



City of Saint Paul, Minnesota
2026 Cultural Sales Tax Revitalization Program



**Cultural STAR Capital Project
Contracting and Close-Out Checklist**

Step 1: Get Under Contract

IMPORTANT: All projects **MUST** be under contract (i.e. have an executed, signed grant agreement) **BEFORE** your project takes place, or within six months of City Council approval, whichever comes first.

The final deadline to have the contract completely executed is **January 8, 2027**.

Cultural STAR grantees are strongly cautioned to not make any commitments until compliance requirements and funding regulations are fully understood. For more information on Contract Compliance please visit:

<https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance>

The following documents are required to **get under contract**:

- ☐ If applicable, attend a pre-construction compliance meeting with key city staff to identify and review project-specific compliance requirements.
- ☐ Fill out and submit Attachment A: Statement of Work to be attached to the contract.
- ☐ Obtain required Insurance Coverage and submit Certificate of Insurance to be attached to the contract.
- ☐ Prior to project implementation, all necessary permits must be obtained.
- ☐ Prior to performing leasehold improvements, the tenant must obtain written permission from the building owner for the improvements.
- ☐ Submit signed W-9 Form (only required if your organization is new to contracting with the City of Saint Paul or your organization has a new address).
- ☐ After completing these steps, your project manager will assemble and route the contract via Adobe Sign for e-signature from you and the required City Signatories
- ☐ Funds will be disbursed only after the grantee is under contract, and the City has received and approved proper documentation of eligible expenses, proof of payment, and match (if applicable).

IMPORTANT: There is no advance payment for Capital projects.



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Step 2: Project Implementation

In **implementing your project**, please be aware of the following:

- ☐ Implementation must progress as projected in the Statement of Work. Lack of progress is grounds for withdrawing funding.
- ☐ Projects should be completed or self-sustaining within the period specified in the agreement. Requests for contract extensions are discouraged.
- ☐ Capital Improvement awardees are expected to credit Cultural STAR with a physical sign. Sign specifications are detailed in your contract as Exhibit B and can also be found on the Cultural STAR website at:
<https://www.stpaul.gov/departments/planning-and-economic-development/economic-development/sales-tax-revitalization-star-8>
- ☐ Retain invoices, receipts, and proof of payment for all expenses you intend to charge to the Cultural STAR grant funds.

Step 3: Reimbursement/Disbursement

IMPORTANT: Reimbursement requests are subject to review by multiple City approvers. It may take 10-14 business days from the day it is approved for payment to be processed.

- ☐ Fill out and sign a **Payment Request form** (to be provided by your City Project Manager) for each reimbursement request (limit to one (1) request per month).
- ☐ Prepare an **expense coversheet** that lists all expenses charged to Cultural STAR Grant Funds.
- ☐ **Expense and payment documentation** to support all expenses charged to the Cultural STAR grant funds, **INCLUDING BOTH OF THE FOLLOWING:**
 - **Proof of expense** to show what the expense was for, that it was related to the project, within one of the approved budget categories from the Statement of Work, and incurred within the eligible project dates as noted on the contract as the “Effective Dates,” such as:
 - Invoices, receipts, artist/venue contracts, etc.
 - **Proof of payment**, such as:
 - Copy of check used to pay expense, bank/credit card statement, etc.



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Step 4: Close-Out

IMPORTANT: The deadline to close-out your Cultural STAR Capital project is **10/29/2028**.

- ☐ All activities set forth in the Statement of Work are completed.
- ☐ If applicable, copies of all required permits with evidence that the permits have been properly closed out.
- ☐ Fill, sign, and submit the **Final Payment Request form** along with an **expense coversheet and proper documentation of expense and payment** as detailed in Step 3.
- ☐ Provide documentation of **Proof of STAR credit**.
- ☐ Submit **Final Report via ZoomGrants**.
- ☐ If applicable, written lien waivers from each contractor.
- ☐ If applicable, a final sworn construction statement or an AIA certificate of completion signed by the Grantee certifying that the Project has been completed in accordance with the approved plans and specifications.
- ☐ If applicable, evidence that the Project has been properly inspected by any and all governmental authorities having jurisdiction over the Project and has received a Certificate of Occupancy.
- ☐ If applicable, documentation of one-to-one match for the full grant amount.