

2018 Neighborhood STAR Year-Round Program Application

Section A: Proposal & Organization Information

Project Name: Best Buy Teen Tech Center

Legal Entity Submitting Request: YMCA of the Greater Twin Cities

Organization type(s): Public For Profit Non-Profit Federal Tax I.D. # 45-2563299

Mailing Address: 651 Nicollet Mall, Suite 500 Minneapolis MN 55402
STREET CITY STATE ZIP

Contact Person For This Request: Jenni Kilgore

Daytime Phone: (612) 716-9693 E-mail: Jennifer.kilgore@ymcamn.org

Project Location\Address: 345 Cedar Street Ward 2 Planning District 17

STAR Funding Request:

St. Paul Wards Map & Planning Districts:
www.stpaul.gov/departments/city-council/saint-paul-district-council

Grant request \$ 25,000

Loan request \$ _____ requested interest rate and term: _____

Total STAR Request: \$ 25,000 (same total on page 4)

Total Match: \$ 25,000 (same total on pages 4 & 5)

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

We authorize the City of Saint Paul's Planning and Economic Development Department to order a consumer credit report and verify other credit information including past and present mortgages and contracts for deed, as necessary to process our STAR application.

Individual Completing the Application:

Amanda Novak Sr. New Dev. Dir. 2/15/2018
Name (please type) Title Date



Signature

Chief Officer or President:

Glen Gunderson CEO 2/15/2018



PROPOSAL INFORMATION:

1. Please explain why this proposal should be considered outside of the regular Neighborhood STAR Program process:

The YMCA has been working with Real Estate Equities (REE) in siting a new Best Buy Teen Tech Center in downtown St. Paul. Over the past 6 months, the project team has been assessing site locations in both the skyway and the auxiliary building off 4th Street. The SHPO office reviewed the possibility of utilizing the office space in the skyway and determined that a buildout of the space would negatively impact the historic character of the building. The YMCA and REE recently confirmed that the auxiliary building behind the Pioneer Press building will meet the requirements associated with the build out of a Best Buy Teen Tech Center. SHPO has also confirmed that the proposed use of the auxiliary building will not impact the historic character of the Pioneer Press building.

Our review time has caused us to be outside the normal timing, and we need to move the project forward in late spring to benefit from the efficiency of building out the Teen Tech space simultaneously with the Pioneer Press residential redevelopment.

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

The Best Buy Teen Tech Center will be funded by the Best Buy Foundation, REE matching dollars, and the YMCA. We have identified all sources that are available for the proposed program.

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

The proposed Best Buy Teen Tech Center will allow us to engage teens in afterschool programs that empower them in a number of lasting ways, including interactive technology, academic enrichment, employment, and college readiness. Our goal is to foster a learner-centered, fun and educational approach that encourages young people to discover their interests and apply their own ideas and creativity while learning skills that will help them succeed in a wide array of professions. Programs and services such as "Beats n Rhymes" music studio, photography classes, piano lessons, creative memory projects, reading games, learning software, are just some of the opportunities for youth to participate.

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

The St. Paul Downtown YMCA provides a safe, encouraging space during non-school hours, serving youth and teens through educational, recreational and cultural activities. We know that increased access means stronger personal and academic outcomes for youth. More than 21,000 youth under the age of 19 live in St. Paul. A Best Buy Teen Tech Center placed into this community would provide an opportunity to reach many young people who frequent the area through collaborative, creative programs that instill 21st century skills, preparing them for college or careers, opening opportunity and discovery of technology career pathways.

5. 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 or safety)

Most of the youth and teens we are proposing to serve come from low-income backgrounds where they may not have access to a computer or other technological supports necessary for academic and career development skills. A Best Buy Teen Technology Center would also enhance the downtown St. Paul skyway and provide programs that foster a learner-centered, informal educational approach. The Clubhouse curriculum will not only allow each teen to experience a self-guided learning opportunity, it will also provide them access to resources, materials and tools to experiment, explore and create based on their own interests and learn skills that will help them succeed in a wide array of professions in the modern workplace. Current YMCA programs that utilize technology help youth improve their academic, social and leadership skills through fun and educational programs which includes software programs that engage and introduce youth to technology while working on academic areas such as math, reading, and science. Programs also emphasize development of creative skills through design, music and art.

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.

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

The Best Buy Teen Tech Center will be located in the auxiliary building of the Pioneer Press building. We are coordinating build out and funding with Real Estate Equities, the Press building developer.

2. Is this proposal identified as part of an adopted city, neighborhood, or business plan? If yes, please describe: (Neighborhood plans can be found @ www.stpaul.gov/index.aspx?NID=3446)

The Downtown Neighborhood Plan focuses on increasing residential housing and providing street level retail that activates the street. The Best Buy Teen Tech Center will not only active 4th Street, it will provide a safe, fun environment for teenagers in the downtown core.

2. Have you discussed your plans with the neighborhood District Council? Please explain:

The YMCA has been working closely with Real Estate Equities, the developer and owner of the Pioneer Press building, as well as Council President Rebecca Noecker. Ongoing discussions have helped shape the YMCA's Best Buy Teen Tech Center location within the downtown neighborhood.

III. 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 along with an average salary. In addition, please list the number of temporary/construction jobs you plan to create over the next 5-year period.

The St. Paul Downtown YMCA Tech Center will be staffed by a full-time Youth Development Coordinator (to be hired) that will oversee programming and services that teach technology skills, build community, and advance both college and career readiness for the participants a minimum of 20 hours a week during out-of-school time. The YMCA utilizes a shared leadership approach when operating teen programs at branch locations. The Youth Development Coordinator will be paid \$35,000.

Weis anticipates that approximately 40 construction jobs will be created for the build-out of the space.

IV. STAR PROJECT / PROGRAM ACTIVITIES:

1. 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:

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

2. Please choose the type of development:

- New Construction
- Rehabilitation/Expansion
- N/A

3. 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;

The current space is an abandoned garage directly behind to the Pioneer Press building. The space will be retro-fitted to include the 1,500 sq. ft. Best Buy Teen Tech Center and the Pioneer Press building resident's community room.

The space will be leased to the YMCA for \$0 for 10 years. The operating costs will be the sole responsibility of the YMCA.

4. Please identify your developer, architect, general contractor, and/or leasing and management firm (*if selected*); Developer:REE. Architect: BKV; GC: Weis

Please list City department(s) and person(s) with whom you have discussed your proposal; Council Member Noecker has been involved in the discussions with REE and YMCA. REE worked closely with Diane Nordquist with PED on the overall project and Lucy Thompson, also with PED, on the LCDA application and both aware of the plan to include the Teen Tech center.

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.

NA

6. For **sub-loan/sub-grant programs** please attach program guidelines containing the following: the number of houses or businesses to be assisted, how program participants will be selected, if this program will be coordinated with other city programs, the terms or conditions required of the borrower/grantee, and your loan underwriting criteria (if applicable.)

VI. SOURCES AND USES: Please show the use of all funds for your **entire** project:

CATEGORY	STAR LOAN REQUEST <i>(from page 1)</i>	STAR GRANT REQUEST <i>(from page 1)</i>	MATCHING FUNDS <i>(from page 5)</i>	NON-MATCHING FUNDS**	TOTAL
Acquisition					
Rehabilitation:					
residential					
commercial		25,000	25,000	43,196	93,196
New Construction:					
residential					
commercial					
Public Improvements					
Private Open Space Improvements					
Direct Project Costs*					
TOTALS: <i>Same total(s) on pages 1 & 5</i>		25,000	25,000	43,196	93,196

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

*Direct Project Costs (Soft Costs) - Up to 20% of STAR funds may be used for soft costs (i.e. acquisition, architect, engineering, legal and loan fees, environmental testing, permits, licenses, etc.) Please itemize:

** Please List the additional funds being used on this project that do not qualify as matching contributions (i.e. project expenditures prior to submission of a STAR application, city grants from CDBG, STAR, CIB, HRA, etc.)
Best Buy Teen Tech Grant

VII. SOURCE OF MATCHING FUNDS:

- Matching funds must be directly related to the proposal;
- A minimum of one non-city (private) dollar for every STAR dollar is required for **all grant** requests;
- Any portion of a loan request over \$50,000 requires a minimum \$1 for \$1 match with non-city resources;
- Loan requests up to \$50,000 do not require a match;
- Please refer to Neighborhood STAR Guidelines (www.stpaul.gov/star) for additional details on match criteria.

Please Identify Source & Type of Matching Funds	Amount	Date Available	Match Firm?
A. Estimated volunteer labor/sweat equity*:	0		
B. Estimated in-kind service*:	0		
1			
2			
C. Amount and source of private equity:	25,000	When STAR funding is available.	Yes
1REE-			
2			
D. Name and amount of anticipated foundation grants:			
1			
2			
E. Amount of loan(s) and name of lender:			
1			
2			
TOTAL VALUE OF MATCHING FUNDS	\$ 25,000	<i>Please enter this total on pages 1 & 4</i>	

* Up to 30% of the total match may be indirect contributions including in-kind goods and services, sweat equity and/or volunteer labor. Sweat equity and volunteer labor is valued at \$15 per hour (**Neighborhood STAR Guidelines, page 7**)

VIII. 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.

1. Please describe your organization:

The mission of the YMCA of the Greater Twin Cities is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our vision is to serve relentlessly with our community until all can thrive in each stage of life. We have a longstanding reputation for providing care through programs that reflect compassion, integrity, and respect for all individuals and cultures regardless of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.

YMCA Board of Directors adopted these strategic tenets, which are the operating framework for the organization. They are: (1) Youth Development—to encourage and nurture the potential of all youth we serve; (2) Healthy Living—to improve whole life well-being in our communities; and (3) Social Responsibility—to develop socially responsible communities.

The St. Paul Downtown YMCA, a branch of the YMCA Twin Cities, addresses critical community needs to serve the people of downtown St. Paul. This location provides an afterschool and summer program and services specifically targeted to children, youth, and teens to ensure long-term success in building strong kids, strong families and a strong community.

2. What is your status as a legal entity? (*i.e. corporation, partnership, nonprofit, sole proprietorship, etc.*)

Nonprofit

3. Who will be the designated project manager? Jenni Kilgore, YMCA of the Greater Twin Cities
Please 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. Attached

5. If you have received City funds within the past five years, please attach a list. Midway YMCA STAR grant (2015)

Section B

ORGANIZATION MANAGEMENT

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.*) Nonprofit Corporation

If you have affiliate and/or subsidiary firms (20% or more ownership in other entities,) please provide a list of the entities along with the last fiscal year-end financial statements for these firms. Attached

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

NA

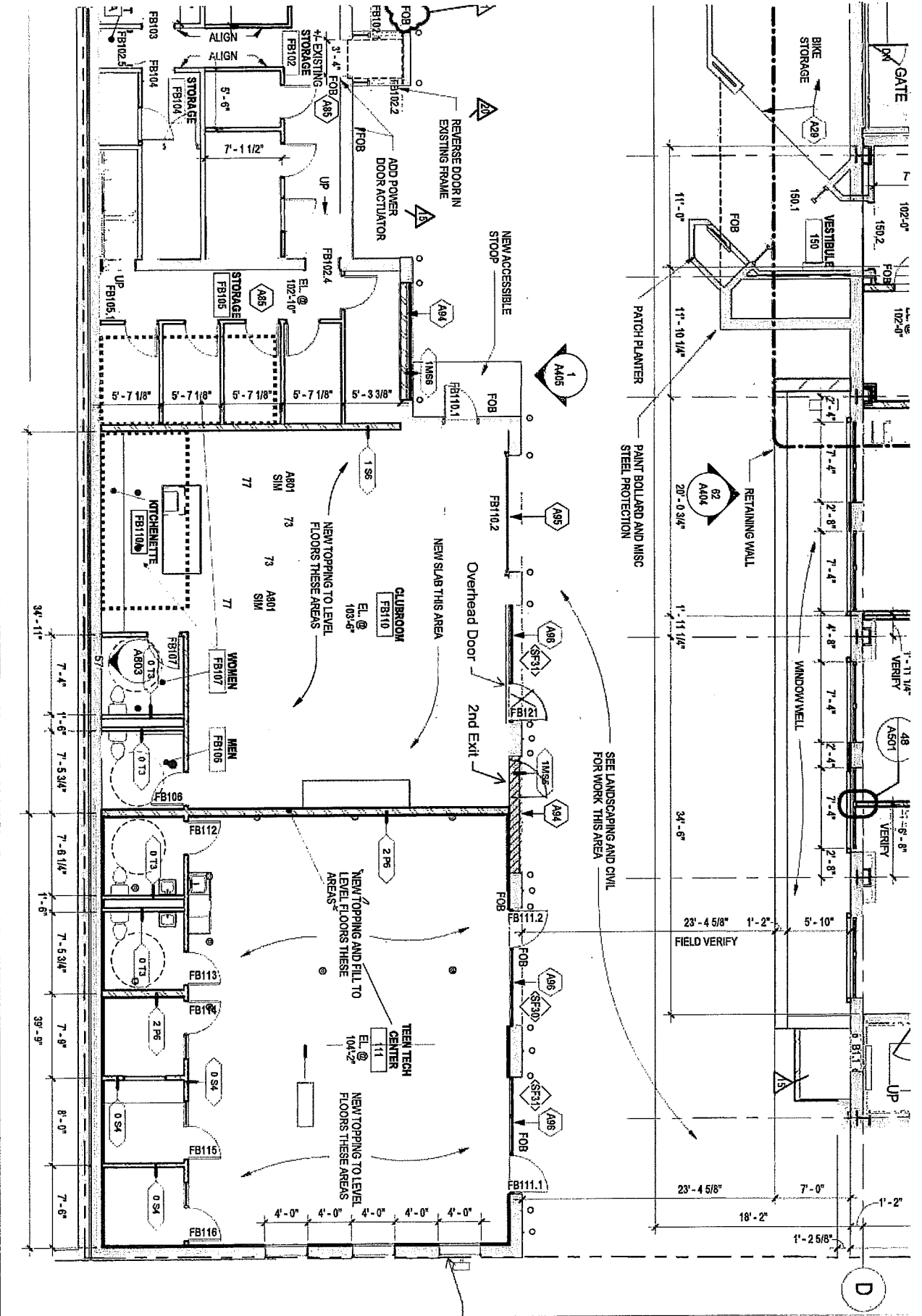
FINANCIAL INFORMATION

Please provide the following (check if attached):

- 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.

Additional information may be requested by city 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.*



CERTIFICATION

I hereby certify that this plan report was prepared by me under supervision and that I am a Professional Architect and a Licensed Professional Engineer.

11682

License Number

DATE

DRAWN BY

CHECKED BY

COMMISSION NUMBER

SHEET TITLE

LEVEL 1
PLA

SHEET NUMBER

A1

© 2015 BKV Group,

YMCA Tenant Space

Tenant Buildout

	QTY	unit	Unit cost	Total
Infill Existing Garage Door - Credit Door	1	ls	\$ (4,000)	\$ (4,000)
- Infill - brick / block backup	110	sf	\$ 65	\$ 7,150
Concrete Ramp	70	sf	\$ 30	\$ 2,100
Roofing for HVAC unit	1	ls	\$ 1,000	\$ 1,000
Solid Core wood doors and Hardware	4	ea	\$ 750	\$ 3,000
Hollow metal frames & Double glazed glass	4	ea	\$ 1,000	\$ 4,000
Drywall - Furr exterior walls	1200	sf	\$ 4	\$ 4,800
- Interior Partitions	720	sf	\$ 8	\$ 5,760
Ceramic Tile Wainscote at restroom	128	sf	\$ 25	\$ 3,200
Ceramic Tile Floor at restroom	64	sf	\$ 25	\$ 1,600
Acoustical ceiling	1600	sf	\$ 5	\$ 8,000
Carpet and Base	171	sy	\$ 20	\$ 3,420
Paint	2640	sf	\$ 2	\$ 3,960
Toilet Accessories	1	ea	\$ 250	\$ 250
Base cabinets - Kitchen	8	lf	\$ 100	\$ 800
Plam Counter tops	16	lf	\$ 50	\$ 800
Fire protection	1600	sf	\$ 2	\$ 3,200
Plumbing - Drinking fountain, Slop sink, toilet, lavatory, kitchen sink, water heater	1600	sf	\$ 5	\$ 8,000
HVAC	1600	sf	\$ 9	\$ 14,400
Electrical	1600	sf	\$ 6	\$ 9,600

Subtotal			\$	81,040
Contractor Insurance / Markup			\$	12,156
Total			\$	93,196

DATA SHEET

DATE OF LEASE: [_____] , 2018

LANDLORD: Pioneer Apartments, LLLP

LANDLORD'S ADDRESS FOR RENT: [Real Estate Equities Management, LLC]
579 Selby Avenue
St. Paul, MN 55102
Attn: Patrick Ostrom

TENANT: [YMCA]

TENANT'S ADDRESS: 30 S 9th Street
Minneapolis, MN 55402
Attn: [_____]

LEASED PREMISES: Approximately 1,500 gross square feet

COMMENCEMENT DATE: [_____] , 2018

EXPIRATION DATE: [_____] , 2019

BASE RENT: Monthly Base Rent shall be \$0.00

UTILITIES PAID BY TENANT: Gas, electric, disposal of hazardous materials if any used in operation of business, water, sewer, waste

UTILITIES PAID BY LANDLORD: N/A

SECURITY DEPOSIT: \$0.00

LANDLORD REPRESENTATIVE Real Estate Equities Management, LLC
579 Selby Avenue
St. Paul, MN 55102
Attn: Patrick Ostrom

The information in this Data Sheet is incorporated in and made a part of this lease agreement.

LEASE

THIS LEASE ("Lease") is made and entered into by and between Pioneer Apartments, LLLP, a Minnesota limited liability limited partnership (the "Landlord") and [YMCA, a _____] (collectively, "Tenant") as of the Date of Lease as set forth on the Data Sheet (the "Effective Date"), upon the following terms and conditions:

ARTICLE I - DEFINITIONS

Unless the context otherwise specifies or requires, the following terms shall have the meaning specified herein:

1.01. **Building**. The term "Building" shall mean the building located at 345 Cedar Street, St. Paul, Minnesota 55101, in which the Premises is located.

1.02. **Premises**. The term "Premises" shall mean approximately 1,500 square feet, which Landlord and Tenant have stipulated as the rentable area of the Building, as depicted in Exhibit A attached hereto.

1.03. **Lease Term**. The term "Lease Term" or "Term" shall mean the period between the Commencement Date and the Expiration Date (as such terms are hereinafter defined), unless sooner terminated as otherwise provided in this Lease or unless extended as provided in this Lease.

1.04. **Lease Year**. The first "Lease Year" shall be the period from the Commencement Date through the end of the twelfth (12th) full calendar month thereafter. Each subsequent Lease Year shall be the twelve (12) calendar months after the end of the preceding Lease Year.

1.05. **Commencement Date**. Subject to adjustment as provided in Article III, the term "Commencement Date" shall mean [_____], 2018.

1.06. **Expiration Date**. Subject to adjustment as provided in Article III, the term "Expiration Date" shall mean [_____], 2018.

1.07. **Tenant's Permitted Use**. The term "Tenant's Permitted Use" shall mean use of the Premises as a [_____] and no other use with without the written consent of Landlord.

1.08. **Landlord's Address For Notices**. The term "Landlord's Address for Notices" shall mean Real Estate Equities Management, LLC, 579 Selby Avenue, St. Paul, MN 55102, Attn: Patrick Ostrom, with a copy to Winthrop & Weinstine, P.A., Suite 3500, 225 South Sixth Street, Minneapolis, Minnesota 55402, Attention: Jon L. Peterson.

1.09. **Tenant's Address For Notices**. The term "Tenant's Address for Notices" shall mean [_____].



**The Clubhouse Network
Museum of Science, Boston
Grant/License Agreement**

Grantee/Licensee: YMCA of Greater Twin Cities
2125 E Hennepin Ave
Minneapolis, MN 55413

Project Director: Ms. Jennifer Kilgore, Senior Project Manager

Project Name: Best Buy Teen Tech Center

Purpose: Establish and support a Best Buy Teen Tech Center at a YMCA satellite location at 345 Cedar Street, St. Paul. Program center to be located in an adjacent auxiliary building to the west.

Amount of Grant: Program Grant of \$50,000, Technology Grant valued at \$50,000 (cash and in-kind), Furniture Grant of \$30,000, plus up to \$50,000 construction grant (matched on a 1:1 basis)

**Period of Grant/
License:** November 1, 2017 – 12 months following “soft opening”

Payment Schedule: **PROGRAM GRANT**
\$10,000 (20% of total) paid in May 2017
\$30,000 (60% of total) upon “soft opening”
\$10,000 (remaining 20%) 12 months following “soft opening”

TECHNOLOGY/FURNITURE GRANT
\$80,000 (\$50,000 cash and in-kind for technology resources, \$30,000 for furniture) upon receipt of approved Teen Tech Center designs

CONSTRUCTION GRANT
Up to \$50,000 upon receipt of letter of request detailing construction costs, final design, plans for match and amount requested.

**Museum of Science
Contact:**

Gail Breslow
Executive Director, The Clubhouse Network
Museum of Science, One Science Park, Boston, MA 02114
(617) 589-0387
gbreslow@theclubhousenetwork.org

include technical software training, discussions and sharing of best practices, learning new skills, and Network news and announcements.

Access to Resources and Ongoing Support

- *Monthly Regional Meetings (1 hour)* - Occurring once each month (by phone, Skype, or other online medium), at a time agreed upon by the Clubhouse Coordinators in the region, these meetings address timely issues that concern Clubhouses, as well as sharing recent news.
- *Mentoring resources* -- materials for recruiting, training, and supporting mentors, such as the Mentor Toolkit, the Mentor Handbook, and the on-line Mentor Connector.
- *Youth Development Resources* – including Clubhouse-to-College/Clubhouse-to-Career (C2C), inclusiveness and family engagement resources, best practices, and materials.
- *Sustainability and marketing/PR resources*– resources/materials for fund-raising and sustainability; materials to assist with marketing the Clubhouse locally and network-wide, and direct fund-raising assistance (as resources permit).
- *Evaluation and assessment* – data collection, tools for evaluation and assessment, process for sharing information, aggregated analysis and interpretation of Clubhouse data Network-wide.
- *Geographic Liaison Support* – support via in-person visits, phone, online chats, and/or email on the application of the Learning Model, best practices, needs assessments.

* * * *

Of course, the biggest benefit to participation in The Clubhouse Network as a Best Buy Teen Tech Center is providing the opportunity for hundreds of young people to gain access to technological tools and resources they otherwise may not have, and to enable them to gain valuable skills through the use of technology.

On behalf of The Clubhouse Network staff, congratulations on your selection as a Best Buy Teen Tech Center, and thank you for your commitment to the goals of the program. We welcome you as a partner in enabling youth from communities around the world to gain access to technological tools, resources, and opportunities they otherwise would not have, and to gain confidence and skills through the use of technology. We are pleased to be working with you toward this end.

If you have any questions, please contact Gail Breslow with The Clubhouse Network at (617) 589-0387, or by e-mail at <gbreslow@theclubhousenetwork.org>.

Sincerely,



Gail Breslow
Executive Director
The Clubhouse Network

VICTORY
RAMP



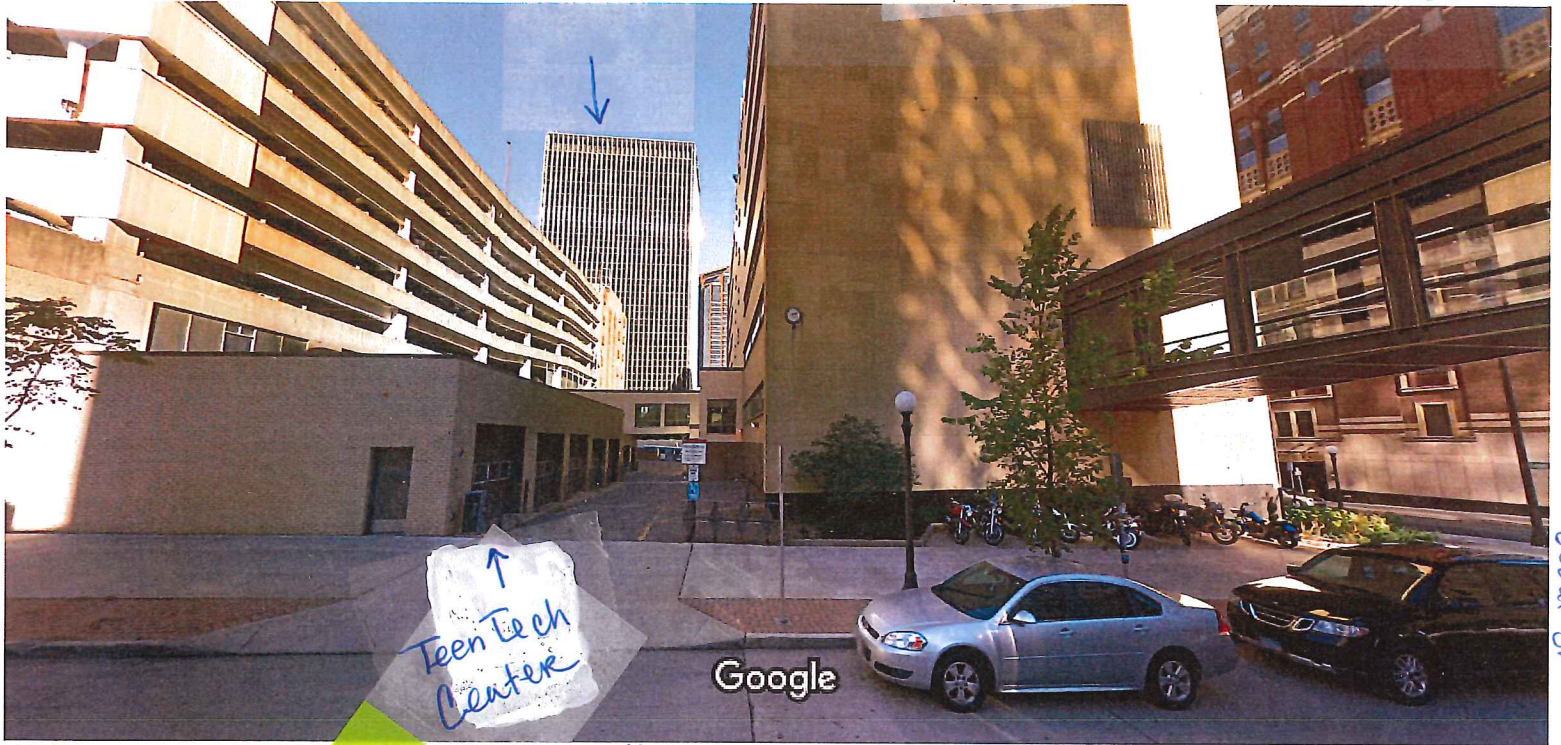
FORMER
ECO LAB



FORMER
Pioneer
Press



ATHLETIC
CLUB



↑
Teen Tech
Center

Google

Cedar St.

FOURTH STREET

Image capture: Oct 2017 © 2018 Google

St Paul, Minnesota

Google, Inc.

Street View - Oct 2017



