal development, citizenship and civic engagement, and workforce development." It also states a goal that "A mix of businesses will fulfill the needs of residents and contribute to meaningful employment in the area." It goes on to state that development should "connect residents to education providers to ensure that they have the skills required for employment." As the leading service provider of training and employment services for refugees, immigrants, and populations not served well by traditional programs, such as the Department of Employment and Economic Development (DEED), Lifetrack makes a significant contribution. Nationally, Lifetrack's job placement and retention rates rank in the top 15 percent as compared to other community based employment service agencies, as determined by the National Benchmarking Project. DEED reported Lifetrack served the largest number of people with employment services, held one of the highest job retention rates, and demonstrated the lowest cost per participant. Finally, the MN Department of Human Services reports that since 2007, Lifetrack maintains the largest employment program for refugees in Minnesota.
- The 2008 Dale Station Plan states that "Improved streetscaping and green spaces will also help to improve the climate for future investment," which is consistent with the parking lot and exterior playground improvements planned by Lifetrack. Specific items in the plan for land use include, "orient businesses to address pedestrians, making the street experience more pleasurable for walkers." Lifetrack faces University, the main transit corridor, with a pedestrian entrance. The landscaping improvements along its parking lot, which also faces University, would reinforce this land use goal.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Lifetrack intends to complete playground, parking and interior improvements at 709 University Av. W., St. Paul, MN, to keep it safe for the 48 preschoolers who attend classes as well as the 1,550 clients who receive employment counseling and support at this location. Improvements include new playground equipment and playground structural upgrades to make its interior and exterior preschool play areas safer and more appropriate for the needs of its students. Lifetrack will also upgrade its parking lot (open to the public) to improve storm water management, increase plantings, and beautify the area.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Lifetrack has a long track record of promoting opportunities in education, employment, and health among people who traditionally lack equitable access to these important resources. In 2016, 48% of all Lifetrack clients were people of color, with African and African American people representing 26% of all clients. Among all its clients, Lifetrack sees many success stories: 90% of its preschoolers achieve school readiness goals and in the last three years, its employment and training services helped nearly 7,000 people achieve the following:

- o 1,550 people found employment at average starting wages of \$10.46 per hour and a 12-month retention rate of 76 percent.
- o 1,000 people completed occupational skills training.
- o 3,200 people received career expertise and services to prepare them for employment.

Sustaining and improving on this successful track record requires an investment in the aging Lifetrack headquarters facility. The planned improvements keep the facility safe, accessible, and attractive to clients, staff, and passersby on the St. Paul showcase Green Line route.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes we have discussed the plans with the district council.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

6

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The building at 709 University Avenue West, St. Paul, is the Lifetrack headquarters. It houses a preschool for 48 children in need of trauma-based therapeutic care. It is also the primary location for Lifetrack's employment services and training programs serving 1,500+ adults annually. It will continue to serve these functions when it is renovated.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Developer - n/a; architect - Leo Daly; general contractor - n/a; leasing and management firm: n/a

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Conversation with Mai Chong Xiong, Legislative Aid to Council Member Dia Thao on February 5, 2016 and follow up correspondence with Council Member Thao on March 13, 2017.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The plan includes exterior playground equipment and playground structural upgrades to make the preschool play area safer and more appropriate for the needs of the students at Lifetrack. Interior/exterior safety upgrades will also protect the vulnerable children served by the program. Lifetrack will replace its HVAC system, repaint and refurbish its interior, as well as replace windows. Lifetrack will also replace its publicly accessible parking lot, including improvements for storm water management, as well as add plantings to improve the visual impact of the site. Improved energy efficiency will result in lower operating costs which will contribute toward maintaining the site. In addition, Lifetrack has a history of nearly 70 years of successful operations including raising funds and earning fees for its programs. This successful track record will contribute toward maintaining the site with its improvements. No businesses or homeowners will be assessed for the improvements.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Since opening its doors in 1948, Lifetrack has been a champion for families facing the greatest disparities in income, employment, education, and health. Founded as the Saint Paul Rehabilitation Center, its early efforts focused on therapy services for children and adults with polio and injured veterans returning from World War II. Today, Lifetrack continues to serve those whose abilities are too often overlooked. Lifetrack's mission is to work together to develop the strengths within children, families, and adults facing the greatest life challenges. Each year Lifetrack works with 40,000 Minnesotans to put hope within reach and create a better life for themselves and their families. Its services connect people to the resources that build stability and empower them to achieve their individual, self-defined goals. Lifetrack's 19-member board of directors is 40 percent female and includes two people of color and two people with disabilities (self-disclosed). The organization includes 88 full-time and 11 part-time employees. More than 200 individuals volunteered nearly 6,600 hours in 2015.

The \$930,000 in facilities and equipment improvements described in this proposal are part of a larger \$3.5 million project entitled, Campaign for Hope. To date, thanks to the generosity of private donors and the strategic decision by Lifetrack to divest itself of its contract packaging program, only \$1.5 million remains to be raised. Further, this campaign builds on Lifetrack's nearly 70 years of successful operations.

For the past 11 years, Lifetrack has been led by President and CEO TrixieAnn Girtz Golberg. She has attracted and retained top talent among the organization's employees and board of directors. She has built a diversified funding base and earned the organization top honors for its programs. The board of directors is led by Lori Bonin, a seasoned executive who has held responsibility for departments of \$1 billion annually and who holds a degree in business administration and accounting. The board includes vice chair Dan Prokott, partner, Faegre Baker Daniels; treasurer, Jacob J. Laabs senior business architect, Thrivent Financial For Lutherans; and secretary Michelle Vaillancourt, attorney, Winthrop & Weinstine.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Nancy Fuchs, interim CFO, will serve as project manager. Fuchs is an experienced finance, accounting, information technology and business administration executive with a proven record of financial performance and delivery of results in challenging new, rapid growth environments and mature organizations. She has served as interim CFO for the Saint Paul Chamber Orchestra and helped secure a permanent replacement. As CFO of Dunwoody College of Technology, she led team of 20 in finance, treasury, investments, accounting, information technology, compliance, office services, supply chain management and contracts. Accomplishments included generating more than \$3M in negotiated and recurring savings through strategic partnerships, vendor consolidation, contract renegotiations, leveraging of technology and staff reductions. She also consolidated a \$23M investment portfolio and centralized banking relationships, resulting in markedly improved investment performance and cost reductions, including \$400K in debt costs. Fuchs is licensed as a CPA in the state of Minnesota with CMA and CIA credentials.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

n/a

## **VI. ORGANIZATION MANAGEMENT:**

---

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Ownership is not applicable as Lifetrack is a nonprofit organization.

### **Board of Directors**

Lori Bonin (Chair)

VP, Operations

EMC

Apple Valley, MN

Cecelia Doyle, Ed.D.

Academic Director – Early Childhood Education

Collegis Education

Bloomington, MN

Jack Duffy

Team Leader – Small Business

Arthur J. Gallagher & Co.

Bloomington, Minnesota

Susan Lunseth Ebertz

Vice President

Securian Financial Group

St. Paul, MN

Travis Hintz

Director of Planning

St. Paul, MN

Ecolab

Wayne Jarvis

Strategy & Business Development Manager

3M

St. Paul, MN

Mahedi Jiwani

Independent CFO Consultant/

CFO, Uroplasty (retired)

Edina, MN

David Kadrie

Vice President of Business Services

3M

St Paul, MN

Jacob J. Laabs (Treasurer)

Senior Business Architect

Thrivent Financial For Lutherans

Minneapolis, MN

Nikole Logan

Partnerships Program Coordinator Lead, Office of Early Learning

St. Paul Public Schools

Margaret Murphy

Chief Credit Officer

Anchor Bank

Eagan, MN

John Paulus

Senior Vice President

Wealth Management & Securities/US Bank

Minneapolis, MN

Daniel G. Prokott (Vice Chair)  
Partner  
Faegre Baker Daniels  
Minneapolis, MN

Bonnie Russ  
Partner  
Mahoney, Ulbrich, Christiansen & Russ PA  
St. Paul, MN

Kathryn Sevcik  
Wells Fargo Shareowner Services  
Senior Vice President  
Head of Operations  
Mendota Heights, MN

Nick Thoenke  
2nd Vice President & Actuary  
Travelers  
St. Paul, MN

TC Tong  
Community Volunteer  
Minneapolis, MN

Michele Vaillancourt (Secretary)  
Attorney at Law  
Winthrop & Weinstine  
Minneapolis, MN

Jeffrey G. Vigil  
Director, Senior Litigation Counsel  
HealthPartners  
Bloomington, MN

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**  
*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*  
N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.

- € If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)		\$ 0.00			\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 175,000.00	\$ 755,000.00		\$ 930,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 175,000.00</b>	<b>\$ 755,000.00</b>	<b>\$ 0.00</b>	<b>\$ 930,000.00</b>

Additional Sources not qualifying as Match	Other Funds
-none-	\$ 0.00

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 2,250	06/01/2017	€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
Fred C. & Katherine B. Andersen Foundation	\$ 250,000	07/01/2017	€
3M Foundation	\$ 250,000	11/30/2017	€
Several Individual Donors	\$ 252,750	12/31/2017	€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 755,000</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Cover sheet 2016 financials</a>
		<a href="#">2016 balance sheet and cash flow</a>
		<a href="#">2016 income statement</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">Accounts payable</a>
		<a href="#">Lifetrack receivables</a>
A year-ended balance sheet and profit and loss statement for		<a href="#">2013 audited statements</a>



the previous three years, with accountant's letter, notes and supporting schedules	<a href="#">2014 audited statements</a>
	<a href="#">2015 audited statements</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions	<a href="#">Cash flow projections FY17</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)	
Please attach an itemized budget and/or contractors' estimates	<a href="#">Project budget</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	<a href="#">Articles of Incorporation</a>
	<a href="#">Bylaws</a>
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">Trixie Golberg resume</a>
	<a href="#">Dan Prokott Resume</a>
	<a href="#">Jake Laabs resume</a>
	<a href="#">Michelle Vaillancourt resume</a>
	<a href="#">Lori Bonin Resume</a>
	<a href="#">Nancy Fuchs resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">Conflict of Interest Policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">Council Member Thao letter of support</a>
	<a href="#">Bonnie Russ letter of support</a>
	<a href="#">Daisy Haung letter of support</a>
	<a href="#">Lifetrack client letter of support</a>
	<a href="#">Western Bank letter of support</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 76223

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Lower Phalen Creek Project

# Wakan Tipi Center at Bruce Vento Nature Sanctuary

**\$ 175,000.00** Requested

Submitted: 3/22/2017 7:15:28 AM (Pacific)

#### Project Contact

Jennifer Halcrow

[jennifer@corvusnorth.com](mailto:jennifer@corvusnorth.com)

Tel: 6123619065

#### Additional Contacts

[mkleiss@lowerphalencreek.org](mailto:mkleiss@lowerphalencreek.org)

#### Lower Phalen Creek Project

733 East 7th St.  
St. Paul, MN 55106  
United States

Telephone 6125818636

Fax

Web [www.lowerphalencreek.org](http://www.lowerphalencreek.org)

#### executive director

Melanie Kleiss

[mkleiss@lowerphalencreek.org](mailto:mkleiss@lowerphalencreek.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

Corner of Commercial St. and 4th St E, St Paul, MN 55106

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☒ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:****8. Please provide a description of your project or program**

Lower Phalen Creek Project (LPCP) intends to build and operate Wakan Tipi Center. The facility has three primary objectives: (1) to honor, accurately interpret and educate the community about the rich and diverse cultural and natural history and features of the site and the Lower Phalen Creek corridor, (2) to honor the significance of Wakan Tipi Cave as a Dakota sacred site, and (3) to create a gathering place and visitor facility for the community and guests in the area. The Wakan Tipi Center is designed to complement and support cultural and environmental interpretation programs for the Bruce Vento Nature Sanctuary. It will be a welcoming, beautiful enhancement to the sanctuary, both in terms of its minimal environmental impact and its visual appeal. It will provide a significant improvement to the Commercial and 4th Street corner, which is now asphalt payment and highway/road overpasses. The center will be a location for a variety of arts, cultural, educational and environmental programs requested by East Side and Lowertown neighborhood residents and visitors, as well as statewide members of Dakota communities, including space for community gathering and events as well as toilet restroom facilities for people visiting the sanctuary or trails. It will also be a place for quiet reflection on the significance of the Bruce Vento Nature Sanctuary to the various indigenous and immigrant groups that have lived nearby, used the area for community gatherings or passed through the area during migration. For current residents and visitors, it will be a place in which to appreciate our natural world, learn how to promote conservation in our own neighborhoods and schools, and celebrate unique traditions and natural values.

Lower Phalen Creek Project is responsible for raising the funding needed to build the center and will be housed within the new facility. It has responsibility for overseeing operations of the center, including raising funds for its operations, in a long-term a lease agreement with the City of St. Paul, which will own the facility. The new, 10,000 square foot (approximately) facility will be built with a \$6.7 million budget, including an anticipated \$3 million bond from the State of Minnesota.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Lower Phalen Creek Project seeks support to construct a 10,000 square foot (approximately) cultural interpretive center adjacent to the Bruce Vento Nature Sanctuary that will complement the sanctuary both in its minimal environmental impact and its beautiful and inviting design. It will be open to the public and named for the Wakan Tipi Cave, a historically significant and sacred space to many Native American people that lies within the sanctuary.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Lower Phalen Creek Project (LPCP) advances the City of Saint Paul's racial equity goals by providing community programming and engagement opportunities primarily for people living in the East Side and Lowertown neighborhoods. The Wakan Tipi Center will be within their "backyards" and programming will be built based on input they provide through regular community convenings. These residents are primarily of Hmong (30%), Latino (12%), African American (13%) and Caucasian (38%) racial or ethnic groups (www.mncompass.org; LPCP visitor data), reflecting the Dayton's Bluff and Payne-Phalen neighborhoods. In addition, approximately 5% of the population served is Native American due to the significant relationships LPCP has built with the Dakota/indigenous communities. This group is important because of the sacred nature of the Wakan Tipi Cave to the Dakota people and its protected status within the Vento Sanctuary. In 2016, LPCP facilitated visits to Wakan Tipi Cave and Indian Mounds by four indigenous youth groups (Upper Sioux Community, Lower Sioux Indian Community, American Indian Family Center, Montessori American Indian Child Care). It has received letters of support from Leonard Wabasha, an elder in the Shakopee Mdewakanton Sioux Community, and the Upper Sioux Tribal Historic Preservation Office for its plans for the Wakan Tipi Center.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

LPCP has a signed development agreement with the City of St. Paul, managed by St. Paul Parks and Rec, to develop the center and run it. The interpretive center is described in the District 4 Plan Summary approved by the St. Paul City Council in 2009.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

Yes, Dist. 4 Plan Adopted by the City on 12/23/2009. It specifies in P.4: Provide an interpretive center in the Bruce Vento Nature Sanctuary that focuses on the natural and human history of the area.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes, they have been regular participants in the planning work and involved in the current strategic plan for LPCP that includes the purpose of the Wakan Tipi Center.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

20 new jobs with average salaries of \$52,000

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

48 temporary/construction jobs

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The current site is a vacant lot, which has been capped to protect the surrounding area from any environmental degradation resulting from the 36,000-square foot vacant warehouse that previously stood on the property. The City of St. Paul demolished the warehouse in 2015. The proposed use for the site is to serve as the location of a newly built 10,000 (approximately) square foot structure, "open air" classrooms, public seating and pathways using appropriate natural materials (limestone, crushed rock) and native plantings to reinforce the connection to the Bruce Vento Nature Sanctuary. The interior indoor and outdoor amenities of the facility are continuing to be designed with community input. Current plans call for restrooms, a catering kitchen, two classrooms and public gallery space for programs sponsored by Lower Phalen Creek Project (LPCP). LPCP will operate and manage the facility and site rent-free in return for raising the funds to build, operate and maintain it. It will offer opportunities for public rental at market rate for private groups (est. \$3/sq. ft.) and a discounted rate for nonprofits (est. \$1/sq. ft.), as well as free use for community-based groups in its service area.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Developer: Sterns & Associates, Architect: n/a, General Contractor: n/a, Leasing/Management: Lower Phalen Creek Project

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

City of St. Paul Parks and Recreation and Office of the Mayor of St. Paul

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

Lower Phalen Creek Project will develop the site at Commercial and 4th St. in St. Paul with an approximately 10,000-square foot cultural interpretive center, a surrounding hardscape design using material native to the area (rock, crushed rock, wood) and native plantings. The project will be maintained by Lower Phalen Creek Project and funded by contributions it raises annually and income earned through concessions and space rental. In addition, it will be supported by volunteer efforts. No assessments will be leveled on businesses/homeowners.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Volunteers created Lower Phalen Creek Project (LPCP) in 1997, when St. Paul East Siders saw that they had limited access to parks and trails and realized that the informal dump along the Mississippi had a deep cultural past considered sacred by the Dakota people. They cleaned up the area and attracted over \$10 million in funds to create the Vento Nature Sanctuary. Today, LPCP cultivates community environmental stewards, is planning a sanctuary interpretive center, and promotes equitable access to parks and trails. The mission of Lower Phalen Creek Project is to strengthen the East Side and Lowertown communities of Saint Paul, Minnesota, by developing and maximizing the value of local parks, trails, ecological and cultural resources and by rebuilding connections to the Mississippi River. In 2011, the organization formalized its standing as a 501(c)(3) nonprofit and in 2016, it retained Melanie Kleiss as its first full-time employee and executive director. Kleiss is the former CEO of Kleiss Gears, a trained environmental attorney, and board chair of the St. Croix River Association. The board includes: Daniela Bell, chair, LPCP board of directors. Bell is an active volunteer in East Side Saint Paul and has helped create community connections across a variety of culturally diverse groups. Albert "Chip" W. Lindeke III, treasurer, LPCP board of directors. Lindeke is a principal and President of Rafferty Rafferty Tollefson Lindeke Architects. Paul Mohrbacher, secretary, LPCP board of directors. Mohrbacher is retired from the Science Museum of Minnesota, where he led communications and PR and, later, programs to make the museum accessible to people of all socio-economic backgrounds. Carol Carey, Executive Director at Historic Saint Paul, is a founding volunteer and board member of LPCP. Dan McGuiness is a board member and owner of Dan McGuiness and Associates, established in 2008 to provide conservation, communication and collaboration assistance to agencies, organizations, the business community and individuals. He has served as interim executive director of the St. Croix River Association, director of the Upper Mississippi River Initiative for the National Audubon Society, and as director of the Minnesota-Wisconsin Boundary Area Commission. Cynthia Whiteford, retired Senior Vice President and Division Director North for the Trust for Public Land, is a board member. LPCP has retained Jennifer Halcrow, president, Corvus North, LLC, to build and implement a fundraising program for LPCP. Halcrow has 30 years of successful nonprofit fundraising and marketing experience in Saint Paul and Minneapolis, personally raising and leading teams that have secured more than \$135 million for arts, education, health care and hunger relief. LPCP has hired Tammey Skinaway as Community Engagement Coordinator. She is a long-time board member of Little Earth of United Tribes, a group of four organizations that supports affordable, Native preference housing in Minneapolis.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Teresa Sterns of Sterns & Associates will serve as project manager for the construction of Wakan Tipi Center. Sterns founded Sterns & Associates, LLC in 1999 and has managed 45 projects, ranging from \$7.5M to \$100M in size. The firm was responsible for planning and site selection through design, construction and occupancy for the Science Museum of Minnesota's facility at 120 West Kellogg Blvd., St. Paul, as well as the \$16M construction management of a new middle school building, a new dining hall facility and renovation project on the lower school campus at St. Paul Academy and Summit School, and the \$180M project, Midtown Exchange (Minneapolis), where Sterns & Associates served as Project Manager for the City of Minneapolis in the development phase. The firm represented the City in negotiations for public improvements, the development of the Midtown Exchange, which includes a hotel, Allina offices, condos, global market shopping parking & transit and the Greenway.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

N/A

## VI. ORGANIZATION MANAGEMENT:

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

Daniela Bell, board chair, St. Paul, MN, 0% ownership  
Melanie Kleiss, executive director, St. Paul, MN, 0% ownership  
Albert W. "Chip" Lindeke III, board treasurer, Minneapolis, MN, 0% ownership  
Paul Mohrbacher, board secretary, St. Paul, MN, 0% ownership  
Carol Carey, board member, St. Paul, MN, 0% ownership  
Dan McGuinness, board member, St. Paul, MN, 0% ownership  
Cynthia Whiteford, board member, St. Paul, MN, 0% ownership

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

n/a

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

## VII. FINANCIAL INFORMATION:

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial		\$ 175,000.00	\$ 5,185,000.00		\$ 5,360,000.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00

Direct Project Costs (up to 20% of STAR funds)		\$ 0.00	\$ 1,340,000.00	\$ 1,340,000.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 175,000.00</b>	<b>\$ 6,525,000.00</b>	<b>\$ 0.00 \$ 6,700,000.00</b>
<b>Additional Sources not qualifying as Match</b>				
	Other Funds			
-none-	<b>\$ 0.00</b>			

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 30,000	06/01/2017	€
<b>B. Estimated in-kind service*:</b>			
Native plantings and garden design	\$ 20,000	06/01/2017	€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
State of Minnesota	\$ 3,000,000	07/01/2018	€
Board of Directors and Staff contributions	\$ 134,000	01/01/2017	✓
McNeely Foundation and additional foundations and individual donors	\$ 3,341,000	06/01/2018	€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 6,525,000</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">LPCP Balance Sheet and Operating Statement 12.31.16</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">LPCP Aging of Accts Receivable</a> <a href="#">Accounts receivable</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Balance Sheet and P/L for previous 3 years</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Cash flow projections</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">Wakan Tipi Center Agreement</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Wakan Tipi Center Budget - Contractor Estimates</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Articles of Incorporation</a> <a href="#">Bylaws</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or		

greater ownership	
Resumes of principals and key management	<a href="#">Melanie Kleiss resume</a>
	<a href="#">Daniela Bell Resume</a>
	<a href="#">Chip Lindeke resume</a>
	<a href="#">Paul Mohrbacher resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">Conflict of Interest Policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">District 5 Letter of Support</a>
	<a href="#">Capital Region Watershed letter of support</a>
	<a href="#">DNR letter of support</a>
	<a href="#">Swede Hollow Letter of Support</a>
	<a href="#">Bicycle Alliance of MN letter of support</a>
	<a href="#">St. Paul Riverfront letter of support</a>
	<a href="#">Jane Prince letter of support</a>
	<a href="#">Urban Roots Letter of Support</a>
	<a href="#">Leonard Wabasha letter of support - MN State Legislature</a>
	<a href="#">Upper Sioux letter of Support to MN Senate</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 76221

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Merrick Community Services

# Merrick on the Move Capital - Capacity Campaign

**\$ 100,000.00** Requested

Submitted: 3/22/2017 1:56:42 PM (Pacific)

### Project Contact

Daniel Rodriguez

[smcgee@cw-h.com](mailto:smcgee@cw-h.com)

Tel: 651-771-9339

### Additional Contacts

none entered

### Merrick Community Services

965 Payne Avenue  
Saint Paul, MN 55130

Telephone 651-771-9339

Fax

Web [www.merrickcs.org](http://www.merrickcs.org)

### Executive Director

Daniel Rodriguez

[droduiguez@merrickcs.org](mailto:droduiguez@merrickcs.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

1669 Arcade Street, Saint Paul, MN, 55106

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☒ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☒ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Merrick Community Services' primary service area is Saint Paul's East Side, one of the most racially, ethnically diverse communities in Minnesota, but also an area with some of the highest poverty rates and related social challenges in our entire state. Merrick, which serves approximately 15,000 people each year, completed a comprehensive Community Needs Analysis in 2011 and updated the Analysis in 2015 to assess the East Side's changing demographics, better understand its socioeconomic conditions and trends, and identify growing disparities. The analysis indicated that 60 percent of the children and adults living on the East Side are from a minority racial or ethnic background; 27 percent are Asian, 19 percent are African-American, 11 percent are of the Hispanic/Latino ethnicity, and 3 percent are American Indian/Alaskan Native. The poverty rate is 30 percent and 12 percent of residents are unemployed, well above the national average of 7.7 percent. Additionally, only 29 percent of adults have obtained a high school diploma or GED equivalent.

Merrick Community Services is an anchor social service agency on Saint Paul's East Side, having offered a comprehensive spectrum of wraparound services to generations of families and new residents for over ten decades. It is the largest provider of social services in the area. Merrick has been unable to expand its programming and operational capacity to meet the increasing demand for services, due to the fact that its previous facility on Edgerton Street was prohibitively outdated and dilapidated, and its current location is a small, temporary leased site.

The goal of the Merrick on the Move Campaign is to open and operate a multi-service facility that will serve the entire East Side of Saint Paul and catalyze the agency's transition into a new organizational era with expanded programs and services that will address the complex needs and disparities of diverse population groups. MCS has reached a long-term (20 year) lease agreement to assume occupancy of a previously underutilized wing attached to Gustavus Adolphus Church. MCS is investing in renovations and improvements of 14,000 square feet. When completed, Merrick's project will:

- Create a new, multi-faceted service center that will serve many thousands of residents of Saint Paul's East Side each year;
- Increase general organization and building operational efficiency and improve program outcomes;
- Create space to allow for more effective collaboration with other local community partners, nonprofits, and public institutions, thereby furthering the "collective impact" model of effecting positive social change;
- Create a quality, multi-purpose community gathering and recreational space for residents of the East Side and beyond;
- Allow Merrick to better address growing community needs and the exacerbated state of poverty of residents on the East Side; and,
- Transform the economic and social well-being of individuals currently living in poverty.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

As noted, Merrick is investing in rehabilitation and improvements (including FF&E and IT/Security Systems) to renovate 14,000 square feet of severely underutilized space at Gustavus Adolphus Lutheran Church. This will more than triple the organization's existing space from 3,000 square feet at its current location at the Swedish Bank Building on Payne Avenue.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

As noted, the majority of East Side residents are from communities of color. The benefits of the project to these communities include:

#### Facility Impact

- Increase the number of individuals & families served annually to more than 20,000 within the first five years of the building's operation;
- Increase general organization & building operational efficiency and improve program outcomes;
- Expand the collaborative relationship with Gustavus Adolphus Lutheran Church to support more East Side families;
- Create space to allow for more effective collaboration with other local community partners, nonprofits, & public institutions,
- Create a quality, multi-purpose community gathering and recreational space for residents of the East Side & beyond.

#### Program Impact

- Larger food shelf & Meals on Wheels staging site;
- A modern Computer Lab, to train & assist students, job-seekers, & community members seeking resources;
- English Language Learner courses & testing for immigrants to increase their likelihood of obtaining gainful employment;
- A multi-purpose recreation space for exercise and physical health, & a possible on-site partnership with Saint Paul Parks & Recreation for community programming for residents of all ages;
- New & broadened employment and training programs to expand job readiness/soft skill training; strengthened partnership with Ramsey County Workforce Solutions; training programs in growing workforce sectors; youth-focused workforce programming.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

### 11. Will your project be coordinated or partnered with any other project, program?

*If yes, please describe. If no, type No.*

Merrick's new site and facility are at Gustavus Adolphus Lutheran Church. Both organizations have entered into a long-term lease agreement and a direct partnership to better serve Saint Paul's East Side through community based programming.

### 12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

No

### 13. Have you discussed your plans with the neighborhood's District Council? Please explain:

No.

## III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:

### 14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.

*If no jobs will be created, please type N/A*

Merrick anticipates adding 4-5 full-time positions in the next 5 years, at \$15-26 dollars per hour in salary depending on qualifications.

### 15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.

*If no temporary jobs will be created, please type N/A*

60 temporary/construction jobs will be created.

## IV. STAR PROJECT / PROGRAM ACTIVITIES:

### 16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

### 17. Please choose the type of development:

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

### 18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;

*If not applicable, type N/A*

The 14,000 square foot premises Merrick is leasing at \$7 square per square foot is currently very underutilized. The Church currently uses a very small portion of the space during Sunday Services, for Childcare and Sunday Bible School for less than 20 youth. Also, the Church uses a very small portion of the space for Youth Programming for 2 – 3 hours Wednesday evenings, as well. Otherwise, the space is not regularly utilized.

### 19. Please identify your developer, architect, general contractor, and/or leasing and management firm;

*If none selected, type N/A*

Merrick is working with CRESA Partners as the project manager, BWBR Architects as the project architect, and Prime General Contractors as the project general contractor.

### 20. Please list City department(s) and person(s) with whom you have discussed your proposal;

*If not applicable, type N/A*

Steve Ubl, John Skradski, James Williamette - Dept. of Public Safety; Angie Wiese - Fire Inspections

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS:** Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS:** Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS:** How are program participants selected?

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS:** Will this program be coordinated with other city programs?

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS:** Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION:** This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.

**26. Please Describe Your Organization:**

Merrick was founded on Saint Paul's East Side in 1908 as part of the Christ Child Society's national model of settlement houses, which offered essential services to new immigrants and economically disadvantaged communities. Merrick soon developed independent programming to address the specific local challenges of assisting residents on the East Side. As a result of changing needs and demographics, the organization subsequently separated from the Christ Child Society and incorporated as Merrick Community Services, opening its old facility in 1961. Merrick's mission is to improve the lives of the residents of Saint Paul's East Side by empowering individuals, strengthening families, and promoting their independence.

Today, Merrick Community Services stands as one of the oldest and most trusted nonprofit agencies in Minnesota, with a valued history of assisting individuals and families in transitioning from poverty to self-empowerment and self-determination, independence, economic stability, and positive community engagement. For nearly 110 years Merrick has supported the community by providing essential services to East Side individuals and families.

Merrick served over 15,000 individuals in 2016, via:

- Senior Independence Program – 947 people through Meals on Wheels, Brown Bags Healthy Grocery Drop-off, Referral Services, and Senior Health & Well-Being Social Groups.
- Employment Services – 1,875 individuals served through the East Side Job Bank, Environmental & Construction Workers Training Program, and Highway Heavy Occupations Training.
- Family Services– 1,048 individuals served through Family Case Management, Parenting Ed. and Domestic Violence Support Groups for male and female victims.
- Youth Services - After-school programs served 30-50 youth daily, and the Summer Youth Program served 100 youth from June–August. Also, 1,950 children from low-income households received holiday gifts at the annual toy give-a-way.
- Nutrition Services (Food Shelves) – Over 715,000 pounds of food was distributed to over 9,000 individuals.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Steve Dorgan, CRESA Partners

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

## VI. ORGANIZATION MANAGEMENT:

### 31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

(100% of ownership must be shown.) If not applicable, type N/A

Merrick Community Services is a nonprofit organization. Its Board of Directors includes the following individuals:

-John Bredezen, Jr., Chair; Minco Products, Inc.  
-Rod Mendenhall, Vice Chair; 3M  
-Kathryn Sibbel, Secretary; Ecolab  
-John Atkins, Treasurer; Metropolitan Council  
-Ruth Anderson; AgriBank  
-Wolfie Browender; Community Volunteer  
-Max Brummel; Ecolab  
-Nancy Diekmann; Xcel Energy  
-Brian Findlay; 3M  
-Bonne Kluge; Retired  
-Callie Koeniger; Sunrise Banks  
-John Lozoya; Saint Paul Police Department  
-Michael Lusen; Minneapolis Public Schools  
-Erin Mathern; Winthrop & Weinstine  
-Betty Nelson; Retired  
-Brady Walz; Ecolab  
-Daniel A. Rodriguez, Executive Director

### 32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

### 33. Is your business a franchise?

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

- ☐ Yes  
☒ No

## VII. FINANCIAL INFORMATION:

### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)		\$ 0.00			\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 100,000.00	\$ 1,410,600.00	\$ 1,050,000.00	\$ 2,560,600.00
New Construction: Residential		\$ 0.00			\$ 0.00
New Construction: Commercial		\$ 0.00			\$ 0.00
Public Improvements		\$ 0.00			\$ 0.00
Private Open Space Improvements		\$ 0.00			\$ 0.00
Direct Project Costs (up to 20% of STAR funds)		\$ 0.00			\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 100,000.00</b>	<b>\$ 1,410,600.00</b>	<b>\$ 1,050,000.00</b>	<b>\$ 2,560,600.00</b>

<b>Additional Sources not qualifying as Match</b>	Other Funds
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
Hardenbergh Foundation	\$ 500,000	3/22/2017	✓
Other Secured Funds	\$ 910,600	3/22/2017	✓
	\$	3/22/2017	✓
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 1,410,600</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Balance Sheet</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">Accounts Receivable-Payable</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Audits</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Cash Flow</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Project Budget</a>

If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	<a href="#">Incorporation and By-laws</a>
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">Resumes</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">Support Letters</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77582

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### Minnesota Association of Women in Aviation The Learning Jet

**\$ 75,000.00** Requested

Submitted: 3/21/2017 5:04:15 PM (Pacific)

#### Project Contact

Angela Olson

[olson21@frontiernet.net](mailto:olson21@frontiernet.net)

Tel: 320-290-1616

#### Additional Contacts

[mnawaviation@gmail.com](mailto:mnawaviation@gmail.com)

#### Minnesota Association of Women in Aviation

8120 Penn Ave. S

Suite 100N

Bloomington, MN 55431

#### President

Darlene Dahlseide

[mnawaviation@gmail.com](mailto:mnawaviation@gmail.com)

Telephone(651) 503-3183

Fax

Web [mnawa.org](http://mnawa.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

780 Bayfield Street St. Paul Downtown Airport, St. Paul, MN 55107

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6



**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☒ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:****8. Please provide a description of your project or program**

It is no mystery that some people are enthralled with transportation (planes, trains, boats, cars) from a very young age. These people are dreamers; they see a world with possibility in motion. Not all people live in a world of possibilities. Many young adults live in a world with walls and limits. It is our passion as Learning Jet (LJ) volunteers, aviation enthusiasts, and educators, to allow young adults to see past these walls and into a world of possibilities in aviation and transportation. Capturing a passion and fostering an interest in a future career is vital to identifying educational requirements and setting goals in life. According to Castellano, Stringfield & Stone, when at-risk students are encouraged and motivated by a career, they become more focused on their future and have a greater probability of completing high school and continuing on to post-secondary education (2002). The Learning Jet has been transformed from a B-727 FedEx cargo plane into a PK-12 classroom through countless volunteer hours and sweat equity. It has been a labor of love for many volunteers who have donated their time and expertise. The learning Jet was fully operational in 2015 and has had over 2,300 students and community members experience this unique learning environment. The Learning Jet has seen a steady increase in demand from students and community organizations/members. In order to accommodate this increasing demand, the Learning Jet has leased a hangar from the Metropolitan Airport Commission to refurbish into additional space. The renovation of this hangar will add lavatories, office space, staging area for students, and material supply storage. At the current time, the only lavatory facilities are a port-a-potty that is rented; a temperature sensitive solution. The materials for the hands-on lessons are stored in the cargo bins (belly) of the airplane, there is not a convenient or graceful way to access this space. There is also not a dedicated office/meeting space to hold board meetings and conduct day-to-day operations of the Learning Jet. The additional space provided by the renovation of the hangar will allow us to double our capacity for students and community members with a staging area along with providing adequate facilities for day-to-day operations. The Learning Jet provides a unique and engaging experience to allow students a hands-on learning experience that will knock down walls and open windows. The majority of students that have visited the Learning Jet have never been to an airport or on an airplane. The Learning Jet allows for a close-up, hands-on learning experience that applies math and science concepts to real world scenarios. The LJ visitors are able to sit in the cockpit and see the flight instruments that were just discussed in a lesson. They are able to walk around the aircraft and see the flight controls that were just presented in a lesson on aerodynamics.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The Learning Jet hangar renovation will include the complete transformation of an existing hangar at the St. Paul Downtown airport into additional learning space. This will include plumbing, heating, electrical, lighting, insulation and all safety considerations.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

This project will build St. Paul's foundation as a leader in innovative and accessible STEM education. This grant request will increase the capacity of The Learning Jet to provide a truly unique educational experience for more east Metro students and community members. The LJ hangar renovation will provide more students and community members access to high quality education opportunities in STEM subjects as they relate to the transportation industry. The majority of students that have visited the LJ have never been to an airport, not to mention, on an airplane. Their experience at the LJ opens their eyes and their world to amazing possibilities to a future career in STEM fields and/or the transportation industry. The Learning Jet also provides a quality and unique educational experience to help bridge the gap between race and color. Through our curriculum, educators, and role models, we emphasize minorities working as professionals in the transportation industry.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.****11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:  
[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

The Metropolitan Airport Commission has authority over the St. Paul Downtown airport

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☒ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The hangar is currently being used as temporary equipment storage for the Learning Jet that doesn't require environmental control. The square footage for the hangar is just under 4,000. The current rent is \$0. When the hangar is completed the cost or rent will be revisited with the Metropolitan Airport Commission and is anticipated at \$.67 / square foot. The renovated hangar will provide additional learning space, bathroom facilities, storage, and meeting space for the Learning Jet. Currently, the Learning Jet can comfortably accommodate 35 students. The average bus has almost double that capacity and schools like to fill up their buses that are used for field trips. So far, the St. Paul Downtown terminal has been very gracious in lending their space to accommodate some of the students visiting the Learning Jet. The groups are generally split; half the student group will receive a lesson and activity at the terminal while the other half receive a lesson and activity at the Learning Jet. Then the groups of students rotate so all students receive the same experience. This is logistically difficult because the terminal and Learning Jet are approximately one mile apart and the only bathroom facilities at the Learning Jet is a port-a-potty. Having the students in a more centralized location with better facilities will enhance the Learning Jet educational experience.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

The architect is Craig Rafferty of RRTL Architects. The general contractor is Kraus Anderson Construction Company

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Downtown St. Paul airport and Metropolitan Airport Commission

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

This project will increase the student/group capacity of the Learning Jet throughout the year. Each group pays \$10 / student. This fee is 100% reinvested into maintaining and growing the capacity of the Learning Jet.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The MN Association of Women in Aviation (MNAWA) is an organization exclusively for charitable, educational, and scientific purposes that qualifies as a 501 (c)(3). The main project of MNAWA is the Learning Jet. The entire project has been fueled by volunteers with a passion for making our community vibrant and innovative through education, access, opportunity, and inspiration. The Learning Jet has broad base of support because it has continually expanded its network of volunteers and community connections. The plan for this hangar renovation has been thoroughly researched and is ready to be executed. The Project Manager has been intimately involved with the planning, people, and process to successfully complete this project. The Metropolitan Airport Commission recognizes the value that the Learning Jet adds to the St. Paul Airport and the community. They fully support the Learning Jet and hangar renovation project. Multiple trade unions in the Twin Cities also support this project and are able to donate their time, materials, and expertise.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Tomas Tousignant is our designated Project Manager. He is a retired building contractor specializing in remodels and repairs. He will be working closely with Jeff Mauser of Kraus Anderson Construction Company.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Minnesota Association of Women in Aviation Home of the Learning Jet 2017 Board of Directors

President: Mrs. Darlene Dahlseide

Vice President and Operations Manager: Mr. Steven Hurvitz

Treasurer and General Counsel: Mr. James Garlough, J.D.

Secretary: Mr. Mike Smith

Education Programs Director: Dr. Angela Olson, EdD.

Board Member: Mr. Mike Madigan J.D.

Board Member: Mr. Patrick Zimmerman

Board Member: Mr. Clint Kummer

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

## VII. FINANCIAL INFORMATION:

### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
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- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

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Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial			\$ 75,000.00	\$ 178,000.00	\$ 253,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 178,000.00</b>	<b>\$ 0.00</b>	<b>\$ 253,000.00</b>

Additional Sources not qualifying as Match	Other Funds
Donation from Metropolitan Airport Commission	\$ 5,000.00
Donation from American Legion	\$ 4,000.00
Donation from Private donor	\$ 2,500.00
Affinity Grant	\$ 5,000.00
<b>Total</b>	<b>\$ 16,500.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 9,000	04/01/17	<input checked="" type="checkbox"/>
<b>B. Estimated in-kind service*:</b>			
materials and labor	\$ 151,000	04/01/17	<input checked="" type="checkbox"/>

	\$	€
	\$	€
<b>C. Amount and source of private equity:</b>		
Home Depot	\$ 18,000	04/01/17 ✓
	\$	€
	\$	€
<b>D. Name and amount of anticipated foundation grants:</b>		
	\$	€
	\$	€
	\$	€
<b>E. Amount of loan(s) and name of lender:</b>		
	\$	€
	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 178,000</b>	<b>0</b>

## Documents

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current balance sheet and operating statement (Last business quarter)		
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">2016 budget</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Learning Jet Spreadsheet</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		

*\*ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 76824

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Minnesota Humanities Center

# Minnesota Humanities Center Exterior Remediation

**\$ 250,000.00** Requested

Submitted: 3/17/2017 8:54:45 AM (Pacific)

### Project Contact

Margret Swanson

[margret@mnhum.org](mailto:margret@mnhum.org)

Tel: 651-772-4262

### Additional Contacts

[carol@mnhum.org](mailto:carol@mnhum.org)

### Minnesota Humanities Center

987 Ivy Avenue East

St. Paul, MN 55106

United States

Telephone 651-774-0105

Fax

Web [mnhum.org](http://mnhum.org)

### President and CEO

David O'Fallon

[david@mnhum.org](mailto:david@mnhum.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

\$125,000 over 10 years at 1%

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

987 Ivy Avenue East, St. Paul MN 55106

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☒ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☒ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The Minnesota Humanities Center requires repairs to its exterior and foundation that are essential to the health and safety of its employees and visitors and that will preserve the integrity of this historically significant building on St. Paul's East Side. Severe leaks and deterioration have occurred in the building's clay tile roof, foundation, and exterior stucco walls.

Water intrusion from roof leaks and wall leaks, stucco and cast stone wall cap deterioration, and faulty foundation walls and window wells have resulted in wet ceilings, walls, carpets and floors. Eight dehumidifiers run non-stop during spring/summer/fall to minimally reduce moisture in the lower level where offices and overnight rooms are located. Some staff members and visitors have experienced respiratory problems triggered by the mildew and mold.

The Humanities Center retained St. Paul-based Rafferty Rafferty Tollefson Lindeke Architects to inspect the building and prepare a Predesign Plan for addressing the building's moisture problems. Their study called for remediation to the building's envelope to prevent water intrusion and repair damage to the building's exterior. Humanities Center's former board member Dan Mehls secured in-kind services from Mortenson Construction to complete detailed construction cost estimates. The Humanities Center's board of directors approved pursuing this project in 2015 and dedicated \$250,000 in cash reserves to the project to leverage support.

This 92-year old building is an architectural gem that holds historic significance for the East Side and the City of St. Paul. The building was designed by Clarence H. Johnston and built in 1924. In 1977, Gillette Hospital relocated to downtown St. Paul; the entire 13-acre campus was razed in 1979 except the west wing. Although there was interest in renovating the property, the building remained vacant and deteriorated for 18 years until the Minnesota Humanities Center stepped up to renovate and occupy the building.

Remediation is urgently needed to preserve the building's distinctive architectural features, benefiting the neighborhood's streetscape and the aesthetic appeal of Phalen Park. Mitigating moisture problems assures that the building will meet health and safety standards. This investment maintains the Center's reputation as a welcoming, safe, and beautiful space.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

To eliminate water intrusion and damage to the building the following repairs will be completed: Waterproof the foundation wall and rebuild area well walls; landscape grading. Repair roof tiles, repair cast stone wall caps, replace the parapet, install new metal flashing over parapet, seal cap joints, clean and restore cast stone parapet top and brick dentils, repair stucco, and paint exterior soffits.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

The Humanities Center furthers the city's racial equity goals as it addresses the need for new narratives about Minnesotans' identities, histories, and visions for the future. Through narrative, the disciplines of the humanities share and express our sense of identity, place, and community from multiple perspectives. Humanities Center programming is guided by these core values: Build and strengthen relationships; Recognize the power of story and the danger of absence; Learn from and with multiple voices; and Amplify community solutions for change. These values recognize that the assets and solutions to address intractable issues lie in a multiplicity of voices.

An example of this work is found in the Humanities Center's recent series of conversations on racial equity and community healing that was conducted in partnership with Sweet Potato Comfort Pie, a Twin Cities-based organization dedicated to facilitating healing conversations through storytelling circles and African American food traditions. Titled CommonPlace, this series brought together cultural and political leaders, law enforcement officers, educators, clergy, students, and parents for conversations on racial equity. Through the act of making and giving pies and



joining together in story circles, participants engaged in a process of sharing, listening, connecting, and healing.

This project benefits the East Side and all of St. Paul and Humanities Center programs that advance community progress in racial equity.

## **II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

### **11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

This project will benefit scores of program partners and Event Center clients that utilize the facility. These include schools, healthcare organizations, Veterans organizations, foundations, and community-based and culturally-specific organizations.

### **12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

In a resolution approved on November 6, 2014, the Heritage Preservation Commission determined this project to be consistent with the goals and strategies of the Comprehensive Plan for City-owned historic resources.

### **13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

The Humanities Center received support for this project from the Payne Phalen District 5 Planning Council following a presentation to the District Council's Planning Committee in 2015. The District Council renewed its support in 2016 and again in 2017.

## **III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

### **14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

### **15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

This project is projected to employ 60 temporary construction workers.

## **IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

### **16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

### **17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

### **18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The Humanities Center is a 21,000 sq. ft. facility used for humanities programming and it features an Event Center used by mission-aligned organizations. The facility includes meeting spaces, a commercial kitchen and dining area (Commons), administrative offices, and 15 guest rooms used for overnight retreats.

The building will continue to be used for humanities programming/offices as well as an Event Center. 10,000 people come to the Humanities Center each year to participate in humanities programs and gather for meetings and retreats. In addition to a meeting and retreat space, the Humanities Center also provides a community space that has been used for school graduation ceremonies, proms, weddings, anniversaries and retirement parties.

### **19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Rafferty Rafferty Tollefson Lindeke Architects prepared preliminary design; no contractor has been identified at this point.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

City of St. Paul Heritage Preservation Commission

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

With an emphasis on strengthening what connects rather than divides us, the Minnesota Humanities Center uses the resources and unique perspective of the humanities to meet its mission to build a thoughtful, literate, engaged society. Established in 1971, the Minnesota Humanities Center is a nonprofit state affiliate of the National Endowment for the Humanities.

Our programs are designed to explore our common humanity and bring into public life the stories and experiences of people and communities that have been missing or marginalized. The Humanities Center's program content and resources are created in collaboration with scholars and cultural, civic, and educational organizations.

The Humanities Center is renowned for its humanities-based professional development services and resources for educators, supporting teachers as they serve an increasingly diverse K-12 student body. Public programs at the Center engage audiences in diverse topics and perspectives. Veterans' Voices is a fast-growing program that is using the humanities to explore the full life experiences of veterans. The Humanities Center also tours exhibits and aligned activities to communities across Minnesota, including its award-winning Why Treaties Matter: Self-Government in the Dakota and Ojibwe Nations exhibit that was created with the Minnesota Indian Affairs Council. Water/Ways, a touring program conducted with the Smithsonian Institute and several state partners, explores the central nature of water in our lives.

Our full-service Event Center is rented for retreats, meetings, and events that align with the organization's public purpose and mission. Annually, over 300 events are held at the Event Center, drawing more than 10,000 individuals to the East Side (about one-third are new customers each year).

The Humanities Center moved to its historic home in 1996 following a \$2.57 million campaign to restore and renovate this former education wing of the original Gillette State Children's Hospital. The Minnesota Humanities Center secured two 20-year loans from the City of St. Paul to help finance the original renovation project: \$170,000 at 2% interest and \$100,000 at 1% interest. These loans were paid in full in July 2016.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Nonprofit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Carol Aegerter is the designated project manager and she is Chief Operating Officer at the Humanities Center. She has more than 20 years experience in facility management for buildings ranging in size from 15,000 sq. ft. to 65,000 sq. ft. Her role has included direct oversight of facility management including daily operations, general repairs, renovations, remodeling, HVAC system upgrades and new building construction. Aegerter has had responsibilities that required her to work with architects and contractors to develop building renovation and construction plans, oversee contractors and sub-contractors, manage construction project timelines, and adhere to construction budgets.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

N/A

## VI. ORGANIZATION MANAGEMENT:

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

The Humanities Center is governed by a 23-member board of directors. Board leadership: Susan Heegaard, chair (St. Paul); David Dayhoff, vice chair (Minnetonka); Bryan Ljung, secretary (New Brighton); Anne Novak, treasurer (Mendota Heights).

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

## VII. FINANCIAL INFORMATION:

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

☒ A current balance sheet and operating statement. (Last business quarter)

☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☒ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

☐ If LLC, please provide articles of organization

☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

☒ Resumes of principals and key management

☐ If the project includes bank or other financial participation, please provide a letter of commitment

☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

☐ If this request is for a new business start-up, please attach your business plan.

☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 125,000.00	\$ 125,000.00	\$ 475,550.00	\$ 0.00	\$ 725,550.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 125,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 475,550.00</b>	<b>\$ 0.00</b>	<b>\$ 725,550.00</b>

**Additional Sources not qualifying as Match**

-none-

**Other Funds****\$ 0.00****Tables****Source of Matching Funds**

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
Unrestricted cash reserves	\$ 250,000	11/1/2016	✓
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
St. Paul, Mardage, Bigelow Foundations	\$ 150,000	01/01/2018	€
U.S. Bank Foundation	\$ 50,000	01/01/2018	€
Hardenbergh Foundation	\$ 25,550	01/01/2018	€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 475,550</b>	<b>0</b>	

**Documents****Documents Requested \***

Required?

**Attached Documents \***

Current balance sheet and operating statement (Last business quarter)

[MHC Balance Sheet](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

[MHC ReceivablePayable](#)

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[MHC Audits](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[MHC OperatingStatement](#)

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

[MHC Lease](#)

Please attach an itemized budget and/or contractors' estimates

[MHC ProjectBudget](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

[MHC BylawsArticlesIncorp](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

[MHC Key Management](#)

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name,

original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[MHC ConflictofInterestPolicy](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[MHC LettersSupport](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 74722

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# Neighborhood Development Alliance Cesar Chavez Community Space

**\$ 75,000.00** Requested

Submitted: 3/22/2017 11:26:07 AM (Pacific)

### Project Contact

Karen Reid

[kreid@nedahome.org](mailto:kreid@nedahome.org)

Tel: 651-292-9652

### Additional Contacts

none entered

### Neighborhood Development Alliance

481 Wabasha Street S

St. Paul, MN 55107

Telephone 651-292-0131

Fax 651-292-0925

Web [www.nedahome.org](http://www.nedahome.org)

### Board President

Karen Thompson

[Karen.Thompson@securian.com](mailto:Karen.Thompson@securian.com)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

88 Cesar Chavez, St. Paul, MN 55107

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☒ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☒ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The Neighborhood Development Alliance's (NeDA) goal is to increase economic investment along the West Side's major commercial corridor through activating a community space that will draw both residents and visitors to the District del Sol commercial corridor. We seek funding to complete the build-out a 3,000 square foot community space that is part of a 4-story, mixed-use building at 72 Cesar Chavez. This community space will include a property management office, a usable space ready for meetings, workshops, art shows—whatever a group can imagine. NeDA plans a flexible space that can be divided into two with counters/sinks available for a variety of workshop subjects. NeDA looks to create a hub in the heart of District del Sol that intersects economy, environment, and art.

This new community space will provide opportunities for gardening, arts, and general interest programs to serve the residents and community at large. We have been in discussions with Growing West Side on container gardening, the West Side Farmers Market about a winter farmers market and Milan Villages Arts School, all of whom have worked with us in the past. We are designing the space with sliding fees, depending on a group's ability to pay. NeDA itself will use the space for its bilingual financial literacy and Home Stretch workshops. We see 88 Cesar Chavez as an active space that can encourage people to explore the West Side neighborhood.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

NeDA will build-out a 3,000 square foot commercial space within a mixed-use building. The build-out will transform what is essentially a shell to include: two bathrooms, an office (for management), and two activity spaces – that can be expanded into one. As the space is a shell, the buildout encompasses everything from drywalls, a movable partition, sealed concrete floors, acoustical ceiling, HVAC system, doors and lighting. We will also provide a stainless steel counter area and storage area with sink(s). This can be used by temporary tenants for workshop areas, refreshment area, or for other utilitarian purposes.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

NeDA's project and its organization are in line with the City's racial equity goals. NeDA is a bilingual, multi-cultural community development corporation whose staff reflects our community. We work to eliminate race/ethnic-based disparities in our community. We currently serve the immigrant and ELL populations across the Metro Area in understanding how to build financial security through homeownership. Our tools include a variety of bilingual housing and financial counseling services for residents and entrepreneurs alike. We will take our history of engagement and inclusion and model it for how we manage our community site by engaging with local partners to provide a wide range of activities and opportunities for the building's residents and the community at large. We seek to do this through the arts, healthy living (focused on local access to healthy food), and opportunities to learn more about finances, budgeting, and home ownership.

As the space is located within an affordable rental housing project developed by NeDA, the residents will be integral in providing input on programming that meets their needs. The rental units are designed for both singles and families, with handicap-accessible units. We will work to provide our ethnically and racially diverse residents with the tools and resources to support a growing, stable neighborhood. This will make the West Side neighborhood a stronger and more stable community and an attractive destination for visitors.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Yes. This project is in a new affordable housing project that will have 40 units of housing. The project's community engagement & programming will be offered by NeDA and local groups, such as Growing West Side and the District Council.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

Yes. This project came out of a community and city adopted District del Sol Small Area Plan in 2013.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes. They have provided a letter of support for the project.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

There will be between 8 and 10 temporary construction jobs created.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property.**

**Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The proposed use of the space is for the benefit of the community. It is being developed to serve the residential tenants and to initially provide opportunities for cultural, arts and gardening groups to expand their services to the larger West Side community, and beyond. There are no planned long-term, individual leases, at this time. We anticipate short-term programming in which agencies and/or individuals will lease space for a day, a weekend, a week, or for reoccurring scheduled events.

We will develop rental fees based on ability to pay and programs offered. NeDA will seek the widest available programming possible for the site to benefit the residents and surrounding community. In addition to topics identified, NeDA will seek input from residents on other issues of interest and importance to them. The goal is to introduce a wide variety of educational (and fun) opportunities that will serve the neighborhood's full demographic mix.

NeDA's corresponding goal is to activate the space, bringing renewed attention to the District del Sol commercial corridor and increase foot-traffic and attract visitors to the area.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

The developer is Neighborhood Development Alliance, the architects are Lunning Wende Associates, the general contractor is Flannery Construction.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Planning and Economic Development. Current project manager is Dan Bayers.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**



*If not applicable, please type N/A*  
N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Neighborhood Development Alliance (NeDA) was founded by West Side residents in 1989 as a nonprofit community developer for St. Paul's West Side. NeDA's services have expanded over the years to include housing and counseling services primarily to the Twin Cities growing Latino population. NeDA's real estate development goal is to create quality, affordable, long-term housing to build vibrant communities on the West Side and surrounding neighborhoods. Our mission is to build affordable housing and empower communities to create sustainability through financial education and guidance. NeDA has 10 staff members.

NeDA's counselors provide pre-purchase, foreclosure prevention, and financial counseling in English and Spanish to residents across the Twin Cities. NeDA serves 1,000 individuals a year. NeDA is a HUD-certified counseling agency with multiple staff members holding certification through the National Foundation for Credit Counseling to provide financial counseling and financial coaching support. We are members of the Minnesota Home Ownership Center's network of advisors and one of our staff serves on their Program Advisory Council. Five of our staff are Certified Financial Coaches through NeighborWorks America. We understand the importance of building trust and rapport in our community which is why all of our counseling staff is bilingual and 80% of them self-identify as Hispanic.

Since our inception, NeDA has worked closely with our District Council, West Side Community Organization (WSCO), and the community at-large on planning projects, business outreach/engagement, and volunteered NeDA staff to participate on WSCO committees and board.

NeDA has developed over 200 units of affordable housing and one commercial property. It has assisted 150 low-income families on home rehab/repair projects. Over the years, NeDA has received numerous awards for both housing development and rehab work and counseling services. In 2001, the Minnesota Housing Finance Agency recognized NeDA for Outstanding Outreach in Affordable Home Improvement. In 2006, Centro Legal awarded NeDA with an "Excellence in Service" award for successfully reaching under-served populations. In 2009 NeDA received a Sustainable Saint Paul Award for Excellence in Residential Green Building.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Nonprofit corporation

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Karen Reid is the designated Project Manager. Ms. Reid has worked at Neighborhood Development Alliance. Her responsibilities include: Real Estate Development of both affordable ownership and rental housing. During her tenure, NeDA developed 56 units of ownership housing and completed the preservation of 35 units of affordable rental. Additional responsibilities include managing NeDA's current commercial building at 481 Wabasha Street S. and Riverview Economic Development Association's commercial building at 176 Cesar Chavez. NeDA has engaged Load-Bearing Inc. as owners representative for hands-on construction management.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2013 639 Humboldt Avenue S (CDBG, Single-Family rehab)\*\$300,000

2013 Wabasha Center Rehab (3rd mortgage (CDBG)) \$40,000  
 2016 403 Curtice Street East (Single family new construction) received \$110,000 (rollover funds from 639 Humboldt)  
 2016 88 Cesar Chavez: 329,800 Land/Loan, which incorporates this project.

## VI. ORGANIZATION MANAGEMENT:

### 31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

(100% of ownership must be shown.) If not applicable, type N/A  
 N/A

### 32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below. In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

### 33. Is your business a franchise?

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

- ☐ Yes  
☒ No

## VII. FINANCIAL INFORMATION:

### 34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☒ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☒ If the project includes bank or other financial participation, please provide a letter of commitment
- ☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial		\$ 75,000.00	\$ 336,000.00	\$ 144,000.00	\$ 555,000.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)			\$ 20,000.00		\$ 20,000.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 75,000.00</b>	<b>\$ 356,000.00</b>	<b>\$ 144,000.00</b>	<b>\$ 575,000.00</b>
<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>				
Proportion used prior to STAR Submission	\$ 144,000.00				
<b>Total</b>	<b>\$ 144,000.00</b>				

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
National Equity Fund	\$ 336,000	3/28/2017	✓
Neighborhood Development Alliance	\$ 20,000	3/28/2017	✓
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 356,000</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Balance Sheet and income expense statement as of 12-31-2016</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		<a href="#">aging payables as of 12/31/2016</a> <a href="#">Receivables</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">2015-2016 Audited financials</a> <a href="#">2014-2015 audited financial statements</a> <a href="#">2013-2014 Audited financial statements</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">5-year Cash Flow Community Space</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Contractor estimates</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Articles of incorporation</a> <a href="#">bylaws</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Karen Reid's Resume</a> <a href="#">Maritza Mariani Resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment		<a href="#">NEF LOI</a>

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

[Business Debt](#)

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[conflict of interest policy NeDA](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[WSCO support letter](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 77798

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### New Lens Urban Mentoring Society Selby Avenue Green Space

**\$ 46,520.00** Requested

Submitted: 3/22/2017 1:05:42 PM (Pacific)

#### Project Contact

Gayle Smaller

[gaylesmaller@gmail.com](mailto:gaylesmaller@gmail.com)

Tel: 651-788-9421

#### Additional Contacts

none entered

#### New Lens Urban Mentoring Society

801 Selby Ave N.  
Saint Paul , 55104

#### Executive Director

Gayle Smaller

[gayle@newlensurbanmentoring.org](mailto:gayle@newlensurbanmentoring.org)

Telephone 651-788-9421

Fax

Web [newlensurbanmentoring.org](http://newlensurbanmentoring.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

771 Selby and 767 Selby Avenue

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☒ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

The Selby Avenue Green Space will revitalize an outdoor venue and community gathering space located at 767 & 771 Selby Avenue for community use. The youth will be able to engage with professionals and learn skills that may help shape their futures. It will give elders the chance to engage with the youth as mentors and gain a better understanding of our youth in a community in which we all work and live. This project will not only create and beautify a space in the Old Rondo neighborhood but bring businesses and our multi-culturally diverse community closer together. This project will be professionally overseen, youth built and community shared.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Grounds improvement and revitalization of two parcels including:

- \* new stage
- \* 9-13 bench seating
- \* 2 fire pits
- \* brick walk-way through-out
- \* fencing
- \* windmill (under 12 ft.) go green
- \* Plant life through-out

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

The Selby Avenue Green Space is designed as an intentional community building tool for the Old Rondo neighborhood. Through the project, a community of stakeholders from a rich diversity reflective of the Summit-University neighborhood will come together to redevelop a green space on Selby Avenue. In doing so, the project will both engage, and in turn, provide a space for community connectivity and growth.

NLUM will engage youth workers through our partnership with Right Track and the City of Saint Paul. The project will engage 12-16 African American youth and train them in landscaping, gardening, green space design and architecture. The project will not only empower the youth and give them a strong sense of community but, it will host concerts, poetry readings, story telling and senior outings for those present in the neighborhood. It will also beautify the community and offer green space for workers on Selby to sit outside and enjoy lunch, hold meetings and just relax and take a break during the day.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

Yes, in partnership with Selby Jazz Fest, Walker|West, Transforming Community, and Central Selby Association

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

Yes, part of District 8 plan here: <https://www.stpaul.gov/DocumentCenter/View/6/9165.pdf>

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes, and a letter of support is attached.

### III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

0

### IV. STAR PROJECT / PROGRAM ACTIVITIES:

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

Current use is by Walker|West and has been leased from City of Saint Paul HRA as a music garden since 1995. Proposed use is a revitalized music garden and green space managed by New Lens Urban Mentoring Society with new lease agreement with City of Saint Paul HRA.

Walker|West is in the process of working with New Lens to transfer the long-held lease which began in 1995 with HRA. The Ward 1 Office, PED and HRA are aware of the plans of this course of action. The lease cost to Walker|West has been \$1 per year for the two parcels, and it is this structure that New Lens is seeking with HRA.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

New Lens Urban Mentoring will lead the development and will manage the engagement of workers for the revitalization.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Office of Ward 1 City Council Member Dai Thao - Mai Chong Xiong; City of Saint Paul Planning & Economic Development - Ross Currier & Tony Johnson

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

New Lens Urban Mentoring Society will manage the site over the life of improvements for 767 & 771 Selby Avenue.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

---

**26. Please Describe Your Organization:**

New Lens Urban Mentoring's mission is to improve the quality of life for black males by providing culturally-congruent, multi-generational mentoring to address mental, physical, and social development. NLUM's vision is for Black males to increase access to high-quality mentoring, increase enrollment in AP, AVID, and IB programs, and increase the completion of postsecondary experiences. MLUM's values are Quality through a commitment to excellence and the discipline to continually improve; Collaboration by working together to accomplish more than what's possible alone; and Purposefulness through deliberate action, focused on the organization's goals and priorities.

The organization employs 7 staff members who work with youth to engage in out-of-school time activities including boxing, judo, exercise, archery and fencing.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

501 c3 nonprofit organization

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Gayle Smaller - Executive Director of New Lens Urban Mentoring. Gayle Smaller has been engaging with the community through education throughout his entire career. He was instrumental in forming Cedar Hill Academy charter school, before founding his consulting group, Smaller Concepts to design a solution to Minnesota's achievement gap.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

---

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Shakeer Abdullah - Board Chair

Vernon Crowe - Vice Chair

MArvin Scroggins - Treasurer

Muhamad Khalifah - Member

MArvin Banks - Member

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

---

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting



schedules

- ✓ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ⊖ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ⊖ Please attach an itemized budget and/or contractors' estimates
- ⊖ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ✓ If a corporation, please provide articles of incorporation and bylaws
- ⊖ If a partnership, please provide partnership agreement
- ⊖ If LLC, please provide articles of organization
- ⊖ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ⊖ Resumes of principals and key management
- ⊖ If the project includes bank or other financial participation, please provide a letter of commitment
- ⊖ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ⊖ If this request is for a new business start-up, please attach your business plan.
- ⊖ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ⊖ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)		\$ 0.00			\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements	\$ 0.00	\$ 28,020.00	\$ 46,520.00		\$ 74,540.00
Direct Project Costs (up to 20% of STAR funds)		\$ 18,500.00	\$ 0.00		\$ 18,500.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 46,520.00</b>	<b>\$ 46,520.00</b>	<b>\$ 0.00</b>	<b>\$ 93,040.00</b>

Additional Sources not qualifying as Match	Other Funds
	\$ 0.00
	\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 11,520	1/1/2017	✓
<b>B. Estimated in-kind service*:</b>			
	\$		⊖
	\$		⊖
	\$		⊖
<b>C. Amount and source of private equity:</b>			
New Lens Urban Mentoring	\$ 30,000	1/1/2017	✓
	\$		⊖
	\$		⊖
<b>D. Name and amount of anticipated foundation grants:</b>			
St. Paul Association of Realtors	\$ 5,000	6/1/2017	⊖
	\$		⊖
	\$		⊖
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		⊖

	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 46,520</b>	<b>0</b>

## Documents

<b>Documents Requested *</b>	Required?	<b>Attached Documents *</b>
Current balance sheet and operating statement (Last business quarter)		<a href="#">statement of activity</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Profit and loss</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Cash flow projections</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">articles of incorporation</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		<a href="#">Letters of Support</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77763

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### North East Neighborhoods Development Corp District 1 and 2 STAR

**\$ 200,000.00** Requested

Submitted: 3/21/2017 12:11:08 PM (Pacific)

#### Project Contact

Chuck Repke

[chuckrepke@aol.com](mailto:chuckrepke@aol.com)

Tel: 651-771-6955

#### Additional Contacts

none entered

#### North East Neighborhoods Development Corp

1321 White Bear  
Saint Paul, MN 55106

#### Executive Director

Charles Repke

[chuckrepke@aol.com](mailto:chuckrepke@aol.com)

Telephone 651-771-6955

Fax 651-774-1768

Web NENDC.ORG

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

100,000.00

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

100,000.00 Loan request

200,000.00 TOTAL

### 2. Total Match

\$

200,000.00

Amount of Match

200,000.00 TOTAL

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

0% over 20 years - we will be sub loaning the monies... request 0% since we will have to service the subgrantee loans for the next 20 years

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

District 1 and District 2 with a focus on White Bear (94 to Larp) and Suburban/Old Hudson (White Bear/Ruth)

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☒ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ✓ 1
- ✓ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

NENDC does small business loans and grants to businesses on the East Side and North End Neighborhoods of Saint Paul.

We use both Federal Community Development Block Grant monies and STAR funds to accomplish that task we currently have no STAR program available to any part of the East Side. We are asking for \$100,000 loan and \$100,000 grant to work with business that may not be eligible to use CDBG dollars but would be more likely to either locate on the East Side or improve their current property if there was STAR monies available to assist.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Small business loan/grant program to assist six to ten businesses in the White Bear Avenue and "Sun Ray" Shopping district area.

There are multiple trouble spots along White Bear Avenue where we will be able to assist businesses to improve their properties in the Hillcrest Shopping Center area as well as at significant intersections such as White Bear and East Seventh, Case, Maryland. There has been considerable concern that even a pawn shop has failed on Suburban Avenue and we believe that have monies target towards this area may stimulate a new business to come to the area.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Past history is the best gauge towards future outcomes. Our recent track record with our CDBG monies in doing outreach to minority owned businesses or businesses that specialize in minority clients include: \$200,000 towards a \$700,000 expansion of Hmong Village, \$100,000 to assist a Spanish speaking business owner CentroMex Supermercado to buy his building and expand his business and \$100,000 to 180 Degrees Inc to expand their services to youth (CDBG IDIS report shows 54 of their 61 clients being African American).

Current projects that have board commitment are: \$100,000 to an East African immigrant couple starting a laundry business, \$50,000 to the Hmong Home Health Care program, \$50,000 towards parking improvements with a Spanish speaking business owner and \$100,000 to DBNHS small business incubator program on East Seventh.

We look for opportunities to make the East Side inclusive and assist in delivering government assistance to businesses that would not qualify for Federal funding.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

### 11. Will your project be coordinated or partnered with any other project, program?

If yes, please describe. If no, type No.

Not directly but we have a good relationship with PED staff who hear of potential businesses in need of assistance.

### 12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

In both D1 and D2 plans... D1 item LU9: Sustainably create and retain jobs in the district D2 E1. Collaboration with North East Neighborhoods Development Corporation (NENDC) on business development efforts:

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes we have had discussions with both District 1 and District 2 staff

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☒ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☐ Rehabilitation/Expansion
- ☒ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

N/A

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

N/A

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

<input type="text"/>	Number of Houses
<input type="text" value="6-10"/>	Number of Businesses
<input type="text" value="0.00"/>	TOTAL

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

Proposals will be considered in a first, first served basis. NENDC staff will assist applicants with the application process. Final approval will be by the NENDC board of directors.

**Application Process and Selection Criteria**

Applications will be submitted to NENDC and application will be reviewed on first-come, first-served basis. Projects that have a major visual impact, bring new business and/or invest a higher percentage of private money will receive greater consideration. Incomplete applications will not be reviewed. Work done prior to the application and award is not eligible.

**Other Considerations:**

- Businesses must be located within the geographical boundaries
  - Must be financially sound with the intent to remain in operation for at least 7 years
- Applicants need to have site control of the property through ownership, contract for deed, purchase agreement or lease of at least seven years  
Applicants who are tenants must have a signed lease and property owners written approval

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

NENDC hopefully will continue to get an allocation of CDBG dollars for economic development on the East Side. Having both STAR monies and CDBG monies allows us to select a loan program that best fits the business. STAR requires a match that not all businesses can come up with and CDBG requires either targeted job creation or targeted population served. Having both allows us the flexibility to best serve the client.

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

Terms:

Tenant must have a signed lease and property owners written approval

Written notice from NENDC that funds have been awarded is necessary before work begins

Business owners must maintain improvements for a minimum of seven years

It is required that the awardee will occupy or own the renovated space for at least 7 years from the date of project completion

Project Administration and Compliance:

NENDC will administer funding. Staff will assist applicants during the predevelopment and construction phases. Staff will assist in ensuring labor standards and other requirements that govern federal, state and city funds are met.

- Municipal Davis-Bacon Labor Standards will apply to all projects that have a total development cost of \$25,000 or more.
- A competitive bidding process must be used in which at least two bids are presented for each job
- Approved applications must comply with City zoning ordinances and must follow all applicable City building permit procedures

Reimbursement:

Reimbursements to the awardee shall be made for completed and installed work. The awardee will submit to NENDC a reimbursement request which will include an itemized invoice from the contractor which must be accepted and signed by the awardee, the request must include a lien waiver from each contractor for work done and materials satisfactory to NENDC that work completed was done in accordance with plans, specifications and proposals. If applicable, documentation that work done meets all City standards and has been approved by all applicable City departments and a certification of occupancy has been issued before final reimbursement is awarded to the applicant. Reimbursements shall be made on a schedule defined by NENDC

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

NENDC is a nonprofit neighborhood-based community development corporation incorporated 25 years ago.

NENDC is a purely bricks and mortar development corporation. It has the simple purpose to improve the housing stock and businesses in the service area. It has no interest in advancing any other social service purpose and seeks no charitable funding to do other social service work.

NENDC's MISSION STATEMENT includes: To promote and advance the general welfare of the service area by improving economic conditions for all residents and businesses in the area, especially those with low or fixed income. To create increased opportunities for homeownership; and to provide incentives for longer duration of residence. To ensure development, expansion, retention, stabilization and support of jobs and businesses in the service area; including increased opportunities for neighborhood residents to hold higher paying jobs and to own and manage businesses.

NENDC is a small, two person operation. It disburses City resources into the hands of local home owners and businesses. What sets NENDC apart from other organizations is our flexibility and ability to reach out to both local businesses and outside developers.

NENDC created a partnership with Dayton's Bluff Neighborhood services to provide home improvement loans to the East Side of Saint Paul. The partnership has insured that dollars are available through-out the East Side while keeping staffing costs to a minimum.

NENDC was the first CDC in Saint Paul to own its own real estate brokerage which has allowed us to create partnerships with developers that would not have been possible in the past. We did the site acquisition work for the Cub Foods in Phalen Village. We were able insure that the acquired local businesses were treated fairly and that the new large employer would be able to successfully develop the project.

We have also been able to act as the broker to assist other businesses to find properties in the area and are then available to assist with access to City funding when appropriate. We assisted 180 Degrees Inc in first finding a location on the East Side at East Seventh and Johnson Parkway and assisted them with acquisition costs. Those actions facilitated a multi-million dollar capital campaign that developed the property into a campus with two rehabilitated and one new building.

NENDC has helped small business owners like CentroMex Supermercado be able to stabilize in the area by assisting in their purchase of the building when the property went on the market there-by both keeping the business in the area and allowing it to upgrade the property. We have also been able to assist existing businesses like Hmong Village to improve their operation by partially funding the expansion of their parking lot.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Chuck Repke - Executive Director North East Neighborhoods Development Corporation since February 2002.

Executive Director, District 2 Community Council since April 1999.

These two non-profit organizations facilitate the community involvement in development activities in the north eastern neighborhoods of Saint Paul. Responsible to the Board of Directors for the management of these agencies, duties include creating budgets, managing and supervision of employees, representing the organizations in the community and with governmental entities.

2009 – ongoing Capitol Brokerage, 1212 Prosperity Saint Paul, MN – Real Estate Broker - Responsible for management of a full service real estate brokerage.

Independent Contractor - registered lobbyist with the State of Minnesota since 1999. Specialization in Energy, Environment, Tax and Land Use issues. Clients include Ever-Green Energy, Saint Paul, MN.

Previous Employment : 1/1990-12/1997 City of Saint Paul served as the legislative aid to the President of the Saint Paul City Council and the Chair of the Housing and Redevelopment Authority; 2004 – 2008 Coldwell Banker Burnett, White Bear Lake MN – licensed Real Estate Agent

Related Experience: Current Member St Paul Charter Commission. Served as a member of the Saint Paul Planning Commission and its zoning committee. Former President West Seventh/Fort Road Federation.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2012-2016 CDBG Loan Leverage Fund \$1,100,000 - aprx \$200,000 a year for the last 5 years

2012- 2016 CDBG Home Improvement Plus \$750,00 aprx \$150,000 a year for the last 5 years

2012 -East Seventh/Arcade - Neighborhood Star \$65,000

2012 - Phalen Village Street Scape - Neighborhood Star \$25,000

2013 - White Bear - Minnihaha - Neighborhood Star - \$25,000

2013 - Maria Flats/Strip Club - Neighborhood Star - \$30,000

2013 - A Million Can Make it Happen - Neighborhood Star - \$500,000

2014 - North End Star - Neighborhood Star \$100,000

2015 - Front Street - Year Round Star - \$50,000

2016 - Rice Street - Year Round Star - 50,000

2016 - North End Star 2 - Neighborhood Star \$200,000

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

Capitol Brokerage (Realestate) is owned and operated by North East Neighborhoods Development Corporation

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☐ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☐ If a corporation, please provide articles of incorporation and bylaws

- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 100,000.00	\$ 80,000.00	\$ 200,000.00		\$ 380,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)		\$ 20,000.00			\$ 20,000.00
<b>Total</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ 0.00</b>	<b>\$ 400,000.00</b>

Additional Sources not qualifying as Match	Other Funds
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		<input type="radio"/>
<b>B. Estimated in-kind service*:</b>			
	\$		<input type="radio"/>
	\$		<input type="radio"/>
	\$		<input type="radio"/>
<b>C. Amount and source of private equity:</b>			
sub-grantee equity	\$ 200,000		<input checked="" type="checkbox"/>
	\$		<input type="radio"/>
	\$		<input type="radio"/>
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		<input type="radio"/>
	\$		<input type="radio"/>
	\$		<input type="radio"/>
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		<input type="radio"/>
	\$		<input type="radio"/>
	\$		<input type="radio"/>
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 200,000</b>		<b>0</b>

## Documents



Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Balance Sheet 2016</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">2015 Tax Returns</a> <a href="#">2014 Tax Returns</a> <a href="#">2013 Tax Return</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Articles Of Incorporation</a> <a href="#">By Laws</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		<a href="#">Board of Directors</a>
Resumes of principals and key management		<a href="#">Repke</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">conflict of interest</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		<a href="#">Guidelines</a>
Letters of Recommendation and/or Support		

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Application ID: 76504

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### North East Neighborhoods Development Corp North End Star

**\$ 200,000.00** Requested

Submitted: 3/21/2017 12:16:33 PM (Pacific)

#### Project Contact

Chuck Repke

[chuckrepke@aol.com](mailto:chuckrepke@aol.com)

Tel: 651-771-6955

#### Additional Contacts

none entered

#### North East Neighborhoods Development Corp

1321 White Bear  
Saint Paul, MN 55106

#### Executive Director

Charles Repke

[chuckrepke@aol.com](mailto:chuckrepke@aol.com)

Telephone 651-771-6955

Fax 651-774-1768

Web NENDC.ORG

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

100,000.00

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

100,000.00 Loan request

200,000.00 **TOTAL**

### 2. Total Match

\$

200,000.00

Amount of Match

200,000.00 **TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

0% over 20 years - we will be sub loaning the monies... request 0% since we will have to service the subgrantee loans for the next 20 years

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

District 1 and District 2 with a focus on White Bear (94 to Larp) and Suburban/Old Hudson (White Bear/Ruth)

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☒ Ward 5  
☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☒ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

NENDC does small business loans and grants to businesses on the East Side and North End Neighborhoods of Saint Paul.

We use both Federal Community Development Block Grant monies and STAR funds to accomplish that task we currently have committed all STAR program available to the North End. We are asking for \$100,000 loan and \$100,000 grant to work with business that would be more likely to either locate on the North End or improve their current property if there was STAR monies available to assist.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

NENDC, has been identifying commercial properties in the North End area to enhance aesthetics of established businesses and increase economic activity as well as improve the perception of the area as a place to do business. The area is ripe with opportunities to increase street visibility exterior façade improvements, and other fixed improvements to commercial buildings in order to promote the economic and social vitality of the area and support the stabilization and growth of small business.

Eligible projects may include signage, façade improvements, painting, brickwork, tuck-pointing, lighting, landscaping, parking lots, windows and fixed interior improvements. The results will improve aesthetics, sustainability and accessibility as well as providing the benefits of strong commercial buildings.

Four to six projects should be completed.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Past history is the best gauge towards future outcomes. Our recent track record with our CDBG monies in doing outreach to minority owned businesses or businesses that specialize in minority clients include: \$200,000 towards a \$700,000 expansion of Hmong Village, \$100,000 to assist a Spanish speaking business owner CentroMex Supermercado to buy his building and expand his business and \$100,000 to 180 Degrees Inc to expand their services to youth (CDBG IDIS report shows 54 of their 61 clients being African American).

Current projects that have board commitment are: \$100,000 to an East African immigrant couple starting a laundry business, \$50,000 to the Hmong Home Health Care program, \$50,000 towards parking improvements with a Spanish speaking business owner and \$100,000 to DBNHS small business incubator program on East Seventh.

We look for opportunities to make the East Side inclusive and assist in delivering government assistance to businesses that would not qualify for Federal funding.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

Not directly but we have a good relationship with PED staff who hear of potential businesses in need of assistance.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:  
[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

In District 6 Plan it cites the following in the Land Use strategies; mixed use development on Rice Street, sustainable design features and construction techniques, aesthetics that enhance the appearance, redevelopment area of Maryland Ave and Dale

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Yes we have had discussions with District 6 staff and the North End team.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☒ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☐ Rehabilitation/Expansion
- ☒ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

N/A

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

N/A

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

<input type="text"/>	Number of Houses
<input type="text" value="6-10"/>	Number of Businesses
<input type="text" value="0.00"/>	<b>TOTAL</b>

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

Proposals will be considered in a first, first served basis. NENDC staff will assist applicants with the application process. Final approval will be by the NENDC board of directors.

#### Application Process and Selection Criteria

Applications will be submitted to NENDC and application will be reviewed on first-come, first-served basis. Projects that have a major visual impact, bring new business and/or invest a higher percentage of private money will receive greater consideration. Incomplete applications will not be reviewed. Work done prior to the application and award is not eligible.

#### Other Considerations:

- Businesses must be located within the geographical boundaries
- Must be financially sound with the intent to remain in operation for at least 7 years

Applicants need to have site control of the property through ownership, contract for deed, purchase agreement or lease of at least seven years

Applicants who are tenants must have a signed lease and property owners written approval

#### **24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

NENDC hopefully will continue to get an allocation of CDBG dollars for economic development on the North End. Having both STAR monies and CDBG monies allows us to select a loan program that best fits the business. STAR requires a match that not all businesses can come up with and CDBG requires either targeted job creation or targeted population served. Having both allows us the flexibility to best serve the client.

#### **25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

#### Terms:

Tenant must have a signed lease and property owners written approval

Written notice from NENDC that funds have been awarded is necessary before work begins

Business owners must maintain improvements for a minimum of seven years

It is required that the awardee will occupy or own the renovated space for at least 7 years from the date of project completion

#### Project Administration and Compliance:

NENDC will administer funding. Staff will assist applicants during the predevelopment and construction phases. Staff will assist in ensuring labor standards and other requirements that govern federal, state and city funds are met.

- Municipal Davis-Bacon Labor Standards will apply to all projects that have a total development cost of \$25,000 or more.
- A competitive bidding process must be used in which at least two bids are presented for each job
- Approved applications must comply with City zoning ordinances and must follow all applicable City building permit procedures

#### Reimbursement:

Reimbursements to the awardee shall be made for completed and installed work. The awardee will submit to NENDC a reimbursement request which will include an itemized invoice from the contractor which must be accepted and signed by the awardee, the request must include a lien waiver from each contractor for work done and materials satisfactory to NENDC that work completed was done in accordance with plans, specifications and proposals. If applicable, documentation that work done meets all City standards and has been approved by all applicable City departments and a certification of occupancy has been issued before final reimbursement is awarded to the applicant. Reimbursements shall be made on a schedule defined by NENDC

#### **V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

#### **26. Please Describe Your Organization:**

NENDC is a nonprofit neighborhood-based community development corporation incorporated 25 years ago.

NENDC is a purely bricks and mortar development corporation. It has the simple purpose to improve the housing stock and businesses in the service area. It has no interest in advancing any other social service purpose and seeks no charitable funding to do other social service work.

NENDC's MISSION STATEMENT includes: To promote and advance the general welfare of the service area by improving economic conditions for all residents and businesses in the area, especially those with low or fixed income. To create increased opportunities for homeownership; and to provide incentives for longer duration of residence. To ensure development, expansion, retention, stabilization and support of jobs and businesses in the service area; including increased opportunities for neighborhood residents to hold higher paying jobs and to own and manage businesses.

NENDC is a small, two person operation. It disburses City resources into the hands of local home owners and businesses. What sets NENDC apart from other organizations is our flexibility and ability to reach out to both local businesses and outside developers.

NENDC created a partnership with Dayton's Bluff Neighborhood services to provide home improvement loans to the East Side of Saint Paul. The partnership has insured that dollars are available through-out the East Side while keeping staffing costs to a minimum.

NENDC was the first CDC in Saint Paul to own its own real estate brokerage which has allowed us to create partnerships with developers that would not have been possible in the past. We did the site acquisition work for the Cub Foods in Phalen Village. We were able insure that the acquired local businesses were treated fairly and that the new large employer would be able to successfully develop the project.

We have also been able to act as the broker to assist other businesses to find properties in the area and are then available to assist with access to City funding when appropriate. We assisted 180 Degrees Inc in first finding a location on the East Side at East Seventh and Johnson Parkway and assisted them with acquisition costs. Those actions facilitated a multi-million dollar capital campaign that developed the property into a campus with two rehabilitated and one new building.

NENDC has helped small business owners like CentroMex Supermercado be able to stabilize in the area by assisting in their purchase of the building when the property went on the market there-by both keeping the business in the area and allowing it to upgrade the property. We have also been able to assist existing businesses like Hmong Village to improve their operation by partially funding the expansion of their parking lot.

#### **27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Chuck Repke - Executive Director North East Neighborhoods Development Corporation since February 2002.

Executive Director, District 2 Community Council since April 1999.

These two non-profit organizations facilitate the community involvement in development activities in the north eastern neighborhoods of Saint Paul. Responsible to the Board of Directors for the management of these agencies, duties include creating budgets, managing and supervision of employees, representing the organizations in the community and with governmental entities.

2009 – ongoing Capitol Brokerage, 1212 Prosperity Saint Paul, MN – Real Estate Broker - Responsible for management of a full service real estate brokerage.

Independent Contractor - registered lobbyist with the State of Minnesota since 1999. Specialization in Energy, Environment, Tax and Land Use issues. Clients include Ever-Green Energy, Saint Paul, MN.

Previous Employment : 1/1990-12/1997 City of Saint Paul served as the legislative aid to the President of the Saint Paul City Council and the Chair of the Housing and Redevelopment Authority; 2004 – 2008 Coldwell Banker Burnett, White Bear Lake MN – licensed Real Estate Agent

Related Experience: Current Member St Paul Charter Commission. Served as a member of the Saint Paul Planning Commission and its zoning committee. Former President West Seventh/Fort Road Federation.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2012-2016 CDBG Loan Leverage Fund \$1,100,000 - aprx \$200,000 a year for the last 5 years

2012- 2016 CDBG Home Improvement Plus \$750,00 aprx \$150,000 a year for the last 5 years

2012 -East Seventh/Arcade - Neighborhood Star \$65,000

2012 - Phalen Village Street Scape - Neighborhood Star \$25,000

2013 - White Bear - Minnihaha - Neighborhood Star - \$25,000

2013 - Maria Flats/Strip Club - Neighborhood Star - \$30,000

2013 - A Million Can Make it Happen - Neighborhood Star - \$500,000

2014 - North End Star - Neighborhood Star \$100,000

2015 - Front Street - Year Round Star - \$50,000

2016 - Rice Street - Year Round Star - 50,000

2016 - North End Star 2 - Neighborhood Star \$200,000

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

Capitol Brokerage (Realestate) is owned and operated by North East Neighborhoods Development Corporation

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☐ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ✓ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ✓ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ✓ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 100,000.00	\$ 80,000.00	\$ 200,000.00		\$ 380,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)		\$ 20,000.00			\$ 20,000.00
<b>Total</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 200,000.00</b>	<b>\$ 0.00</b>	<b>\$ 400,000.00</b>

Additional Sources not qualifying as Match	Other Funds
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		☐
<b>B. Estimated in-kind service*:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>C. Amount and source of private equity:</b>			
sub-grantee equity	\$ 200,000		✓
	\$		☐
	\$		☐
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>TOTAL VALUE OF MATCHING FUNDS</b>			

Total

\$ 200,000

0

## Documents

## Documents Requested \*

Required?

## Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

[Last Qtr](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[2015 Tax Returns](#)[2014 Tax Return](#)[2013 Tax Return](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

[Articles Of Incorporation](#)[By Laws](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

[Repke](#)[Board of Directors](#)

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[conflict of interest](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

[Guidelines](#)

Letters of Recommendation and/or Support

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77579

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Saint Paul Parks Conservancy in partnership with City of Saint Paul Parks and Recreation

# Rice Park Revitalization

**\$ 250,000.00** Requested

Submitted: 3/22/2017 6:52:37 AM (Pacific)

### Project Contact

Anne Gardner

[anne.gardner@ci.stpaul.mn.us](mailto:anne.gardner@ci.stpaul.mn.us)

Tel: 651-266-6421

### Additional Contacts

Brad.Meyer@ci.stpaul.mn.us

### Saint Paul Parks Conservancy in partnership with City of Saint Paul Parks and Recreation

Suite 287

380 Jackson St

St. Paul , MN 55101

### Chair of Board

John Bennett

[jbennett@western-bank.com](mailto:jbennett@western-bank.com)

Telephone 651-300-6598

Fax

Web <http://www.saintpaulparksconservancy.org/>

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

NA

### 4. Organization type(s):

Select one

☐ Public

☐ For Profit

☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

109 w 4th Street, St Paul, MN 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☐ Ward 1

☒ Ward 2

☐ Ward 3

☐ Ward 4

☐ Ward 5

☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
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- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☒ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

This proposal is to fund design and construction for improvements to Rice Park based on the concept plan developed through a community design process. The improvements will revitalize this significant public space in Saint Paul located on the block bounded by Washington Street, 5th Street, 4th Street, and Market Street. The grant will contribute to some of the following infrastructure improvements for the park: lighting, electrical, irrigation, as well as other site improvements including new walkways, seating areas, new paving, and additional landscape plantings. The overall concept plan will cost \$2.0 million, with the Saint Paul Parks Conservancy, Saint Paul Garden Club and Rice Park Association responsible for raising \$1.35 million to apply toward design and construction costs, fundraising campaign expenses and a maintenance/upkeep fund. Over \$1,200,000.00 has been already raised to date. This grant will be a part of the public investment to match the private fundraising effort to complete the project. For years Rice Park has served as the centerpiece for downtown Saint Paul. New festivals and events, along with the daily use, have brought more visitors to Rice Park than ever before. The neighborhood has developed around it. Landmark Center. River Centre. Xcel Energy Center. The Ordway. The Minnesota Wild, and Landmark Plaza. While the last major upgrade to Rice Park was in 1965. Twenty thousand residents choose to live in and invest in downtown Saint Paul. Working hand-in-hand with the City Parks and Recreation department a plan has been developed to address concerns about the functionality of the park, demands from continued use, and a safe urban experience for all users of the park. This revitalization project will provide a whole new experience in Rice Park.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Infrastructure improvements are needed in the park including updating irrigation and electrical systems. These updates will enable parks operations staff to improve the maintenance of the park thereby improving the aesthetics of the park. Lighting improvements will also be made to ensure that the park is a safe place in the evening when many events are taking place. The investment in the park will ensure that it continues to be a great urban space for community events and gatherings.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Rice Park hosts the Winter Carnival, Saint Patrick's Day parade, Flint Hills Children's Festival, MN Bike Festival, Summer Dance, MN Opera, Rice Park Tree Lighting, and numerous weddings, corporate events and music in the park events. This beloved public green space draws thousands of people to Saint Paul and to the heart of downtown. The character of the space is enforced by the unique collection of landmark buildings around the park which speak to the history of Saint Paul and current cultural attractions. This project will enhance the park so that it can continue to be a place for community members, tourists, and businesses to utilize for gatherings and events. The Pokemon phenomenon brought hundreds of new users of all demographics into Rice Park last year. And as a public place in the heart of an urban community, Rice Park brings an outdoor space to people who may not otherwise have access. A new study using the Gallup-Healthways Well-Being Index even suggests that urban parks build healthy, happy cities. The researchers come to a realization that park coverage in cities is among the best predictors of residents' health and happiness.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

### 11. Will your project be coordinated or partnered with any other project, program?

If yes, please describe. If no, type No.

Yes. A private fundraising effort is underway, led by the Rice Park Association, the St Paul Garden Club, and St Paul Parks Conservancy.

### 12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

Yes- Rice Park is identified in all downtown plans as a significant urban space to preserve and maintain

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Representatives from the district council were on the Design Advisory Committee

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

1 Job to fund construction

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

On a daily basis, hundreds of people use the park for an outdoor space to eat lunch, gather, or walk through to get to other areas of Saint Paul. During events, Rice Park hosts thousands of people throughout the year including:

1. Winter Carnival (11 days) 25,000 people
2. St Patricks Day (1 day) 800-1000 parade participants
3. Flint Hills (7 days) 25,000 people
4. MN Bike Festival (1 day) 2,500 people
5. Summer Dance (9 weeks) 800 attendees each week
6. MN Opera (1 day) 2,500 attendees
7. Rice Park Tree Lighting (1 day) 6000 attendees
8. Music in the Park (9 concerts)
9. Weddings and Corporate events - varies

It's estimated that over one million people visit Rice Park every year.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

N/A

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Department of Parks and Recreation, Public Works, Planning and Economic Development- Historic Preservation,

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

This grant will be used for the funding of some or all of the following components: infrastructure improvements such as irrigation, lighting, electrical upgrades-site improvements such as new paving, new landscaping, and new seating areas. The project budget includes a \$250,000 maintenance and upkeep fund. The purpose of that fund is to supplement the routine maintenance that the City's Park and Recreation Department performs. This fund would be managed by a third party (yet to be determined) to ensure that the initial investment in the revitalization project. The Saint Paul Garden Club has supported and worked in Rice Park for decades. They create gardens, buy plants and care for the gardens. They are committed to doing so for decades to come.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Saint Paul Parks Conservancy: The Saint Paul Parks Conservancy is a non-profit, tax-exempt charitable organization that supports Saint Paul Parks and Recreation goals of promoting active lifestyles, vibrant places, and a vital environment. Working in partnership with other community organizations, the Conservancy secures private financial support for projects throughout the community. For Saint Paul to sustain one of America's most impressive and expansive park systems, community leaders came to the conclusion in 2007 that rather than solely depending on public support, a partnership with private funders was essential to productive growth and service to the community. In 2007, the McKnight Foundation contributed invaluable start-up funding to determine the most feasible model for creating and sustaining a new nonprofit organization to generate support from private individuals, corporations, and foundations to provide for new park enhancements, programs and facilities. In January 2008, the first Conservancy board of directors was formed after feasibility study interviews were conducted with community organizations, representatives of the philanthropic community, public officials, and others with a special interest in the conservation and growth of Saint Paul's parks and recreation programs. Upon reviewing the results of the feasibility study interviews, the Conservancy board established an initial mission statement and general direction for the organization's development. The mission embraced by that board was to work in concert with other community groups to raise funds that enhance and expand parks and recreation opportunities throughout the community. Saint Paul Parks and Recreation is an award-winning, nationally accredited organization. Saint Paul Parks and Recreation provides an abundance of facilities, amenities, and activities for participants of all ages and abilities. Among these include: recreation centers that serve each and every community in Saint Paul, the world-renowned Como Park Zoo & Conservatory, Midway Stadium, several golf courses and aquatic venues, and hundreds of parks and athletic fields, courts, and rinks as well as hundreds of miles of trails and parkways. Saint Paul Parks and Recreation is also the proud home of Right Track, a youth employment initiative changing the face of Saint Paul, and the primary force behind the Great River Passage Master Plan, a citywide initiative created to make Saint Paul more urban, more natural, and more connected.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit 501(c)3 charitable organization

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Anne Gardner is the designated Project Manager. Ms Gardner is a Landscape Architect with 15 years of professional experience. She has been a landscape architect for the City of St Paul since 2010 and designed and managed construction of numerous park projects. Beginning in the fall of 2014, Ms Gardner led the Rice Park Design Advisory Committee, a group of community representatives, through the design process to determine the plan for improvements at Rice Park. After a 7 month long time period of meetings and committee discussions, a plan was developed with which to proceed. The plan recommends infrastructure improvements including new lighting options, irrigation and upgrades to the electrical system as well as site improvements to offer new circulation patterns through the park and entice visitors into the park with new garden plantings, a central stage feature, and interesting site furnishing options.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2015 W5 STAR - \$6k - Gaga Pit

2015 W2 STAR - \$3k - Como Lakeside Sound

2015 Mayor STAR - \$40k - Tuj Lub

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A

N/A

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

☐ Yes

☒ No

## VII. FINANCIAL INFORMATION:

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☐ A current balance sheet and operating statement. (Last business quarter)
- ☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☐ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☐ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements	\$ 0.00	\$ 250,000.00	\$ 1,243,325.00		\$ 1,493,325.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 250,000.00</b>	<b>\$ 1,243,325.00</b>	<b>\$ 0.00</b>	<b>\$ 1,493,325.00</b>
<b>Additional Sources not qualifying as Match</b>	Other Funds				
-none-	<b>\$ 0.00</b>				

## Tables

## Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
Parks Conservancy Fundraising	\$ 1,243,325	March 22, 2017	✓
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 1,243,325</b>	<b>0</b>	

## Documents

### Documents Requested \*

Required?

### Attached Documents \*

Current balance sheet and operating statement (Last business quarter)

[December 31, 2016 financials](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

Please attach an itemized budget and/or contractors' estimates

[Project Budget With Sources](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

[Articles of Incorporation and Bylaws](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[Conflict of Interest](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

[Rice Park Association](#)

[Visit St Paul](#)

[St Paul Garden Club](#)

[Morissey Hospitality](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 75828

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# Silver City Cafe 2 Dunn Brothers Expansion Project

**\$ 195,000.00** Requested

Submitted: 3/22/2017 1:10:34 PM (Pacific)

### Project Contact

Bryan Johnson

[alliedeservices@gmail.com](mailto:alliedeservices@gmail.com)

Tel: 651-261-5900

### Additional Contacts

[bkj1996g@gmail.com](mailto:bkj1996g@gmail.com)

### Silver City Cafe 2

367 Wabasha Street North  
Saint Paul, MN 55102

### General Manager - Purchaser

Bryon Johnson

[bkj1996g@gmail.com](mailto:bkj1996g@gmail.com)

Telephone 651-767-0567

Fax 612-334-9749

Web [wabashastreet.dunnbrothers.com](http://wabashastreet.dunnbrothers.com)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

The requested rate is 1.5% and the requested term of the loan is 10 years, with year one being a non interest bearing year.

### 4. Organization type(s):

Select one

- ☐ Public  
☒ For Profit  
☐ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

367 Wabasha Street North, St. Paul, MN 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☒ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☐ Ward 6



## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☒ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The City of St. Paul set forth an Economic Development Strategy that calls for creating a climate that is attractive to businesses and people. In this strategy, the city focuses on increasing the number of jobs in St. Paul that are accessible and provide livable wages; growing the tax base while expanding services, amenities, and infrastructure; and ensuring unemployment rates remain low among our city's diverse populations. The priorities that exist within this plan are expanding business attraction, retention and expansion; supporting innovative entrepreneurship and small business development and investing in downtown to catalyze further economic activity. With this strategy and priorities in mind, we request \$195,000 in STAR funds for expansion of a small business in Downtown St. Paul that has the potential to increase its footprint in the day and nightlife of the City and provide a service not encapsulated in the area at this time, a time of escalating opportunity. Located at 367 Wabasha St. in the Lawson Building, on the edge of Lowertown, the center of several thriving businesses such as Travelers, Hamilton Ink Spot, McNally Smith College of Music, The Palace Theatre and the Ordway, and just blocks away from the future of the Riverwalk expansion, is a thriving coffee shop and light eatery currently known as Dunn Brothers. The Dunn Brothers location requesting funding is currently a top 5 performer among 85 stores in the region. The space, as is now, is shared with Northwest Opticians and in approximately 7 months from now, the space in which the Northwest Opticians occupies will be vacant, allowing the opportunity for renovation, expansion and redesign. This prospect will allow Dunn Brothers to expand from 1500 to 3800 Sq.Ft. and provide a community diner experience amplified with live music performed by students at McNally Smith College of Music, happy hours, and preshow and night life connections, in the heart of the robust economic growth in the City of St. Paul. The expansion and redesign includes the addition of a full service kitchen with an expanded menu and catering license to partner with the events in nearby Mears and Rice Parks. There will be a bar that serves beer and wine, and seating capacity will increase from 78 to approximately 200 with summer outdoor patio seating. The current selections of sandwiches, bakery and cold items as well as full service coffee bar will remain and continue to be a hub for breakfast, lunch, great coffee and community meetings. This expansion will add at least 15 new employment opportunities at an average of 30 hours per week at \$14-15 per hour average salary. The added employment alone is a return on the STAR fund investment. The expansion and redesign work will be done by Diversified Construction, as seen in the uploaded project bid. The equipment and non-eligible expenses will be financed privately through a private source. While construction is occurring current business will remain operating.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The interior of 2,300 Sq.Ft. will be remodeled using Certified Green and sustainable methods. Specific changes and additions include the following - DEMOLITION: Remove 125 feet of drywall, 5 doors and frames, cabinetry, and access to new plumbing and electrical. CONSTRUCTION: Construct new partition, Install 2 doorframes, construct new bar area, new kitchen, Furnish and install doors at restrooms, insulated, taped and sanded smooth. Includes, 2 new restrooms, back wall at bar and new storage area. PLUMBING: Provide gas piping to kitchen, rough in new location for kitchen needs, add 2 ADA restrooms. HVAC: All HVAC. TILE WALLS: Furnish and install all tile. FLOORING: Furnish and install all flooring. CABINETS AND COUNTER: Furnish and install all bar area and cabinet and counter needs. ELECTRICAL: All electrical needs for rerouting and new. Fire Protection, painting 2 new doorframes, and specialty items for bathroom for 2 sets ADA grab bars, 2 toilet paper dispensers, 2 ADA mirrors.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Downtown continues to grow and thrive, providing new and innovative opportunities for all residents of St. Paul and the surrounding communities. The 880 initiative supported the goals for the City to be vibrant and positively impactful in its work to put people first, create accessibility for people to connect and celebrate our diversity. Dunn Brothers is an essential piece of this plan laid forth and like the City believes diversity is a strength in our workforce and sees inclusion, engagement, transparency and continuous learning as keys to creating racial equity in our community. Dunn Brothers also knows that the heart of this work is engaging and supporting the small businesses that are clearly accessible and offer opportunities for future job and skill growth. Currently Dunn Brothers demographics shows a young and vibrant employee population, with a majority of employees between 22 and 28 and employment opportunities starting at age 16. 80% of the current employees are females and 22% are employees of color, and growing. Dunn Brothers is a place of connection and accessibility making it a go to place for a diner experience preshow at The Palace Theatre, the Ordway, Rice Park, Mears Park, and the Xcel. Within the vicinity of these venues there are few casual & affordable eatery spots for a more broad

population. This has already been identified as gap and calls for expanded options. Adding space also increases partnerships with music and art, which organically reduces disparities.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Informal partnerships are in place and being coordinated with McNally Smith College of Music, Hamilton Ink Spot, Visit St. Paul, Ordway, Rice Park, Mears Park, Trivia Mafia, and Subtext Books.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Plans have not been discussed with the Neighborhood District Council but have been discussed with the Mayor of St. Paul, Chris Coleman, Arts and Culture Director, Joe Spencer, Chief of Police, Todd Axtell and customers, including employees of the City.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

Currently 15 employees are employed an average of 30 hours a week. With the expansion and new business concept an additional 15 employees will be hired with retention at an average of 2.5 years. We foresee a minimum of 30 new jobs over a five year period.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

The current bid for the expansion project includes the labor cost of approximately 10 FTE at industry standard of 1 FTE per 200-300 Sq. Ft.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☒ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

Dunn Brothers currently occupies 1500 Sq.Ft. of the total 3800 Sq.Ft. space at 367 Wabasha Street N. The other 2300 Sq.Ft. is currently occupied by Northwest Opticians. Northwest Opticians will be moving to another location, opening up opportunity for expansion. Dunn Brothers currently offers full service coffee bar, breakfast, lunch items, and light dinner items from 6am-8pm daily. All baked items, sandwiches, soups and salads are created and made in house. There is a capacity max of 78 with seating space for 50. In the summer months there is a Patio Grill added for an additional 40 seats. The space is leased through the City of St. Paul at \$18 /Sq.Ft, with two years on the current lease. This lease is for the entire space at 367 Wabasha and a request for an alteration will occur with this expansion and redesign. The Proposed space plan would have Northwest Opticians moved and all 3500 Sq.Ft. available for the expansion and redesign for Dunn Brothers. This expansion adds seating capacity up to 2 times and continues plans for a Patio Grill. The plan adds the build out of a full service kitchen, serving counter diner style, and a wine beer bar. It also adds space for regular musical performances and 2 ADA compliant bathrooms. Quick food offerings will remain an essential part of the business to cater to the downtown business and student lunch crowd but will be expanded to include a sit down experiences. Additionally, adding a full service kitchen opens expansion for catering.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

The main bid is from Diversified Construction Midwest, Inc.. The Kitchen equipment will be vendored through Premiere Kitchen Equip. and the

Architecture work will be completed by Tanek Architecture Design. The current lease with the City will continue.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Plans have been discussed with Mayor Chris Coleman, Arts and Culture Director, Joe Spencer, and Chief of Police, Todd Axtell. In addition to City Officials and the idea and plans have been discussed with STAR Board members and other City Hall employees.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Dunn Brothers brand has been craft roasting their beans in-house since 1987 and it all began in St. Paul. 30 years and 85 stores later, the taste and the experience of Dunn Brothers is still a must stop for the coffee lovers, and each location provides a unique experience based on its location and market. The Dunn Brothers location at 367 Wabasha Street North opened its doors in 2000 and has expanded over the years to provide a selection of beverages and other house made treats and is considered a "taste of home". This Shop Features: Patio seating, free Wifi, fresh made breakfast and lunch and the occasional live music performance by a neighboring student from McNally Smith. In 2012/2013 it underwent major renovations, giving it the upbeat look we see today that is used daily for the downtown lunch crowds and meeting spaces for several legislative and city officials. It's a place of connection and conversation over a great cup of coffee and homemade food at a great price and within walking distance of several events and businesses, all of which have only increased in the last five years.

Over the last three years the customer counts have grown tremendously, with the last three years showing almost a 100% increase from 5 years ago. Although the beverage sales are, and have consistently, been coming in above 60%, food sales have increased 2% annually since 2014, with growing sales in the later part of operating hours showing a steady increase. This steady increase shows a trend movement towards a need and a market for food options and later hours within the vicinity. With this trend in mind, in conjunction with the overall City growth and expanded vibrancy filling the Downtown, Lowertown, and soon to be Riverwalk Balcony, the time is present and ripe with opportunity for expansion at this prime location. The vision set forth continues the comforting tradition of great coffee and "a taste of home" food items, local connections and partnerships, and openness and opportunity, and also enhances options for residents and visitors enjoying the expanded nightlife and vibrancy of the City.

The newly expanded Dunn Brothers will offer an amazing diner experience for those who are both pre-event and looking for great food at an affordable price or trying to find a great place to connect with others in the heart of downtown near parks, entertainment and transportation. The expansion will only increase opportunities for partnership and showcasing the amazing talent the Twin Cities are famously known for producing and the expanded hours and food and beverage options add a niche not currently seen in the surrounding area and will increase foot traffic to the area from new demographic areas.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Sole Proprietorship

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

The designated Project Manager is Bryan Johnson. Mr. Johnson has been with Dunn Brothers since 2008 when he was recruited to oversee the growth and vision of the future of the store. In 2012/2013 Dunn Brothers, at the current location of 367 Wabasha Street, underwent a renovation of \$250K in which Mr. Johnson oversaw and managed the entire project. The project was completed on time and on budget and the end result was a beautifully renovated space, used at capacity more than 55% of the time, and over 75% during peak hours, resulting in this location being in the top 5 of 85 in the region. Mr. Johnson is an accomplished general manager with over 15 years of leadership expertise in food and beverage industry. He has turned around subpar locations to become successful, hitting close to 10% average growth and profit margin. In his career he has opened new

locations from the ground up, managed location remodels from start to finish, always meeting deadlines and timeframes. He has supervised and trained over 2,500 employees as well as led classroom and one on one training for management and staff. He has shown strength in financial management and budgets and created processes for inventory, purchasing and vendor management. In his work in managing and running stores, community outreach and public relations have always been at the forefront in communicating plans and opportunities. With that said, the follow through and process for this project will consider the community every step.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

- ☐ Yes  
☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

This business has not received City funds within the past five years.

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Bryan Johnson 100%

General Manager, Owner and Operator

Business Address:

367 Wabasha Street N.

St. Paul, MN 55102

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

- ☒ Yes  
☐ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☒ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Commercial	\$ 97,500.00	\$ 97,500.00	\$ 195,000.00	\$ 0.00	\$ 390,000.00
New Construction: Residential	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
New Construction: Commercial	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Public Improvements	\$ 0.00	\$ 0.00		\$ 0.00	\$ 0.00
Private Open Space Improvements	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Direct Project Costs (up to 20% of STAR funds)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 97,500.00</b>	<b>\$ 97,500.00</b>	<b>\$ 195,000.00</b>	<b>\$ 0.00</b>	<b>\$ 390,000.00</b>

## Tables

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
A. Estimated volunteer labor/sweat equity*:	\$ 0		€
B. Estimated in-kind service*:	\$		€
	\$		€
	\$		€
C. Amount and source of private equity:			
Roger Schultz	\$ 195,000	7/1/2017	✓
	\$		€
	\$		€
D. Name and amount of anticipated foundation grants:			
	\$		€
	\$		€
	\$		€
E. Amount of loan(s) and name of lender:			
	\$		€
	\$		€
	\$		€
TOTAL VALUE OF MATCHING FUNDS			
Total	\$ 195,000	0	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">Current Balance Sheet and Operating Statement with Last Quarter</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">Dunn Brothers Year End Balance Sheet and Profit and Loss Statement for previous three years</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		<a href="#">Dunn Brothers Expansion Cash Flow</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">367Wabasha Lease</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Bid Budget for 367 Wabasha</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Bryan Johnson Resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		<a href="#">Franchise Agreement</a>
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77512

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

### St. Paul & Ramsey County Domestic Abuse Intervention Project SPIP Rehabilitation Project

**\$ 114,523.00** Requested

Submitted: 3/22/2017 10:23:30 AM (Pacific)

#### Project Contact

Shelley Cline

[sjc@stpaulintervention.org](mailto:sjc@stpaulintervention.org)

Tel: (651) 645-2824

#### Additional Contacts

none entered

#### St. Paul & Ramsey County Domestic Abuse Intervention Project

394 Dayton Ave.

St. Paul

MN, MN 55102

#### Board President

Christopher Nelson

[crml.nelson@comcast.net](mailto:crml.nelson@comcast.net)

Telephone(651) 645-2824

Fax (651) 645-6258

Web [www.stpaulintervention.org](http://www.stpaulintervention.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

114,523

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

114,523.00

**TOTAL**

### 2. Total Match

\$

114,523

Amount of Match

114,523.00

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

☐ Public

☐ For Profit

☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

394 Dayton Ave., St. Paul, MN. 55102

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☒ Ward 1

☐ Ward 2

☐ Ward 3

☐ Ward 4

☐ Ward 5

☐ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☒ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

The St. Paul/Ramsey County Domestic Abuse Intervention Project (SPIP) is a nonprofit, community-based domestic violence organization that exists to eliminate violence against women and their children, and the social and system responses which condone or allow its' oppression. Our organization believes that domestic abuse is a crime and every victim has the right to access the criminal justice system, receive safety through the laws which are designed to protect her and obtain the critical support and services that they and their children deserve. We further believe that regardless of gender, race, socio-economic background, age, mental and physical ability, sexual orientation, spiritual belief, or partner/marital status, no one has the right to abuse anyone and no one deserves to be abused.

The mission to eliminate domestic violence and its oppression that began SPIP in 1984 still guides it today. Each year SPIP provides multi-lingual/culturally competent direct advocacy services to over 5,700 battered women/victims and their children. Additionally, battered women/victims of domestic abuse and their children, and members of the community (with an increased focus on marginalized communities who have increased barriers to accessing help) receive education, outreach and intervention through our programs. Central to our work is ensuring 24- hour intervention, advocacy and increased safeguards for victims immediately following a domestic assault; providing ongoing legal-, general, transitional- and system-advocacy services on behalf of victims and their children; ensuring victims' rights are upheld and their and their children's needs are heard by the justice system; daily systems advocacy/monitoring to facilitate the effective utilization of existing laws to protect victims, holding perpetrators accountable for their violence and improving the justice system's response; and cultivating strong government and community collaborations to end domestic violence.

SPIP board, staff and volunteers represent the diversity of our community at each level of function within our agency; including, but not limited to, diverse cultures, sexual orientations, economic backgrounds, ages, languages, spiritual backgrounds, physical abilities etc. Direct service staff is comprised of African, Latin, European and Southeast Asian American ethnic backgrounds, as well as elders, lesbians, and former victims; and English, Spanish, Hmong, French, Somali and basic sign languages. Programs, services and materials are developed, planned and evaluated with continuous input from survivors of domestic violence, and their children. Specific programming is available to serve monolingual Spanish, Hmong and Somali speaking battered women, and older victims. SPIP/ brochures and materials are available in Spanish, English, Hmong, Somali, Russian, Cambodian and Vietnamese.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The rehabilitation project in SPIP's main office will include: installing an elevator so all 3 floors are wholly accessible, safety gates for protecting children visitors, a shelving/storage system for donations, modifying office space for more efficient use, enhance security to include cameras at building's front and outside sensor lights, resurface/reline parking lot, repair outside cement at base of handicapped accessible ramp, build retaining wall by street front/ sidewalk to prevent bank erosion, paint/replace portions of brick building's trim, install new heating/cooling system, and build children's playroom on first floor. In addition, support is being requested to improve the security of the main entrance at Bridges to Safety Victims Service Center (for which SPIP holds the lease) located in the courthouse – which would entail building up half wall and side entry door.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

SPIP benefits victims of domestic abuse and their children; serving all the culturally, linguistically, and economically diverse 7 Wards of St. Paul. SPIP annually serves 5,700 victims and their children - of which approximately 12% are Hispanic/Chicano/Latino; 4% African; 35% African American; 2% American Indian; 10% Asian/SE Asian Pacific Islander; 33% European American; 4% Multi-racial and 20% new immigrants. Eighty-eight percent of participants' income levels are below 100% federal poverty level; 10% between 100% and 200% of poverty; and 2% above 200% of poverty level. Participants' age ranges are 9% adolescents; 17% between 18-22 years old; 61% between 23-54 years old; 7% between 55-64 years old, and 6% are 65 years old and older. Advocates provide 24-hour support and services that generally began during a time of profound crisis and often lasts for many months or even years. Crisis services range from safety planning and medical attention, to emergency shelter and financial assistance. Receiving legal advocacy services is also critical to understanding their rights and accessing legal protections. Beyond the immediate crisis of



escaping violence, victims need assistance with long-term safety planning and transitional services to rebuild their lives and maintain self-sufficiency. SPIP is built on the premise that to be effective programs and services must be brought to the victims.

## **II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

### **11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

SPIP services are closely linked to community/government services. Partnerships include Asian Women United, Casa de Esperanza, OutFront MN, Tubman, Women of Nations, Women's Advocates, SMRLS, Court Services, Law Enforcement and Prosecution, etc.

### **12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

### **13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

We have not yet discussed our current plans with our District Council. When purchasing our building in 2014, we had strong support of surrounding neighbors and business, our District Council and the Summit/University Planning Council.

## **III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

### **14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

### **15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

## **IV. STAR PROJECT / PROGRAM ACTIVITIES:**

### **16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

### **17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

### **18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

SPIP's building is located on 394 Dayton Avenue in St. Paul. The building is a two-story, brown-stone in the Cathedral Hill area, in a prime area with public transportation. The building has 3,262 finished square feet and a 1,645-square foot basement with a sprinkler system. It is fully handicapped accessible. SPIP's building serves as office space for SPIP staff; meeting space for our government- and community-based collaborative meetings (i.e. Partnership for Domestic Abuse Services, Blueprint for Safety Steering Committee, Domestic Violence trainings, etc.); victim multi-lingual support and education groups, and the provision of multi-lingual and multi-cultural one-one-one crisis, legal and transitional advocacy services for victims and their children. The proposed rehabilitation will a) enhance our current use of the building by increasing safety and security, expanding our capacity to store donations for the victims and their children, creating a safe play and learning space for children, make all floors handicapped accessible through the installation of an elevator, b) improve and sustain the building's heating and cooling system, outside woodwork, parking lot and handicapped entrance ramp.

### **19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Historically SPIP has hired Joe Palen of Palen Contracting, LLC to manage remodeling. Joe Palen has been in business for over 20 years and gives many pro-bono hours to community based projects.

### **20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

City's STAR staff Michele Swanson regarding application.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Saint Paul Intervention Project has operated since 1984, to provide 24-hour direct, culturally/linguistically appropriate advocacy, crisis intervention and support to victims of domestic abuse and their children; facilitate the systems' response, and provide education, prevention and outreach to the community at large. Annually, over 5,700 victims (and their children) receive direct services and 9,000 more call for support on our 24-hour crisis line. SPIP develops strong partnerships with government and community-based organizations to cultivate a holistic response to end the violence. SPIP's staff is comprised of African, Latin, European and Southeast Asian American backgrounds, as well as elders, lesbians, and former victims; in which English, Spanish, Somali, Hmong, French, and basic sign are spoken. Specific programming is available to serve Spanish, Hmong and Somali speaking, and older victims. SPIP materials are in Spanish, English, Hmong, Somali, Russian, Cambodian and Vietnamese. Annual Programming: I. Acute Intervention- Crisis intervention and increased protection for over 4,352 victims immediately following an assault and throughout the legal process. Includes FLARE-UP Project-reducing domestic homicides in St. Paul by over 65%. II. System Advocacy- Effectively works with justice and government systems to improve responses to domestic violence. i.e. Blueprint for Safety (national guide for the justice system's response from 911 to case disposition). III. Hospital/Clinic Services- Partners with medical community serving over 300 patients; IV. Latino & Immigrant Family Violence Program- Provides over 618 Latina/immigrant victims' legal & general advocacy, and statewide education. V. Transitional Services- To over 4,900 victims and their children; including ongoing safety planning, obtaining protection orders, shelter, medical care, transportation, housing, basic needs, employment, financial aid, etc. and weekly education groups in English, Somali & Spanish, and for older and incarcerated victims. VI. Children's & Adolescent Services- Legal/general advocacy to over 1,400 children and 300 female adolescents who are primary victims. VII. Southeast Asian Services- Culturally/linguistically advocacy to 582 SE Asian victims (and their children). VIII. Older Battered Women's Program- Services to over 350 older victims, meeting their complex needs. IX. Crisis-line- 24-hour support to 9,000 victims. X. Bridges to Safety-a lead partner and administer of community and government collaborative victim Service serving over 1,200 victims. XI. Community Outreach- Provides 50 education and 200 networking sessions in the community. XII. Muslim Battered Women's Program- Ensures over 200 Muslim victims have access to the services. XIII. In-Circled- Culturally competent education, accountability and skills building groups to highly lethal offenders, resulting in less than 15% violent crime recidivism rate.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

SPIP is a 501C3 nonprofit organization

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Shelley Cline has been the executive director of the St. Paul Intervention Project since 1991. Over the years Shelley has overseen the fundraising, donations and building of the Bridges to Safety Victim Service Center, and various shelter projects at Casa de Esperanza refuge. She was the main coordinator of the acquisition and rehab of the St. Paul Intervention Project's new office space. Mike Toronto, a SPIP board member, has been actively involved in SPIP's purchase of a new building and chaired the Bridges to Safety New Site Committee. Mike (retired police officer) has a background in construction.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.***(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2012: CBDG - \$69,773

2013: CBDG - \$69,773 + General Fund \$25,000

2014: CBDG - \$69,649

2015: CBDG - \$69,649 + Year Round Star Grant \$23,000

2016: CBDG - \$69,649

**VI. ORGANIZATION MANAGEMENT:****31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.***(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.***In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?***If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*☐ Yes☒ No**VII. FINANCIAL INFORMATION:****34. Please confirm you have provided the following in your proposal.***Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*☒ A current balance sheet and operating statement. (Last business quarter)☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)☒ Please attach an itemized budget and/or contractors' estimates☐ If purchasing fixed assets, please include purchase agreements or vendor quotes☒ If a corporation, please provide articles of incorporation and bylaws☐ If a partnership, please provide partnership agreement☐ If LLC, please provide articles of organization☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership☒ Resumes of principals and key management☐ If the project includes bank or other financial participation, please provide a letter of commitment☒ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status☐ If this request is for a new business start-up, please attach your business plan.☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 114,523.00	\$ 114,523.00	\$ 0.00	\$ 229,046.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 114,523.00</b>	<b>\$ 114,523.00</b>	<b>\$ 0.00</b>	<b>\$ 229,046.00</b>

**Additional Sources not qualifying as Match**

-none-

**Other Funds****\$ 0.00****Tables****Source of Matching Funds**

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		€
<b>B. Estimated in-kind service*:</b>			
	\$		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
	\$		€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
City's 97	\$ 15,000	2,017	€
State	\$ 15,000	2017/2018	€
Foundations	\$ 84,523	017/2018	€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 114,523</b>	<b>2,017</b>	

**Documents****Documents Requested \***

Required?

**Attached Documents \***

Current balance sheet and operating statement (Last business quarter)

[Current Balance sheet and Operating Statement 2](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet

[Aging of Accounts 2](#)

A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

[SPIP Audit 2015](#)[SPIP Audit 2014](#)[SPIP Audit 2013](#)

Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

[SPIP Cash flow projections](#)

A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

[SPIP Building Purchase Agreement](#)

Please attach an itemized budget and/or contractors' estimates

[SPIP Star Grant Bid-Budget](#)

If purchasing fixed assets, please include purchase agreements or vendor quotes

If a corporation, please provide articles of incorporation and bylaws

[SPIP Articles of Incorporation and Bylaws](#)

If LLC, please provide articles of organization

Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership

Resumes of principals and key management

[SPIP Key Management](#)

If the project includes bank or other financial participation, please provide a letter of commitment

A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status

[List of business debt](#)

If this request is for a new business start-up, please attach your business plan.

Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement

Question 26. Conflict of Interest policy

[SPIP Conflict of Interest Policy](#)

Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms

Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 77901

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

# The Family Place Going Home: The Lovejoy Community Garden

**\$ 25,000.00** Requested

Submitted: 3/21/2017 7:42:35 PM (Pacific)

### Project Contact

Margaret Lovejoy

[sloveandjoy@gmail.com](mailto:sloveandjoy@gmail.com)

Tel: 651-207-1565

### Additional Contacts

none entered

### The Family Place

244 Tenth Street East  
St. Paul, MN 55101

### Executive Director

Margaret Lovejoy

[mlovejoy@famplace.org](mailto:mlovejoy@famplace.org)

Telephone 651-207-1565

Fax

Web [www.famplace.org](http://www.famplace.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public
- ☐ For Profit
- ☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

722 Concordia Ave., St Paul, MN 55101

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ Ward 1
- ☐ Ward 2
- ☐ Ward 3
- ☐ Ward 4
- ☐ Ward 5
- ☐ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☒ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

A key component of Going Home is The Lovejoy Community (TLC) Garden program. It is operated in conjunction with the Urban Farm and Garden Alliance (UF&GA), members of the local community, St. James AME church and volunteers. Partners include: The University of Minnesota Department of Landscape Architecture; Department of Architecture; and, Women in Landscape Architecture (WILA).

Going Home is a comprehensive educational program that incorporates Casa de la Bella Montessori, Youth Development and Leadership, Adult Life Skills, Healthy Meals, TLC Garden, and the Night Shelter program at Casa Guadalupana.

This community garden is meant to accomplish four core goals:

1. Unite community members of all cultures, backgrounds, socioeconomic standing in a fundamental and beneficial way
2. Supply fresh produce to The Family Place's Healthy Meal program and other community organizations/shelters that are trying to instill healthier food options into their regular menus
3. Educate by installing a gardening, environmental, and conservation training space for members of The Family Place's Going Home program and other programs
4. Beautify the community by creating a peaceful urban oasis

The property located in the heart of the Old Rondo Neighborhood: 722 Concordia Ave. It is a 70' x 120' city lot situated between two residential properties. The surrounding neighbors are excited and very supportive of the garden project. Plans are designed in a three-phase approach. As noted in the attachment.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

A land improvement that allows access to food in harvesting months, offers educational programs throughout the year, and beautifies community, year round

A land improvement that serves educational needs of 50 or more homeless families with children in St. Paul

A land improvement that meets requirements of water protection practices and best environmental practices

A land improvement that supplements the cost of produce for The Family Place day and night shelter programs with the hope save \$1000 month during the growing season

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

The Lovejoy Community Garden is the only Black owned, Black run community garden that brings homeless families together with community members with the goal of creating dialogue on the subject of family homelessness while addressing the needs of both those family members and the need for food and educational equity. This is a rare opportunity to help low-income families realize the importance of healthy choices in foods, create hobbies, and lessen footprints they leave, while gaining useful skills and a love for gardening.

We believe that gardening helps improve health in the community by providing access to fresh food, increasing nutrition and activity levels, and by addressing the underlying travesty of institutional racism and marginalization that has led to disproportionate health impacts faced by people of color

and low income communities. Barriers to individual and community health in low income neighborhoods are complex and will take many years, if not decades, to rectify. A community garden will focus on growing and sharing food and also using those activities to build community capacity to overcome the significant health and social impacts.

Also, by connecting homeless families to an informal setting, members of the community will be exposed to the plight of homelessness as it pertains to families, raising awareness about our organization and ways in which members can help support this growing issue that affects all who work and live in an amazing St. Paul community.

---

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

Yes. The Family Place is affiliates of the Urban Farm and Garden Alliance; and supported by the U of M Department of Landscape Architecture and Women in Landscape Architecture (WILA).

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

No. The Family Place had a ground breaking and invited the council, and members of local government including the mayor and city council.

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**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

Job retained: Youth Development and Leadership Summer Program Manager - \$35,000. Developmental volunteer opportunities created: Approximately 200

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

The Family Place will hire 1.FTE seasonal (April/May-September/October) Garden Manager at \$13/hour over the next 5 years.

---

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

Currently, 722 Concordia Ave is a residential lot with no infrastructure. The lot is 70' x 120'. The lease amount: \$1142/year.

The proposed used is to convert the lot to a gardening park with walking paths, art space, a green house, shed, learning center, picnic area, fruit trees, and rain, flower, and vegetable gardens.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

The University of Minnesota Department of Landscape Architecture and Women in Architecture. We have several bids for a general contractor but have not settled on one.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**



*If not applicable, type N/A*

Mayor Chris Coleman and Betty McCollum

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The components are separated into phases:

Phase One: Outdoor learning area and garden that are not affected by grading (outdoor learning space, raised beds/vegetable garden, lawn)

Phase Two: Vegetable garden and structures (green house, shed, outdoor workshop space, rain barrel)

Phase Three: Entry way and area affected by grading (art/way-findings, small seating area, steps, bike rack, concrete path, flower garden)

All the homeowners on the block have been approached and given a handout about the garden. All are excited and fully supportive of the garden.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Family Place (TFP) has been operating in the community for 16 years. STAR has entrusted TFP in the past to be good stewards of granting dollars. STAR has indirectly been responsible for improving the lives of homeless families through funding; we consider STAR a community partner.

Our MISSION is to assist families with children in shelter to gain confidence in building future goals that will lead to success of the entire family.

The Family Place was founded in 2001 by Margaret Lovejoy. She used her retirement fund after witnessing a huge and unacceptable gap in services—families were asked to leave Ramsey County's night shelter after breakfast and were not allowed to return until the dinner hour. Where were they going during the day? Margaret Lovejoy did not like the answer. Parents and caretakers were spending their days riding the transit system, occupying park benches, libraries and, other public spaces with children and all their belongings in tow. The Family Place opened two years after the harsh realization, and her program has since been evolving.

Historically, The Family Place operated on an obvious curve—shelter use lower in the winter and higher in the summer; today, it remains at capacity, 365 days a year, with a waiting list. Services include: three meals and a snack each day, shower, laundry, and storage facilities, Montessori childcare, pick up and drop off for school-aged children, and assistance accessing essential services.

A comprehensive program model, entitled Going Home, was designed: Montessori (2014), Adult Life Skills (2015), Youth Development and Leadership Program (2016); The Lovejoy Community Garden in partnership with The Urban Farm and Garden Alliance, Healthy Meals program (2015), Night Shelter (2017) housing 16 additional people to help alleviate the county's waiting list.

The Family Place has challenging goals to change the way shelter stays are spent, bring humanity back in the way shelter systems operate, and to end repeated bouts of homelessness and generational homelessness via education and empowerment leading to permanent, self-sustainability. Community gardening plays an important role in carrying out the organization's mission and this space is so much more than a garden.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

The Family Place is in partnership with University of Minnesota for project development. Below is Kristen Miller's bio taken off of the U of M website:

Professor Kristine Miller  
Director of Graduate Studies  
MLA, Cornell University  
Ph.D, Landscape Architecture. Edinburgh College of Art

Kristine Miller's research addresses public space and its role in public life. Miller argues that designers seeking to provide comfortable public settings may unwittingly concretize in built form, aesthetic representations, and programmatic systems, restrictive definitions of the public and public space. Design, as much as law, policy and rhetoric, shapes what constitutes public life and who is part of the public. Miller also is involved in the REMIX/Street Life Project with Juxtaposition Arts, Marcy Schulte, Clint Hewitt and Carrie Ann Christensen. The REMIX/Street Life project is a long-term studio-based service learning course based in North Minneapolis.

#### Recognition

University of Minnesota Outstanding Partner in Engagement Award for ongoing research, outreach and service-learning work with Juxtaposition Arts.  
Council for Educators in Landscape Architecture Award of Recognition for Excellence in Teaching, Research, and Service.  
Dumbarton Oaks Fellowship in Landscape Architecture.  
Ralph Rapson Award for Distinguished Teaching.

Kristine has a love of community that pairs well with her qualifications. She has been instrumental in bringing together talented people to help create this space.

#### 29. Do you have an adopted/official conflict-of-interest policy?

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

#### 30. If you have received City funds within the past five years, please type a list; including the year and amount below.

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2013 Neighborhood STAR: \$25,000

### VI. ORGANIZATION MANAGEMENT:

#### 31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

#### 32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

#### 33. Is your business a franchise?

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

### VII. FINANCIAL INFORMATION:

#### 34. Please confirm you have provided the following in your proposal.

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☒ If this request is for a new business start-up, please attach your business plan.

☞ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines

- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements	\$ 0.00	\$ 25,000.00	\$ 25,000.00		\$ 50,000.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 0.00</b>	<b>\$ 50,000.00</b>

Additional Sources not qualifying as Match	Other Funds
Capitol Region Watershed District Steward Grant (Pending)	\$ 15,000.00
Fiskars Grant	\$ 2,500.00
Private Donor	\$ 3,000.00
In Kind/Sweat Equity WILA/U of M/ UF&GA	\$ 5,000.00
<b>Total</b>	<b>\$ 25,500.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$ 5,000		✓
<b>B. Estimated in-kind service*:</b>			
WILA and U of M	\$ 10,000		✓
	\$		☞
	\$		☞
<b>C. Amount and source of private equity:</b>			
Private Donor	\$ 5,000		✓
	\$		☞
	\$		☞
<b>D. Name and amount of anticipated foundation grants:</b>			
Capitol Region Watershed District	\$ 5,000		✓
	\$		☞
	\$		☞
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		☞
	\$		☞
	\$		☞
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 25,000</b>	<b>0</b>	

## Documents

### Documents Requested \*

Current balance sheet and operating statement (Last business quarter)

### Required? Attached Documents \*

[Balance Sheet](#)

Aging of accounts receivable/accounts payable as of the date of the current balance sheet	<a href="#">YTD Balance Sheet</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules	<a href="#">123114 Financial Statements</a> <a href="#">123115 Financial Statements</a> <a href="#">123116 Financial Statements</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions	<a href="#">2017 Organizational Budget</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)	<a href="#">TLC Garden Lease Agreement</a>
Please attach an itemized budget and/or contractors' estimates	<a href="#">Estimate #1</a> <a href="#">Estimate #2</a> <a href="#">Estimate #2 Phase 1</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">Management Resume</a> <a href="#">Key Management Resume</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	
If this request is for a new business start-up, please attach your business plan.	<a href="#">6 Page Renderings</a>
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">Bylaws with Conflict of Interest Policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">Letter of Recommendation</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77220

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

The Sanneh Foundation

# East Side St Paul Handball Youth Development Project

**\$ 112,500.00** Requested

Submitted: 3/22/2017 1:58:00 PM (Pacific)

### Project Contact

Greg Taylor

[greg.taylor.gta@live.com](mailto:greg.taylor.gta@live.com)

Tel: 651-501-5755

### Additional Contacts

none entered

### The Sanneh Foundation

2090 Conway Street  
St Paul, MN 55119

Telephone(612) 414-7121

Fax

Web [www.thesannehfoundation.org](http://www.thesannehfoundation.org)

### Founder & CEO

Anthony Sanneh

[tsanneh@thesannehfoundation.org](mailto:tsanneh@thesannehfoundation.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

Arlington Arkwright Athletic Fields St Paul MN

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☒ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☒ 5
- ☐ 6
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- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

The East Side Handball Youth Development Committee proposes funding for three outdoor three wall Handball courts at the Arlington Arkwright park on the East Side of St. Paul. The site has already been approved by the Payne Phalen District Five Planning Council, the St. Paul Park and Recreation Director, and the Mayor of St. Paul. Estimated cost is \$225,000. Handball is an exciting, fast paced game which exercises the entire body and can be played for a lifetime. The courts are in an area of St. Paul that is 25% Asian, 15% Black, and 14% Hispanic. Incomes have declined in the area with 30% of the population living below the poverty line. In the next budget cycle for Park and Recreation, all funding is committed to deferred maintenance, so that all funding for court construction must be privately raised. Aside from incidental costs related to fundraising, almost all funds raised will be dedicated to court construction to be managed by the city of St. Paul. Handballs and gloves will be provided by the state and national Handball associations. Local players will be available for instruction, promotions and tournament organization.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

We propose three concrete outdoor three wall courts adjacent to each other. Each court would be 20 feet high; 20 feet long; 40 feet long with a 20 foot apron. A ceiling for each court would extend 20 feet from the front wall. (There can be some flexibility in dimensions.) The courts would be built into a berm in the vicinity of the soccer fields and tennis courts; the site has been pre-approved by the city of St. Paul. We also propose appropriate lighting and fencing. Estimated cost is \$225,000.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

The East Side of St. Paul is 25% Asian, 15% Black, and 14% Hispanic with declining median household income, now at \$44,000; youth poverty is higher than elsewhere. There are five to six months of the year to enjoy outdoor activities. Our only other outdoor Handball facility, two courts located at the intersection of Maryland Avenue and Johnson Parkway, was torn down approximately fifteen years ago. Those courts were actively used, including by members of the Latino community for pickup games, tournaments, and family picnics in the adjacent park area. The Twin Cities is the sixteenth largest metropolitan area in the United States, yet nowhere is there now an outdoor facility to throw or hit a ball against a wall! The game of Handball is competitive, encourages self-discipline, and promotes constructive social development; Handball players are generally successful in life. We propose exposing the benefits of outdoor Handball to the youth of the East Side of St. Paul through this project.

PR2.2 Ensure attractive, functional, and engaging four-season public spaces

PR2.18 Anticipate and respond to the cultural diversity of the population

PR4.3 Meet changing recreation needs

PR4.4 Provide activities and programming for alternative, emerging recreation trends, particularly those that meet the recreational needs of youth

PR5.18 Engage in sustainable partnerships with local businesses, corporations, foundations, and individuals that build on the value of the system

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

**11. Will your project be coordinated or partnered with any other project, program?**

If yes, please describe. If no, type No.

No

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

Three of the strategies in the Parks and Recreation Chapter of the City's Comprehensive plan are to promote active lifestyles, create vibrant places, and respond creatively to change. Additionally, there are specific policies that support this:

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

Not sure. It was discussed @City Council Meeting

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☒ N/A

**17. Please choose the type of development:**

*Select one.*

- ☒ New Construction
- ☐ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

N/A

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

Landscape Architects with the City of St Paul Dept of Parks and Rec would develop plans and specs for construction of the handball courts. The project would be publicly bid the landscape architects would provide construction administration of the project

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Parks & Recreation - Bryan Murphy, Paul Sawyer

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The handball courts would be composed of a paved court surface (approximately 20 x 34) with concrete walls on three of the sides and a ceiling sitting on top of the three walls. Additional site features may include chain link fence barrier and player benches. City of Saint Paul Department of Parks and Recreation operations and maintenance staff will maintain the courts with trash pick-up, periodic court striping, graffiti removal, and additional ongoing court maintenance.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N?A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N?A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

---

**26. Please Describe Your Organization:**

We are a Committee of the Minnesota State Handball Association, Inc. (MSHA). The MSHA has been incorporated for 40 years and has successfully hosted numerous State, Regional & National Tournaments over 40 years while remaining financially secure. The MSHA will provide the impetus for fundraising for this project, as well as providing equipment and personnel for training, coaching & organizing handball activities for East Side Youth. The MSHA is currently applying for 501(c)(3) status with the IRS.

Project Committee Members, Mitchell Lallier, Rich Ryan, Curt Schlenner & Greg Taylor are all long-term handball players, MSHA members, current & former Board Members and active volunteers @YMCA's, Second Harvest Heartland, 3M Retiree Projects, Our Lady of Guadalupe Church, St Paul Public Schools and Big Brother. Greg & Rich are retired long-term employees of 3M (Product Management, Strategic Planning) and Waterous (Human Resources Management) respectively. Mitchell is currently VP of Operations @S & L Cleaning and has taught 200+ adults and 300+ youth the basics of handball & sportsmanship. Curt has coached high school sports.

To raise the necessary capital for this project, we will assemble a Fundraising Committee, targeting known individuals and foundations inside and outside the handball community. We will begin this as soon as we finalize the Financial Partnership.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Minnesota Handball Association is a Corporation, The Sanneh Foundation, acting as this application's Fiscal Agent, is a Non-Profit Organization.

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Bryan Murphy is a landscape architect with nearly 18 years of public project experience. For the past 12 years, Mr. Murphy has been with the City of Saint Paul Department of Parks and Recreation providing design and construction of projects ranging from park master plans, play areas, trails, athletic fields and courts, and historic park feature restoration. Some of Mr. Murphys notable projects include Griggs Recreation Center Play Area, Comos Historic Lily Pond restoration, Phalen Historic Waterfall restoration, Duluth and Case Recreation Center Tuj Lub courts, and Como Regional Park Pool.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

---

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N?A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

---

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)



- Ⓔ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ✓ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- Ⓔ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- Ⓔ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ✓ Please attach an itemized budget and/or contractors' estimates
- Ⓔ If purchasing fixed assets, please include purchase agreements or vendor quotes
- Ⓔ If a corporation, please provide articles of incorporation and bylaws
- Ⓔ If a partnership, please provide partnership agreement
- Ⓔ If LLC, please provide articles of organization
- Ⓔ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- Ⓔ Resumes of principals and key management
- Ⓔ If the project includes bank or other financial participation, please provide a letter of commitment
- Ⓔ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- Ⓔ If this request is for a new business start-up, please attach your business plan.
- Ⓔ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- Ⓔ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial					\$ 0.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements	\$ 0.00	\$ 112,500.00	\$ 112,500.00		\$ 225,000.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 112,500.00</b>	<b>\$ 112,500.00</b>	<b>\$ 0.00</b>	<b>\$ 225,000.00</b>

  

<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		Ⓔ
<b>B. Estimated in-kind service*:</b>			
	\$		Ⓔ
	\$		Ⓔ
	\$		Ⓔ
<b>C. Amount and source of private equity:</b>			
Minneapolis State Handball Association	\$ 25,000	10/01/2017	Ⓔ
Fundraising Committee Contribution	\$ 50,000		Ⓔ
"Give Local", e.g.	\$ 5,000		Ⓔ
<b>D. Name and amount of anticipated foundation grants:</b>			
TBD	\$ 32,500		Ⓔ
	\$		Ⓔ
	\$		Ⓔ
<b>E. Amount of loan(s) and name of lender:</b>			

	\$	€
	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 112,500</b>	<b>0</b>

## Documents

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Current balance sheet and operating statement (Last business quarter)		<a href="#">Current Babance Sheet - TSF</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		<a href="#">TSF Audit 2014</a> <a href="#">TSF Audit - 2015</a> <a href="#">TSF Audit - 2016</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Contractors' Budget and / or Estimates</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Resume</a> <a href="#">TSF Resume of principal</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">TSF Conflict of Interest Policy</a> <a href="#">Fiscal Agent Agreement Letter</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)		
Letters of Recommendation and/or Support		<a href="#">Mayor's Support Letter</a> <a href="#">Payne - Phalen Letter</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 74864





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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Toni Albrecht, Inc.

# FOCUS EYEWEAR AND EYECARE

**\$ 107,500.00** Requested

Submitted: 3/22/2017 8:23:09 AM (Pacific)

### Project Contact

Toni Albrecht

[toni.l.albrecht@gmail.com](mailto:toni.l.albrecht@gmail.com)

Tel: 612-554-1220

### Additional Contacts

none entered

### Toni Albrecht, Inc.

2944 123rd Circle NE

Blaine, MN 55449

Telephone 612-554-1220

Fax N/A

Web N/A

### President

Toni Albrecht

[toni.l.albrecht@gmail.com](mailto:toni.l.albrecht@gmail.com)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

\$53,750.00

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

\$53,750.00 Loan request

107,500.00 **TOTAL**

### 2. Total Match

\$

\$107,500

Amount of Match

107,500.00 **TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

For the loan portion, I am requesting an interest rate of 2.0% for a 7 year term. The project would begin upon approval.

### 4. Organization type(s):

Select one

☐ Public

☒ For Profit

☐ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

The location is in Town Square adjacent to the skyway system downtown Saint Paul. The address is 444 Cedar Street Suite #215 Saint Paul, MN 55101

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

☐ Ward 1

☒ Ward 2

☐ Ward 3

☐ Ward 4

☐ Ward 5

- ☐ Ward 6
- ☐ Ward 7

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:  
<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☒ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

Dr. Toni Albrecht was inspired to open Focus Eyewear and Eyecare, upon learning that Northwest Opticians will be closing for business. Dr. Albrecht has served the downtown St. Paul community providing eye care, as an independent contractor, for the last nine years at Northwest Opticians. Because of her loyal following and strong doctor-patient relationship, Dr. Albrecht's goal is to continue providing eye care services to this community. Focus will provide routine and medical eye care, mid- to high-end eyewear, contact lenses and accessories to consumers ranging from teens to adults. The main target market will be business professionals and residents of downtown St. Paul. Focus's vision is to play an integral role in providing quality eye care and products to patients. Focus is committed to educating patients on eye health and providing the latest technology available to keep them seeing their best. The goal is to create an optical that will exceed patient's expectations through superior customer service, modern environment and quality products.

The largest cost for starting the optical is the build out of the space. The goal is build out the unoccupied space with financial assistance from the STAR program and matching funds from an SBA loan. The contractors are familiar with the STAR program and have agreed to abide by the requirements for affirmative action and wages. The construction will begin immediately upon the allocation of STAR funds.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

The space is currently unoccupied and needs a complete build-out. The facade improvement will include replacement of the metal gate with glass doors, lighting and alterations for displays and signage. The space currently only has one existing wall, which will be utilized in creating a break room. Walls will need to be constructed for one exam room, pretest room, contact lens room, personal doctor office, break room and a small storage area. The rooms will need the appropriate plumbing, lighting and electrical wiring. There is an existing bathroom which will be kept as is to save money. The drop down ceilings will be removed in the retail portion, leaving the space more open and modern looking. A cloud, with lighting, will be suspended over the service desk. There will be built-in wall displays for products. The flooring will be part stained concrete and part carpet tiles.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

The public will benefit by having a retail and service shop conveniently located downtown. Northwest Opticians, currently located downtown, will be closing by the end of 2017; creating a demand for this service. With the increase in residential population, maintaining and expanding retail business is crucial to the development of downtown St. Paul. By leasing a space, which has been unoccupied for years, Focus will encourage other retailers to consider St. Paul for business opportunities. The optical will be 100% female-owned and established as an S Corporation. The optical will have 3 employees, whose incomes will exceed industry standards.

## II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.

### 11. Will your project be coordinated or partnered with any other project, program?

If yes, please describe. If no, type No.

No

### 12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

I spoke with Councilmember Noecker about my project. She felt my project would benefit the community.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

Dr. Albrecht will be employed as the optometrist with an annual income of \$50,400, one FT optician making an annual salary of \$50,000 and a PT optician at \$20,000. At year 2, there will be an equivalent of 2 FT opticians and salary increases of 2%.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

The temporary construction jobs will be the initial build-out, which should be completed in 3 to 4 months.

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The space is currently unoccupied. The proposed build-out will allow for a full-service optical shop, providing eyewear and eye care. The square footage is approximately 1800. This space will accommodate an exam room, pretest room, contact lens room, break room and retail area for displaying eyeglasses.

The proposed lease agreement is still under negotiation. Lawyer, Kurt Porter, of Severson Porter Law will handle the negotiations and legal aspects of the final lease agreement. The original offer was for a 7 year and 7 month lease with 3 months gross free for construction time. The seven year lease term was \$22.50/ sf, which is a monthly rent of \$3,375. The tenant improvement allowance is \$10/sf.

Peter Dufour of Colliers International stated that they are motivated to lease the space. The negotiations are in process to get the monthly rent decreased.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

There are bids from 3 different construction companies: Smart Associates, Carlson-LaVine, and Roskop. All contractors were notified that the project is requesting city funding. The leasing firm is Colliers International.

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

I have spoken with Mayor Coleman, Martin Schieckel Director of Economic Development and Councilmember Rebecca Noecker.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

Toni Albrecht, Inc was established in 2006 as a for-profit business corporation and is 100% female owned. Dr. Toni Albrecht established the S Corporation, since she works at multiple locations as an independently contracted optometrist. Since 2007, Dr. Albrecht has been providing eye care at Northwest Opticians, located downtown St. Paul. Northwest Opticians was established in 1945 and is one of the oldest businesses downtown. Roger Schultz purchased all the shares for Northwest Opticians from his father in 1995. In 2000, Mr. Schultz decided to lease a larger space with a great corner location, allowing for an innovative concept of an optical with a coffee shop. Roger Schultz is now retiring and is planning to close the optical, as the new owner of the coffee shop wants the whole space to expand that business. With Northwest Opticians closing, there is a definite need for another optical downtown. Because of the loyalty of St. Paul customers and strong doctor-patient relationships she has cultivated, Dr. Albrecht has decided to continue serving this community by opening a new optical downtown utilizing Mr. Schultz as a business mentor. Dr. Albrecht owns her patient charts and Mr. Schultz has agreed to send letters out to all current Northwest Opticians' customers notifying them that their records will be at FOCUS EYEWEAR AND EYECARE allowing for a high capture rate. The business is dedicated to serve the downtown St. Paul employees and residents, along with the surrounding communities.

The vision is to exceed patient's expectations through superior customer service, modern environment and quality products. FOCUS EYEWEAR AND EYECARE is committed to educating patients on eye health and providing the latest technology available to keep them seeing their best.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

S Corporation

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Toni Albrecht will be managing the project. She will be working closely with a local architect/contractor. There are 3 bids currently being considered from reputable builders/contractors in the Twin Cities. All of the contractors have been notified of the use of city funding.

Smart Associates is an interior and architectural design studio that focuses on the vision, goals and product of their clients. They deliver a unique environment that compliments and enhances the business and adds value to the customer experience. Jim Smart, president of Smart Associates, is well renowned in the Twin Cities and was featured in Mpls.St.Paul Magazine's The Best of the Twin Cities issue in 2014. He has been designing retail stores and restaurants for over 35 years.

Roskop Construction is a full service commercial general contractor serving the Twin Cities since 2007. Their primary focus and expertise is in Tenant Improvements.

Carlson-LaVine Inc. was established in 1941 and is a general contracting company providing commercial construction services. They will collaborate with the entire project team to provide a successful project, ensuring completion on-time and on-budget.

There is one more bid that hasn't been submitted yet. The final decision will be determined once all bids have been reviewed.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☐ Yes

☒ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

N/A

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Toni Albrecht, Inc. is established as an S-Corp and has a DBA FOCUS EYEWEAR AND EYECARE.

Dr. Toni Albrecht will own 100% of the outstanding shares of the corporation.

Toni Albrecht, President  
2944 123rd Circle NE  
Blaine, MN 55449

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A  
N/A

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

- ☐ Yes  
☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☐ A current balance sheet and operating statement. (Last business quarter)
- ☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
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- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☒ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
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- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
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- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☐ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 53,750.00	\$ 53,750.00	\$ 107,500.00	\$ 130,000.00	\$ 345,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 53,750.00</b>	<b>\$ 53,750.00</b>	<b>\$ 107,500.00</b>	<b>\$ 130,000.00</b>	<b>\$ 345,000.00</b>
<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>				
-none-	<b>\$ 0.00</b>				

**Tables**

**Source of Matching Funds**

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
A. Estimated volunteer labor/sweat equity*:	\$		€
B. Estimated in-kind service*:	\$		€



	\$	€
	\$	€
<b>C. Amount and source of private equity:</b>		
	\$	€
	\$	€
	\$	€
<b>D. Name and amount of anticipated foundation grants:</b>		
	\$	€
	\$	€
	\$	€
<b>E. Amount of loan(s) and name of lender:</b>		
SBA Loan Frandsen Financial Corporation	\$ 107,500	going through application process €
	\$	€
	\$	€
<b>TOTAL VALUE OF MATCHING FUNDS</b>		
<b>Total</b>	<b>\$ 107,500</b>	<b>0</b>

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		<a href="#">Lease Proposal</a>
Please attach an itemized budget and/or contractors' estimates		<a href="#">Cost Projections</a>
		<a href="#">Smart Associates</a>
		<a href="#">Roscop</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		<a href="#">Articles of Incorporation</a>
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		<a href="#">Personal Finance</a>
Resumes of principals and key management		<a href="#">Resume Toni Albrecht</a>
If the project includes bank or other financial participation, please provide a letter of commitment		<a href="#">Letter of Commitment</a>
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		<a href="#">Business Plan</a>
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		
Question 22. Please attach Sub-Loan and/or Sub-Grant		

Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 76346

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

Union Gospel Mission Assoc of St Paul

# Bethel Men's Homeless Shelter -- Roof Renovation

**\$ 45,000.00** Requested

Submitted: 3/21/2017 2:09:52 PM (Pacific)

### Project Contact

Barb Martenson

[bmartenson@ugmtc.org](mailto:bmartenson@ugmtc.org)

Tel: 651-789-7553

### Additional Contacts

none entered

### Union Gospel Mission Assoc of St Paul

77 9th St E  
Saint Paul, MN 55101

### CEO

Charles Morgan

[cmorgan@ugmtc.org](mailto:cmorgan@ugmtc.org)

Telephone 651-228-1800

Fax 651-222-7968

Web [www.ugmtc.org](http://www.ugmtc.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

435 University Ave E., Saint Paul, MN 55130

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☒ Ward 6

**7. Planning District Please check all that apply**

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☒ 1
- ☒ 2
- ☒ 3
- ☒ 4
- ☑ 5
- ☒ 6
- ☒ 7
- ☒ 8
- ☒ 9
- ☒ 10
- ☒ 11
- ☒ 12
- ☒ 13
- ☒ 14
- ☒ 15
- ☒ 16
- ☒ 17

**I. PROPOSAL INFORMATION:**

**8. Please provide a description of your project or program**

The Mission's outreach to homeless and addicted men is housed in two downtown buildings at 435 University Ave E (at Lafayette). Both facilities were built in 1980 and have had the original roofing continually patched until this year. The addition recovery building roof has been replaced as Part I of this project (both roof replacements will cost almost \$200,000 when completed). This application for funding will help us cover the over \$121,000 in costs to replace our men's shelter roof. This multi-purpose building has 67,000 sq ft of space outfitted for short term housing beds, emergency bunkbed dorms, a chapel (converted nightly into another dorm with 52 cots), a free dental clinic (serving over 2,600 patients each year), a commercial laundry, commercial kitchen, social worker and other offices. As we serve the homeless and addicted in St. Paul, we hope the Council will help us with this cost, for a facility and program that impacts literally thousands of lives each year.

Technology has improved so much that the roofing solution we want to use will last for at least another 20 years. The projected expenses cover not only prepping the roof for the new overlay, but elevating all connections to existing heating and cooling systems so that the TPO overlay can be installed underneath and around these units. Initial prep includes removing all pea gravel and other debris from the roof's surface. All existing metal flashings must also be removed (and later replaced). The Thermoplastic Polyolefin roofing material will then be installed on 20,028 sq ft of surface, providing an effective barrier against the elements for the next 20 years.

Since the building was constructed in 1980, renovations are long overdue. With Bethel's existing tar, paper and pea gravel type roof, leaks can be difficult to find. Once the water leaks in, the actual crack, crevice or hole can be several yards away from where the water actually collects. We hope to complete the Bethel Hotel roof project in the autumn of 2017, so that we can allocate maintenance staffing and resources to other buildings at our 6 locations.

The roofing project will involve about 10 men at any one time, with the possibility of various sized crews performing tasks throughout the duration of the re-roofing process. We tested this type of roofing on a much smaller building, and would like to order the medium grade 40mil material. It is overspec for what we actually need -- but will help to ensure a much longer roof life for our primary men's shelter for literally hundreds of men each night.

**9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.**

*(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)*

Renovation of the Mission's men's homeless shelter and admin building roof will provide tough, sustainable protection for at least 20 years. This cost effective and sustainable project will help secure the shelter and services needed by over 2,600 men each year. The building contains a total of 67,000 sq feet and the roof area to be renovated is 20,628 sq feet.

**10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)**

Our Bethel homeless shelter welcomes men from every social and ethnic background. Our Bethel Hotel Director is an African American and we have African American (and other ethnic background) case managers, chaplains and social workers directing Mission programming. Our goal is to help the whole person become all they can be, through culturally sensitive and effective individual counseling, substance abuse recovery services, basic education and job readiness classes, and even an internship vocational training program. The Mission has always opened its doors to people of all races and backgrounds since its founding in 1902. This project will help ensure the viability of our main men's homeless shelter for the next 20 years (at least), so that not only our fixed beds, but 52 extra cots setup every night, can be filled with those individuals who need our services the most.

The CEO of the Union Gospel Mission is Dr. Charles P. Morgan, an African American who directed programming at the Los Angeles Mission. Since his arrival in Minnesota (his wife is from Minnesota) he has been in demand as a speaker, not only about racial reconciliation but about the deepest needs

of hurting, homeless, hungry and addicted people. We are thrilled with his leadership, his many connections to leaders in the community (already) and his listening heart. As a licensed psychotherapist, as well as a skilled, visionary leader, he has brought a deeper emphasis not only on emergency but long term recovery.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

---

**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

NA. This is a renovation of an existing structure's roof.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:*

[www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)

NA. This is a renovation of an existing structure's roof.

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

NA. This is a renovation of an existing structure's roof.

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

---

**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

None. UGM maintenance personnel will oversee the roof's needs.

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

10

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

---

**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☒ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☐ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

N/A.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

All Elements Roofing (initial bid).

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

Will contact at permit process, as needed.

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

N/A

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab**

above) and provide the number of houses or businesses to be assisted in the boxes below.

If not applicable, please enter N/A for each category

Number of Houses

Number of Businesses

TOTAL

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

If not applicable, please type N/A

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

If Yes, please explain. If no or not applicable, type N/A.

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

If not applicable, type N/A.

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The Mission has a long history of providing emergency food, shelter and other human services to poor, homeless and addicted people from around the Greater Metro and beyond. Governed by an unpaid Board of Directors, staff oversee a men's campus for homeless and addicted men (Bethel Hotel, Christ Recovery Center, Central Services Clothing Depot and LifeNet training program), a children's camp at Snail Lake, the Ober Community Center in Frogtown, a Child Development Center in downtown St. Paul, an after-school education and family services program for Hmong youth and families on the Eastside of St. Paul, WorkNet & SuccessNet job preparedness and career follow-up classes for men and women, and the Naomi Family Residence for homeless women or mothers with up to four children each. Our free community Dental Clinic is the largest such facility in the Upper Midwest, with over 400 volunteers helping to treat over 2,600 patients each year. The Mission has over 150 full and part time staff. Last year, over 2,800 volunteers helped with everything from driving buses to mentoring LifeNet clients to distributing food to 18 highrises as well as onsite, and to veterans' families at Thanksgiving. Another 16,000 meals are served monthly through our men's campus cafeteria - to those who obtain a bed or not. The Bethel Hotel (the focus of this grant request) provides over 300 beds per day to men each day, but serving over 2,700 unique individuals each year. Social workers referrals and more in-depth case management were given to 562 of these men.

With buildings in 6 locations, staff have extensive experience both in maintaining, renovating and constructing new facilities. We work with City of St Paul-vetted vendors to obtain a broad range of bids. This project does not require architectural plans, but our many projects have moved from the visualization stage with architect input to building permits to completion stage for a wide variety of construction and/or renovation needs.

The roof project has been approved by our Board of Directors as a necessary capital renovation project, which allows us to apply for funding. We will also reach out to individual donors for support, to highlight the basic need the Mission has to update facilities as part of the ongoing cost of providing basic social and human services to those who need them most in our community.

**27. What is your status as a legal entity?**

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

501C3 Nonprofit

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

Greg Verley, Facilities Director. Greg has overseen many construction and renovation projects at 7 sites owned by the Union Gospel Mission in downtown St. Paul and in Shoreview, Minnesota, where our camp is located. He has experience managing general and sub-contractors, making numerous bids to obtain the best technology and price/value to our buildings and the homeless people we serve. In the past ten years, this has included everything from floor remediation to elevator upgrades, balcony and complete basement level renovations, security upgrades to all sites, asphalt and concrete parking lot upgrades, additions, new buildings, major air conditioning upgrades, completely new laundry facilities (with structural, cement, electrical and plumbing issues), gym renovations, new heating systems, bathroom remodels, roof replacements (most recently to our men's recovery building roof) and other projects.

**29. Do you have an adopted/official conflict-of-interest policy?**

If yes, upload copy of policy in the Documents tab above.

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

2013 - \$46,534.20

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

(100% of ownership must be shown.) If not applicable, type N/A  
N/A

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**  
In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A  
N/A.

**33. Is your business a franchise?**

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

- ☐ Yes  
☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- ☒ A current balance sheet and operating statement. (Last business quarter)
- ☐ Aging of accounts receivable/accounts payable as of the date of the current balance sheet
- ☐ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules
- ☐ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions
- ☐ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- ☒ Please attach an itemized budget and/or contractors' estimates
- ☐ If purchasing fixed assets, please include purchase agreements or vendor quotes
- ☐ If a corporation, please provide articles of incorporation and bylaws
- ☐ If a partnership, please provide partnership agreement
- ☐ If LLC, please provide articles of organization
- ☐ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ☒ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ☐ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ☒ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

**Budget**

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential		\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Rehabilitation: Commercial		\$ 45,000.00	\$ 97,000.00		\$ 142,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 45,000.00</b>	<b>\$ 97,000.00</b>	<b>\$ 0.00</b>	<b>\$ 142,000.00</b>
<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>				
-none-	<b>\$ 0.00</b>				

**Tables**

**Source of Matching Funds**

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
A. Estimated volunteer labor/sweat equity*:			

	\$ 0		€
<b>B. Estimated in-kind service*:</b>			
	\$ 0		€
	\$		€
	\$		€
<b>C. Amount and source of private equity:</b>			
Indiv Donor Appeals	\$ 97,000	09/15/2017	€
	\$		€
	\$		€
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$ 0		€
	\$		€
	\$		€
<b>E. Amount of loan(s) and name of lender:</b>			
	\$ 0		€
	\$		€
	\$		€
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 97,000</b>	<b>0</b>	

## Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		<a href="#">UGM Balance Sheet 02-2017</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		<a href="#">Itemized Roof Project Budget Projections</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		
If LLC, please provide articles of organization		
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership		
Resumes of principals and key management		<a href="#">Key Project Personnel Bios</a>
If the project includes bank or other financial participation, please provide a letter of commitment		
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status		
If this request is for a new business start-up, please attach your business plan.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		<a href="#">Union Gospel Mission Conflict of Interest Policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		



Question 22. Please attach Sub-Loan and/or Sub-Grant  
Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 77619

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City of Saint Paul

## 2017 Neighborhood STAR

3/22/2017 deadline

West Side Community Health Services, Inc

# Harding High School School-Based Clinic Renovation

**\$ 24,000.00** Requested

Submitted: 3/22/2017 12:53:28 PM (Pacific)

### Project Contact

Paige Bowen

[pbowen@westsidechs.org](mailto:pbowen@westsidechs.org)

Tel: 651-389-2584

### Additional Contacts

[sshedlund@westsidechs.org](mailto:sshedlund@westsidechs.org)

### West Side Community Health Services, Inc

153 Cesar Chavez Street  
St. Paul, MN 55107

### Chief Executive Officer

Jaeson Fournier

[jfournier@westsidechs.org](mailto:jfournier@westsidechs.org)

Telephone 651-389-2584

Fax

Web [www.westsidechs.org](http://www.westsidechs.org)

## Application Questions

### 1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

**TOTAL**

### 2. Total Match

\$

Amount of Match

**TOTAL**

### 3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

### 4. Organization type(s):

Select one

- ☐ Public  
☐ For Profit  
☒ Non-Profit

### 5. Project Location Address:

Number, Street, City, State, Zip

1540 6th Street East, St. Paul, MN 55106

### 6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: <https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ Ward 1  
☐ Ward 2  
☐ Ward 3  
☐ Ward 4  
☐ Ward 5  
☒ Ward 6

## 7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☑ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7
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- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

## I. PROPOSAL INFORMATION:

### 8. Please provide a description of your project or program

West Side Community Health Services ("West Side") operates school-based clinics (SBC) in nine St. Paul Public Schools (SPPS) senior high schools. These SBCs, collectively known as "Health Start," provide specialty care for adolescents with the intent of stabilizing their mental and medical health to better prepare them for academic success. The integrated approach, including mental health, medical care, nutrition counseling, and health education, undertaken at Health Start SBCs is fundamental to the successful care of adolescents with complex lives. Care that provides for teens both medically and emotionally builds an effective alliance between youth and health care providers that enables students to capture educational opportunities.

West Side is requesting grant funding to renovate its SBC at Harding High School. The current clinical environment at Harding is subpar: protected health information is vulnerable to breach, patient privacy is limited, and the physical space is not teen-friendly. There have been no capital improvements to this clinic since 1987, and capital improvements to Harding H.S. as a whole will occur in the long-term according to the multi-year SPPS district-wide renovation schedule. West Side's SBC Program Director has worked cooperatively with the SPPS Facility Planning Department to plan this proposed renovation since November, 2015. A needs assessment, which included staff interviews and clinic observations, completed in December, 2015 clearly documented modern patient care needs and the current limitations of the space to respond to those needs. Recommended changes were then proposed to the SPPS Facility Planning Director, Tom Parent. The SPPS Facility Planning Department is in support of the recommended changes. As the lessee of the space, West Side is responsible for the proposed remodeling in cooperation with SPPS. West Side has initiated project planning with SPPS Project Manager, Robert Huntley, AIA. Mr. Huntley has engaged a SPPS approved vendor, RAK Construction Company, and drafted plans and an itemized budget for the reconstruction. RAK has provided a pending bid for the proposed work.

The proposed capital improvements have potential to increase the number of patients served at this clinic, as students and their families feel more comfortable and safe in the improved physical space. Research shows that the environment of care we provide influences patient experience and a desire to return for care. The proposed clinic renovation will help ensure we are providing our diverse patients a welcoming, teen-friendly space that demonstrates our respect for them, their privacy, and their health.

### 9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

Interior capital improvements of Harding High School school-based clinic to bring space up to code, protect health information/data, and enhance clinical efficiency. Improvements to include: 1 new interior wall, 1 new interior window, 2 sinks, 1 clinical work station, new countertops and cabinets, repainted rooms and frames, refinished flooring, relocated pass-through to allow for new equipment layout.

### 10. Please explain the public benefit of your project and how it will further the city's racial equity goals: (Saint Paul will be a city where race does not predetermine opportunities in education, employment, housing, health and safety)

Harding High School is one of the largest high schools in Saint Paul (1,885 students enrolled, 2016-17). Located on the east side of St. Paul, 91% of Harding's students are from communities of color. Harding's racially diverse student body faces additional barriers to academic success: 81% receive free-and-reduced-price lunch and 41% are English Language Learners. The research evidence is clear: if targeted to low-income communities, school-based clinics are likely to reduce gaps in education and improve health equity. To improve educational outcome measures, such as school performance and high school completion, and health outcomes, the Centers for Disease Control and Prevention (CDC) Community Preventive Services Task Force recommends "the implementation and maintenance of school-based health centers in low-income communities." West Side operates its school-based clinics (SBCs), like the SBC at Harding H.S., for exactly this purpose: to improve educational and health outcomes among those who are disadvantaged and underserved. West Side SBCs are well-positioned to respond to patient needs, oftentimes filling a gap that cannot be met by other community/public resources. The impact of the Harding SBC is demonstrated in patients served. In school year 2015-16, the Harding SBC provided 1,834 medical visits, 698 mental health visits, and 254 nutritionist visits, while its health educators spent time with over 700 students in classrooms and individually.

**II. NEIGHBORHOOD PLANNING/COMMUNITY SUPPORT: Community involvement is a critical part of the STAR program. In this section you are being asked to identify the participation of neighborhood and community groups in your proposal.**

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**11. Will your project be coordinated or partnered with any other project, program?**

*If yes, please describe. If no, type No.*

West Side operates its nine Health Start school-based clinics through a Memorandum of Agreement with St. Paul Public Schools (SPPS). The proposed renovation to Harding's school-based clinic will be undertaken in partnership with SPPS.

**12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?**

*If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser: [www.stpaul.gov/index.aspx?NID=3446](http://www.stpaul.gov/index.aspx?NID=3446)*

No

**13. Have you discussed your plans with the neighborhood's District Council? Please explain:**

N/A

**III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:**

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**14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.**

*If no jobs will be created, please type N/A*

N/A

**15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.**

*If no temporary jobs will be created, please type N/A*

N/A

**IV. STAR PROJECT / PROGRAM ACTIVITIES:**

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**16. Before Commercial or Residential Development/Redevelopment Projects may proceed, you must have control of the property. Please indicate the type of site control you have:**

*Select one.*

- ☐ Deeded Title
- ☐ Purchase Agreement
- ☐ Purchase Option
- ☐ Existing Lease
- ☒ Lease Agreement
- ☐ N/A

**17. Please choose the type of development:**

*Select one.*

- ☐ New Construction
- ☒ Rehabilitation/Expansion
- ☐ N/A

**18. Describe the current use and proposed use of the space. If the space will be leased, please provide the square footage, rent per square foot and status of the individual leases;**

*If not applicable, type N/A*

The sixth school-based clinic (SBC) in St. Paul, the SBC at Harding H.S. was established in 1987. Like all nine of West Side's SBCs, West Side leases the space for the Harding SBC in-kind from SPPS; the in-kind lease agreement is part of the longstanding Memorandum of Agreement (MOA) between West Side and SPPS. The Harding SBC is approximately 1,250 square feet, physical space that is jointly managed by West Side and SPPS. The space is currently used and will be used in perpetuity as a school-based clinic. However, the space as it is currently designed does not meet the needs of the target patient population (i.e. Harding H.S. students). Since the clinic was last remodeled (in 1987), patient care has changed significantly. For example, federal regulations on data privacy are more stringent, electronic medical records are standard practice, and pharmaceutical storage is more sophisticated. Furthermore, the space does not reflect evolving best practices in providing teen-friendly health care. The proposed renovations to the Harding SBC will increase patient privacy, streamline provider workflow, and better meet clinic regulations. Ultimately, the remodel will enable us to meet the increasing demand for high-quality mental health and medical care among St. Paul's underserved youth.

**19. Please identify your developer, architect, general contractor, and/or leasing and management firm;**

*If none selected, type N/A*

St. Paul Public Schools (Project Manager, Robert Huntley, AIA); RAK Construction, Inc

**20. Please list City department(s) and person(s) with whom you have discussed your proposal;**

*If not applicable, type N/A*

St. Paul Public School's (SPPS) Facility Planning Department, the SPPS Facility Planning Director (Tom Parent), and SPPS Project Manager (Robert Huntley)

**21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your**

**project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.**

*If not applicable, please type N/A*

The proposed capital renovation will occur at Harding High School (1540 E. Sixth Street, St. Paul), specifically in the space within the high school designated as a school-based clinic. The project will be collaboratively managed by West Side and SPPS with day-to-day management of the project's implementation to be overseen by a SPPS Project Manager, Robert Huntley. Construction will be completed by a St. Paul Public Schools (SPPS) approved vendor, RAK Construction Company. SPPS and West Side cooperatively maintain the SPC space at Harding H.S. according to our Memorandum of Agreement (MOA). Under this MOA, maintenance of the clinical space is done cooperatively by SPPS and West Side. West Side manages maintenance of furnishings, information technology, health-care specific custodial services, and instrumentation. The MOA further establishes that although the lessee (West Side) is responsible for remodeling, such remodeling must be done in collaboration with SPPS and any physical alterations to the space must be completed by SPPS staff. Completion of the proposed capital renovations at Harding SBC will be undertaken according to the parameters of this MOA, and this MOA will continue to govern the roles and responsibilities of each partner with regard to the physical space upon project completion.

**22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.**

*If not applicable, please enter N/A for each category*

Number of Houses

Number of Businesses

**TOTAL**

**23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?**

*If not applicable, please type N/A*

N/A

**24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?**

*If Yes, please explain. If no or not applicable, type N/A.*

N/A

**25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.**

*If not applicable, type N/A.*

N/A

**V. APPLICANT INFORMATION: This section provides the STAR Board, elected officials, and staff with basic information about your organization, and its abilities to carry out a STAR project.**

**26. Please Describe Your Organization:**

The mission of West Side Community Health Services ("West Side") is to strengthen the well-being of our community through health care for all. West Side began in 1969 as a small, volunteer-run clinic serving six or seven clients a day. Today it is the largest Federally Qualified Health Center (FQHC) in Minnesota providing comprehensive health services to over 36,000 medically underserved unique individuals each year at 17 delivery sites in St. Paul/Ramsey County. West Side applies a progressive model of care that emphasizes education, patient engagement, prevention, and integrated services using bilingual/bicultural expertise. West Side targets its service toward medically disadvantaged low-income populations including multiple minority populations, immigrants, refugees, public housing residents, and individuals experiencing homelessness. In 2015, West Side provided service to 35,676 unique individuals of which: 98% had incomes below 200% of the federal poverty level (FPL), 71% were women and children, 42% were medically uninsured, and over 56% did not speak English as a first language. In addition, 86% of our patients are drawn from communities of color, including 46% Latino, 17% Black/African American, 16% Asian (mostly Hmong), 1% Native American, with the remainder reporting a background of more than one race/ethnicity.

West Side's School-Based Clinics (SBCs) program, Health Start, has specialized in the care of St. Paul teens for over 40 years. Health Start provides integrated primary medical care, mental health support, nutrition counseling, and health education services for adolescents in nine public school clinics within St. Paul Public Schools. Each year, Health Start provides 22,000+ visits to over 4,500 underserved adolescents (ages 12-21). The population served by Health Start is at heightened risk for exposure to violence, homelessness, chronic abuse, family chemical dependency, unplanned pregnancy and parenting. To address the complexity of these risks, every patient is screened for social determinants of health, such as high risk behaviors, history of trauma, homelessness or high mobility, history of incarceration, limited food access, addiction, and myriad other factors. A multidisciplinary plan of care is developed by Health Start staff to respond to and mitigate these high-risk factors. Health Start providers are leading experts in providing confidential, culturally competent, and gender sensitive health care for youth. By being physically located in the schools, Health Start SBCs minimize missed instructional time, providing accessible comprehensive health care to all students. Health educators initiate care in classrooms and build bridges to students who need medical and mental health interventions and support. Diversified funding sources allow Health Start to offer services without charge to uninsured patients and those needing confidential care.

**27. What is your status as a legal entity?**

*(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)*

Non-profit corporation

**28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.**

The Project Manager will be Robert G. Huntley, AIA. A Registered Architect in Minnesota, Mr. Huntley has been a Project Manager with St. Paul Public Schools (SPPS) since 2003. In this role, he manages and coordinates the planning, design, and construction administration of school building and deferred maintenance projects with a wide range of scope and cost. Projects typically include additions and renovations to existing buildings to support programs, to address health and safety concerns, and optimize space to meet needs. His work includes monitoring construction and costs, and reviewing payment applications, proposal requests, change orders, and closeout procedures. Mr. Huntley received his B.A. in Architecture from

Iowa State University. He has over 20 years of experience in the industry, having previously worked with ATS&R Architects and Miller Dunwiddie Architecture.

SPPS will contract with RAK Construction, Inc, an established SPPS vendor, to complete the proposed project. Established in 1989, RAK Construction, Inc. is a Licensed and Insured, Union General Contractor based in East Bethel, MN. RAK Construction holds several contracts with the State of Minnesota and numerous Minnesota Counties, and is engaged in a range of commercial remodeling projects, including in schools and medical clinics. RAK Construction is committed to maintaining and exceeding standards that are demanded by the best companies in the construction field.

**29. Do you have an adopted/official conflict-of-interest policy?**

*If yes, upload copy of policy in the Documents tab above.*

☒ Yes

☐ No

**30. If you have received City funds within the past five years, please type a list; including the year and amount below.**

*(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.*

2003 Neighborhood STAR: \$300,000

2015 Neighborhood STAR: \$22,500

**VI. ORGANIZATION MANAGEMENT:**

**31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.**

*(100% of ownership must be shown.) If not applicable, type N/A*

Jaeson T. Fournier, Chief Executive Officer

Blake Darsow, Chief Financial Officer

Chris Singer, Chief Operating Officer

Mary Nesvig, MD, Chief Medical Officer

Address for all officers: 153 Cesar Chavez St, St. Paul, MN 55107

Board of Directors

Pete Surdo (Chair)

Bill Thompson (Vice Chair)

Dawn Ksepka (Treasurer)

Marsha Cressy (Secretary)

Andreatte Caliguire

Andrea Caro

Mahogany Ellis-Crutchfield

Jeanette Jones

Hlee Lee-Kron

Susan Marschalk

Sheng Thao

Carol Williams

Kimery Workman

**32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.**

*In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A*

N/A

**33. Is your business a franchise?**

*If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).*

☐ Yes

☒ No

**VII. FINANCIAL INFORMATION:**

**34. Please confirm you have provided the following in your proposal.**

*Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.*

☒ A current balance sheet and operating statement. (Last business quarter)

☒ Aging of accounts receivable/accounts payable as of the date of the current balance sheet

☒ A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules

☒ Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions

☒ A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)

☒ Please attach an itemized budget and/or contractors' estimates

☐ If purchasing fixed assets, please include purchase agreements or vendor quotes

☒ If a corporation, please provide articles of incorporation and bylaws

☐ If a partnership, please provide partnership agreement

- ☐ If LLC, please provide articles of organization
- ✓ Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership
- ✓ Resumes of principals and key management
- ☐ If the project includes bank or other financial participation, please provide a letter of commitment
- ✓ A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status
- ☐ If this request is for a new business start-up, please attach your business plan.
- ☐ If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- ✓ Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

## Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial	\$ 0.00	\$ 24,000.00	\$ 24,000.00		\$ 48,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 24,000.00</b>	<b>\$ 24,000.00</b>	<b>\$ 0.00</b>	<b>\$ 48,000.00</b>

  

<b>Additional Sources not qualifying as Match</b>	<b>Other Funds</b>
-none-	<b>\$ 0.00</b>

## Tables

### Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
<b>A. Estimated volunteer labor/sweat equity*:</b>			
	\$		☐
<b>B. Estimated in-kind service*:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>C. Amount and source of private equity:</b>			
Cash reserves	\$ 24,000	04/01/2017	☐
	\$		☐
	\$		☐
<b>D. Name and amount of anticipated foundation grants:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>E. Amount of loan(s) and name of lender:</b>			
	\$		☐
	\$		☐
	\$		☐
<b>TOTAL VALUE OF MATCHING FUNDS</b>			
<b>Total</b>	<b>\$ 24,000</b>	<b>0</b>	

## Documents

Documents Requested \*

Required? Attached Documents \*

Current balance sheet and operating statement (Last business quarter)	<a href="#">Current Balance Sheet (as of 2/2017)</a>
Aging of accounts receivable/accounts payable as of the date of the current balance sheet	<a href="#">Aging of Accounts Receivable</a> <a href="#">Aging of Accounts Payable</a>
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules	<a href="#">Audit Report 2014 &amp; 2015</a> <a href="#">Audit Report 2015 &amp; 2016</a>
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions	<a href="#">Cash Flow Projections</a>
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)	<a href="#">MOA-West Side &amp; SPSS</a>
Please attach an itemized budget and/or contractors' estimates	<a href="#">RAK Construction bid</a>
If purchasing fixed assets, please include purchase agreements or vendor quotes	
If a corporation, please provide articles of incorporation and bylaws	<a href="#">Articles of Incorporation</a> <a href="#">Bylaws</a>
If LLC, please provide articles of organization	
Current personal financial statements and addresses for partner, officer, owner, and each stockholder with 20% or greater ownership	
Resumes of principals and key management	<a href="#">CEO (Jaeson Fournier) resume</a> <a href="#">CFO (Blake Darsow) biosketch</a>
If the project includes bank or other financial participation, please provide a letter of commitment	
A list of all existing business debt including the creditor's name, original date of the loan, amount, present balance, interest rate, maturity date, monthly payment, secured assets, and loan status	<a href="#">Business Debt listed in Audit Report 2015 &amp; 2016</a>
If this request is for a new business start-up, please attach your business plan.	
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement	
Question 26. Conflict of Interest policy	<a href="#">Conflict of Interest policy</a>
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms	
Question 22. Please attach Sub-Loan and/or Sub-Grant Program Guidelines (if applicable.)	
Letters of Recommendation and/or Support	<a href="#">Letter of Support - SPSS</a>

\* ZoomGrants™ is not responsible for the content of uploaded documents.

Application ID: 77367

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