2026 Neighborhood STAR Grantee Checklist

The grantee is expected to:

- Ensure that the project activities align with the approved proposal and abide by city policies, the program guidelines, and the executed contract terms and conditions.
- Get under contract by the end of the calendar year following the year funding was approved, which is **December 31, 2027**. Failure to execute an agreement in the allowed timeframe may result in a cancellation of the city's funding commitment.
- Spend down on all STAR funds within the timeframe stipulated in the contract. Failure to spend down funds and submit adequate documentation within the allowed timeframe may result in returning any remaining funds to the program.

To get under contract, the grantee must:

- ❑ Maintain active status and be in good standing with the MN Secretary of State.
- ❑ Complete the PaymentWorks registration, if you haven't already. A link to register will be emailed to you.
- ❑ Obtain general liability, auto, and workers' comp insurance that meets the City's coverage requirements and names the City as an additional insured for the timeframe stipulated in the contract.
- ❑ Submit a copy of the insurance certificate to the city project manager.
- ❑ Complete and submit the Statement of Work form to the city project manager.
- ❑ Attend a preconstruction meeting along with their contractors if the STAR-funded project is subject to City Compliance (total project cost of $25k or greater).
- ❑ Complete and submit an Affirmative Action Plan and pay the registration fee (compliance requirement for grants of $50k or more).
- ❑ Submit written approval from the property owner to make permanently affixed and/or structural changes to the approved project address, if grantee is not the site owner.

To receive grant funds:

- ❑ The STAR contract must be fully executed.
- ❑ Grantee must pay any required program fees before submitting the first draw request.
- ❑ Grantee and contractors/subcontractors must fulfill any applicable compliance obligations.
- ❑ Grantee must keep track of and submit satisfactory expense and payment documentation for each expense charged to the program for reimbursement.
- ❑ Project Manager will assemble the draw request and route the payment request form for e-signature after sufficient and satisfactory documentation is verified.

***5% of the overall grant award allocated to construction costs will be retained for the final draw request and will be released upon project completion and closeout.

*** PED Accounting will process payments 10-14 business days from the day they receive the approved draw request from the Program Coordinator. The amount of time it takes for grantees to receive payments can vary depending on the payment method selected in PaymentWorks.

- ❑ For grants over $50k, the grantee must submit documentation of matching funds for the total grant award.
- ❑ Grantee must fulfill the requirements stated in the contract to close out and receive final reimbursement upon project completion:
  - Submit signed, full lien waivers from all contractors/subcontractors.
  - Submit copies of all required permits with evidence that the permits have been properly closed out.
  - Complete and submit the final report, etc.