

**City Staff Use**

STAR Tracking #:

CIF #:

PED Accounting Code #:



City of Saint Paul, Minnesota

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

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

**Project Title:****Organization/Business Name:****Address:****City:**            **State:** MN            **Zip:****Federal ID Number:****Customer Contact Name:****Customer Phone #:**                            **Customer Email:****PED Project Manager:****Project Manager Phone #:**                            **Project Manager Email:****Project Location:****Ward:**            **District:****STAR Funds Awarded:**                            \$**Required Matching Funds:**                            \$**Other City Funding:**                            \$**Other Project Funding:**                            \$**Total Project Cost (all funds):** \$**Loan Only: Credit Committee Date & PED Risk Rating:**

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

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

# of Jobs or FTEs created:

Starting Salary:

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

☐ Minnesota Business Subsidy Law

☐ St. Paul Living Wage Ordinance

**4. Anticipated Timeline:**

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

**5. Sources and Uses:** Please list all sources and uses of funds, including STAR funds, for the entire project. Attach all contractor estimates and supplemental materials when applicable. Up to a total of 20% of STAR funds may be used for Acquisition and/or Direct Project Costs, or a combination of the two.

**Sources (Project Income)**

Source	Amount	Source	Pending or Secured?	Total
Neighborhood STAR Requested Amount		Neighborhood STAR	Secured	\$
Other City Funding				\$
Other Government Funds				\$
Private Funding				\$
Sweat Equity and/or Volunteer Labor				\$
Other (please describe)				\$
<b>Total Project Sources:</b>				<b>\$</b>
If a match is required for this project, which source(s) and amount(s) will be used for matching funds? Source(s): Amount(s):				

**Definitions:**

Other City Funding: Additional funding from the City of St. Pau.; i.e., CDBG, TIF, CIB, HRA

Other Government Funds: State, county, or federal funds

Private Funding: private grants, loans, donations, or personal contributions

Sweat Equity: Volunteer labor that improves the value of a property, valued at \$15 per hour.

Matching Funds: Dollar for dollar contributions of additional non-city funds as required by STAR guidelines. Up to 30% of a required match may be indirect contributions including in-kind goods and services, volunteer labor, and/or sweat equity.

## Uses (Project Expenses)

Use	Amount of STAR Funds used	Amount of non-STAR Funds used	Total
Acquisition			\$
Renovation/Rehab – Commercial			\$
Renovation/Rehab – Residential			\$
New Construction – Commercial			\$
New Construction – Residential			\$
Public Improvements			\$
Private Open Space Improvements			\$
Direct Project Costs – please list (attach additional documentation if needed)	1. 2. 3.	1. 2. 3.	\$
<b>Total Project Uses:</b>	<b>Total STAR:</b> \$	<b>Total Non-STAR:</b> \$	\$

### Definitions:

Acquisition: The purchase of property or an existing building

Commercial/Residential-Renovation/Rehab: Improvements to an existing building or site

Commercial/Residential-New Construction: Additions, building a new structure or site

Public Improvements: Minor streetscape improvements, playground equipment, park benches, signs or lighting to improve spaces used by the public

Private Open Space Improvements: Playground or community garden on private property

Direct Project Costs: Soft costs related to the project. STAR funds **may** be used for architect, engineering, legal, and loan fees, project management, permits, and licenses. **Non-STAR funds must** be used for any general salary, administration, marketing, or operating expenditures included in the project.