

**District del Sol Business Improvement
Grant Application
(CVZ Program)**



Please submit applications by March 29, 2019 to:

leahs@wsc.org

or

**WSCO
209 Page Street West
Saint Paul, MN 55107**

Please reference: "District del Sol Grant Application" in your subject or on the envelope.

Section A: Proposal & Organization Information

Project Name: _____

Legal Entity Submitting Request: _____

Organization type(s): Public For Profit Non-Profit Federal Tax I.D. # _____

Mailing Address: _____
STREET CITY STATE ZIP

Contact Person for This Request: _____

Daytime Phone: _____ E-mail: _____

Project Location\Address: _____

Grant Funding Request: \$ _____

Owner/ Other Contributions: \$ _____

Total Project Cost: \$ _____

The following compliance issues may apply to your proposal and can be reviewed on the City of Saint Paul's website: <http://www.stpaul.gov/index.aspx?NID=3710>

- * Affirmative Action: Entities receiving \$50,000 or more of city funds within a 12-month period
- * Business Subsidy: *May* apply to recipients of grants of \$25,000 or more and loans of \$75,000 and over
- * Federal Davis Bacon Requirements: Projects of \$2,000 or more receiving at least one dollar of *federal* funds
- * Little Davis Bacon Requirements: Total project costs of \$25,000 or more
- * Living Wage: Entities receiving \$100,000 or more of city funds
- * Project Labor Agreement: Entities receiving \$250,000 or more of city funds
- * Section 3: Economic opportunities to low income persons or business concerns residing close to a project's location
- * PED/HRA Sustainability Initiative: *May* apply to projects of any size.
- * Saint Paul Sustainable Building Policy: Applies to projects receiving more than \$200,000 in public investment.
- * Two Bid Policy: Projects receiving \$20,000 or more of city funds
- * Vendor Outreach Program: Total project costs of \$50,000 or more

Individual Completing the Application:

Name (please type) **Title** **Date** **Signature**

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I. PROPOSAL INFORMATION:

1. Please explain why this proposal should be considered:

2. Have you explored other sources for funding? If not, why? If so, what issues did you run into?

3. Please provide a description of your project or program in the space provided:

4. Briefly describe, in quantifiable terms, the specific results of this proposal:

We anticipate the following outcomes/uses:

5. Please explain the public benefit of your project:

6. Please provide a detailed, reasonable timeline of your project:

7. Please provide an itemized budget for your entire project (grant dollars, plus any other funds). Include contractor estimates if possible. Attach separate sheet if needed.

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

1. Will your project be coordinated or partnered with any other project, program? If yes, please describe:

2. Have you discussed your plans with the neighborhood or at the West Side Voices Forum (WSCO's community forum)? Please explain:

3. Was this project requested by community or in response to a community desire?

III. IF APPLICABLE- FIVE YEAR JOB CREATION / RETENTION PROJECTIONS: Please provide the number of new permanent jobs that will be created and retained over the next five years.

IV. PROGRAM ACTIVITIES:

1. Before commercial or residential development/redevelopment projects may proceed, you must have control of the property. If space is leased consent from property owner will be required for physical improvement projects.

Please indicate the type of site control you have:

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

Please choose the type of development:

- New Construction
- Rehabilitation/Expansion
- N/A

2. 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:

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3. Please identify your developer, architect, general contractor, and/or leasing and management firm (if available):
4. Please list WSCO Staff and/or City department(s) and person(s) with whom you have discussed your proposal:
5. For **public or private open-space improvement projects**, please describe the components included in your proposal, approximate locations, how your open space improvement project will be maintained over the life of the improvement and if businesses and/or homeowners have been approached regarding any required assessments to their property.

VIII. APPLICANT INFORMATION.

1. Please describe your business:
2. What is your status as a legal entity? (*i.e. corporation, partnership, nonprofit, sole proprietorship, etc.*)
3. Who will be the designated project manager? _____
Please briefly describe her/his background, skills and experience in managing similar-type projects/programs.
4. Do you have an adopted\official conflict-of-interest policy? If so, please attach.
5. If you have received City funds within the past five years, please attach a list.

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Section B

ORGANIZATION MANAGEMENT (as applicable)

Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all holders of outstanding stock. (100% of ownership must be shown.)

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

A copy of existing or proposed purchase agreement or lease agreement.

If leaseholder, please include a letter of support from the building owner (recommended).

Please attach an itemized budget and/or contractors' estimates (as mentioned above in Section I, #7) If a corporation, please provide articles of incorporation and bylaws.

If a partnership, please provide partnership agreement If LLC, please provide articles of organization Resumes of principals and key management.

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

Additional information may be requested by city or WSCO staff during the review of your proposal.

Minnesota Data Privacy Act/Tennessee Notice: *The Minnesota Data Privacy Act requires certain information you provide on the Neighborhood STAR Program application remain as private data. Public data will be accessible to the public. Financial information (i.e. credit reports, financial statements and net worth calculations) is classified as private/confidential data and is available only to you, city employees and officials with a bona fide need to know such information to process and make a decision on the approval of your application. You are not legally required to provide the information requested however, if the requested information is not furnished your application may not be considered.*