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City of Saint Paul

2016 Neighborhood STAR

3/23/2016 deadline

MINNESOTA CAMEROON COMMUNITY - MINCAM
MINCAM Community Center Renovation and Upgrade

\$ 0 Requested

Submitted: 3/23/2016 2:20:00 PM (Pacific)

Project Contact

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MINNESOTA CAMEROON COMMUNITY - MINCAM

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EXECUTIVE PRESIDENT - MINCAM

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Application Questions

1. STAR Funding Request:

Total request is automatically calculated and can be seen by clicking on the Print Preview button above. \$ only.

37,000 Grant request Please note: a for-profit entity must include a pay-back loan component equal to or greater than the requested grant amount (STAR Guidelines, page 2)

Loan request

37,000.00 TOTAL

2. Total Match

\$

37,000 Amount of Match

37,000.00 TOTAL

3. 7 If your request is for a Loan, what is your requested interest rate and term:

If Grant, type N/A

N/A

4. Organization type(s):

Select one

- Public
For Profit
Non-Profit

5. Project Location Address:

Number, Street, City, State, Zip
1020 BANDANA BLVD. W. St. Paul

6. Ward

To find the Ward(s) your proposal is located in, please copy and paste the following link into a new browser: https://www.stpaul.gov/departments/city-council/saint-paul-district-council

- Ward 1
Ward 2
Ward 3
Ward 4
Ward 5
Ward 6

7. Planning District Please check all that apply

To find the Planning District(s) your proposal is located in, please copy and paste the following link into a new browser:

<https://www.stpaul.gov/departments/city-council/saint-paul-district-council>

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☑ 7
- ☐ 8
- ☐ 9
- ☐ 10
- ☐ 11
- ☐ 12
- ☐ 13
- ☐ 14
- ☐ 15
- ☐ 16
- ☐ 17

I. PROPOSAL INFORMATION:

8. Please provide a description of your project or program

Our building is a two floors old historic building which was renovated in 1982 to convert it to a medical clinic. The funds requested in this grant request will be used to renovate and upgrade a few of the systems which desperately need to be upgraded. The project is broken into the following areas:

1) ELEVATOR REPAIR / UPGRADE

The two pedestrian / personal elevators were found to have code violations. There is a constant leak of hydraulic oil coming from the reservoir when the pump is on. Part of the approved Grant funds will be used to upgrade the existing reservoir and aging pump.

2) LIGHT FIXTURES RETROFIT

The existing light fixtures throughout the building are a combination of Magnetic T12 lamps and Ballasts, Incandescent lamps / flood lights and Fluorescent bulbs. These fixtures are extremely energy inefficient and are being phased out. Replacing of these lights is going to be done in phases. Funds from this grant will be used to implement Phase I which entails replacing the existing fixtures in the Assembly areas, all Emergency lighting with energy efficient LED fixtures. These LED fixtures which are more long lasting products have the added advantage of reduced maintenance costs, reduce energy usage, increase light quality and increase light levels. Part of the requested funds will also be used to replace the EXIT signs with ones which are brighter and can be easily visible.

3) REPAIR / REPLACE FAULTY FAUCETS AND FLUSHING MECHANISMS IN RESTROOMS

The faucets and flush mechanisms in some of the toilets in the restrooms are faulty and leaking. This causes periodic flooding and elevated water usage resulting in extremely high water bills. Partial funds from this request will be used to replace the faulty faucets and repair the flushing mechanism.

4) REPAIR OLD PLUMBING AND REPLACE FAULTY FIRE SPRINKLER HEADS

Some of the fire sprinkler heads and plumbing are rusty and old and need to be replaced. This is necessary to make sure that the fire sprinkler heads will all be functional when need be.

9. Using 150 words or less, please summarize, in quantifiable terms, your project/program.

(i.e. A façade improvement to include 6 new windows, 2 exterior doors and 3 security lights)

1) Elevators repair / upgrade. This to include replacing the rusted hydraulic oil reservoir tank with a new one and also replacing the pump.

2) Light Fixtures Retrofit (Phase I): This includes retrofit in the assembly, stairwells, and night / security lights.

a) Replace 3 four ft 4 32 watt lamps with 18 watt LED T8 lamps, b) Replace 53 four ft 3 32 watt lamps with 18 watt LED T8 lamps c) Replace 25 four ft 2 32 watt lamps with 18 watt LED T8 lamps, d) Replace 13 four ft 1 40 watt lamps with 17 watt GC 35K LED lamps, e) Replace 14 four ft 2 40 watt lamps with 17 watt LED GC 35L lamps, f) Replace 14 60 watt A19 Incandescent lamps with 9 watt LED A-Shape lamps, g) Replace 16 150 watt High Pressure Sodium lamps with 30 watt LED lamps.

3) Repair bathrooms to include 10 faucets and 10 flushing mechanism in 10 toilets and 15 sinks.

4) Sprinkler System repair includes replacing 4 sprinkler heads with associated piping.

10. Please explain the public benefit of your project

The Minnesota Cameroon Community MINCAM is a an umbrella organization which includes about 50 different cultural, alumni, alumnae groups and also individuals. These groups represent a community of about 4,000 (last Census) Cameroonians who are mainly based in the twin cities and neighboring areas. In 2013, MINCAM was successful to have (bargain) purchased the coveted 57,000 sq. ft. historic property at 1020 Bandana Blvd W. St. Paul to convert to a Community Center. The purpose of the Cameroon community Center (CCC) is to create a gathering place – an information and resource clearing house (where people can find and contribute resources), leveraging community-wide knowledge and partnerships to facilitate access to cultural events, activities and other opportunities. Although the Community Center has not been fully developed yet, part of it has been converted to an Assembly Area

This project would repair and upgrade some of the faulty basic utilities of the building if not attended to could have a safety impact to the patrons who are the public at large. This includes good working elevator, fire sprinkler system and functioning toilets. Replacing the light fixtures is a good step

towards energy efficiency and conservation and protecting the environment.

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.

11. Will your project be coordinated or partnered with any other project, program?

If yes, please describe. If no, type No.

NO

12. Is this proposal identified as part of an adopted city, neighborhood, or business plan?

If yes, please describe. If no, type No. Neighborhood plans can be found by copying the following link and pasting it into a new browser:

www.stpaul.gov/index.aspx?NID=3446

NO

13. Have you discussed your plans with the neighborhood's District Council? Please explain:

NO. We have not been successful in scheduling a meeting yet.

III. FIVE YEAR JOB CREATION / RETENTION PROJECTIONS:

14. Please provide the number of new permanent jobs that will be created and retained over the next five years along with an average salary.

If no jobs will be created, please type N/A

N/A

15. Please list the number of temporary/construction jobs you plan to create over the next 5-year period.

If no temporary jobs will be created, please type N/A

N/A

IV. STAR PROJECT / PROGRAM ACTIVITIES:

16. 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:

Select one.

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

17. Please choose the type of development:

Select one.

- New Construction
- Rehabilitation/Expansion
- N/A

18. 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;

If not applicable, type N/A

The current use of about 4800 sq ft of our building (57,000 sq ft.) is as an Assembly Area.

19. Please identify your developer, architect, general contractor, and/or leasing and management firm;

If none selected, type N/A

All City Elevator, Inc.; Premier Lighting; Ahern Company

20. Please list City department(s) and person(s) with whom you have discussed your proposal;

If not applicable, type N/A

N/A

21. PUBLIC/PRIVATE OPEN-SPACE IMPROVEMENT PROJECTS: Describe components included in your proposal, locations, how your project will be maintained over the life of the improvement and if businesses/homeowners have been approached regarding assessments.

If not applicable, please type N/A

N/A

22. SUB-LOAN/SUB-GRANT PROGRAMS: Please upload a copy of your Sub-Loan/Sub-Grant Program Guidelines (in the documents tab above) and provide the number of houses or businesses to be assisted in the boxes below.

If not applicable, please enter N/A for each category

N/A Number of Houses

N/A Number of Businesses

0.00 TOTAL

23. SUB-LOAN/SUB-GRANT PROGRAMS: How are program participants selected?

If not applicable, please type N/A

N/A

24. SUB-LOAN/SUB-GRANT PROGRAMS: Will this program be coordinated with other city programs?

If Yes, please explain. If no or not applicable, type N/A.

N/A

25. SUB-LOAN/SUB-GRANT PROGRAMS: Please explain the terms or conditions required of the borrower/grantee and your loan underwriting criteria.

If not applicable, type N/A.

N/A

V. 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.

26. Please Describe Your Organization:

The Minnesota Cameroonian Community (MINCAM), a 501 c (3) not-for-profit membership organization, is a consortium of independently operating organizations and individuals of Cameroonian origin or an affiliation with the country of Cameroon in Central Africa. MINCAM is the outcome of the desire of new Minnesota immigrants, primarily of Cameroonian descent, to organize themselves formally, into a viable entity whose call-to-action is to foster an environment in which the membership would improve their quality of life through access to economic, social, and cultural development. This effort, begun more than thirty-five (35) years ago, has evolved significantly into a pro-active community self-help and problem-solving outfit. The fewer than ten (10) Cameroonians who attended colleges and universities then in the Twin cities would meet a few times every quarter for weekend get-togethers over what, at times, were traditional Cameroonian meals to reminisce about home and avert isolationism and its attendant pathologies. These meals at the time were a novelty because of their scarcity. A good percentage of these persons, joined subsequently by thousands more, now call the Twin Cities home.

Today, the Cameroonians and their affiliates number in the thousands (approximately 5,000 combined) in the Twin Cities and counting. The duplicated count of participants in Cameroonian events easily exceeds 200,000 annually. Numerous conventions, birth celebrations, memorials and death ceremonies, ethnic specific activities, alumni gatherings and a host of similar events establish this community as a vibrant and vital contributor to the economy and colorful diversity tapestry for which the Twin Cities are known.

Cameroonians are typically very highly educated, some with professions, but practically all of them working and paying taxes, raising their families and contributing in varying degrees to the overall quality of life in the Twin Cities. Some also serve in the military, with multiple deployments wherever and whenever their country, the United States, summoned them.

As is customary with migrations, the significant growth of Cameroonian-Americans is fraught with challenges – some of them acute.

MINCAM, the overarching Cameroonian organization, has for the past several years worked on identifying these problems. The process has brought to the fore, the prevalence of these challenges some of which cut right across the demographic spread of the population. Policy-makers and our foundation partners would find MINCAM's efforts inspiring. Its pro-active, community (self-assessment) initiative provide the feasibility likely to be sought for any number of purposes including public health policy.

There are a significant number of Elderly, Children, Youth, Adults and Families of African descent for whom MINCAM's Cameroonian Community Center (CCC) would be beneficial.

27. What is your status as a legal entity?

(i.e. corporation, partnership, non-profit, sole proprietorship, etc.)

MINCAM is 501 (c) 3 Non-Profit Organization

28. Who will be your designated Project Manager? (name). Please describe their background, skills, and experience in managing similar-type projects/programs.

Our designated Project Manager will be Steve Ndely, PMP. He is a certified Project Manager and a Senior Process / Project Engineer with over 25 years of experience managing and installing projects with Pillsbury Co, General Mills Inc, Novartis Medical Nutrition, Nestle USA and Ampport Foods in many different locations. Recently managed retrofitting of all light fixtures at the production and warehouse areas at the Ampport plant at Minneapolis with the same vendor (Premier Lighting) above. At Ampport Foods Steve was a the Project Manager and Plant Engineer at the plant.

29. Do you have an adopted/official conflict-of-interest policy?

If yes, upload copy of policy in the Documents tab above.

Yes

No

30. If you have received City funds within the past five years, please type a list; including the year and amount below.

(e.g. 2013 Neighborhood STAR: \$12,500; 2015 Neighborhood STAR: \$5,000) If none, type N/A.

N/A

VI. ORGANIZATION MANAGEMENT:

31. Please provide names, titles, addresses and percentage owned of proprietors, partners, officers, directors, governors and all stock holders.

(100% of ownership must be shown.) If not applicable, type N/A
N/A

32. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please provide a list of the entities below.
In the Documents tab, please upload the last fiscal year-end financial statements for these firms. If none, type N/A
N/A

33. Is your business a franchise?

If yes, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement in the Documents tab (above).

- Yes
- No

VII. FINANCIAL INFORMATION:

34. Please confirm you have provided the following in your proposal.

Check if uploaded in the Documents tab and/or submitted the application fee. Additional information may be requested by city staff during the review of your proposal.

- 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.
- If this request is for a Sub-Loan/Sub-Grant Program please attach your Guidelines
- Mailed/delivered the application fee in the form of a check payable to the City of Saint Paul in the amount of \$75 for applications between \$5,000 - \$25,000 and \$125 for proposal over \$25,000 to Planning & Economic Development, 25 W. 4th Street, Suite 1400, St. Paul, MN 55102

Budget

Sources and Uses	STAR Loan Request	STAR Grant Request	Matching Funds	Non-Matching Funds	TOTAL
Acquisition (up to 20% of STAR funds)					\$ 0.00
Rehabilitation: Residential					\$ 0.00
Rehabilitation: Commercial		\$ 37,000.00	\$ 37,000.00		\$ 74,000.00
New Construction: Residential					\$ 0.00
New Construction: Commercial					\$ 0.00
Public Improvements					\$ 0.00
Private Open Space Improvements					\$ 0.00
Direct Project Costs (up to 20% of STAR funds)					\$ 0.00
Total	\$ 0.00	\$ 37,000.00	\$ 37,000.00	\$ 0.00	\$ 74,000.00
Additional Sources not qualifying as Match	Other Funds				
-none-	\$ 0.00				

Tables

Source of Matching Funds

Matching Funds	Amount	Date Available (MM/DD/YY)	Match Firm?
A. Estimated volunteer labor/sweat equity*:			

	\$ 11,100	04/01/16	€
B. Estimated in-kind service*:			
	\$ 5,000	04/01/16	€
	\$		€
	\$		€
C. Amount and source of private equity:			
	\$ 16,700	08/15/16	€
	\$		€
	\$		€
D. Name and amount of anticipated foundation grants:			
Rebates for light fixtures	\$ 4,200	07/31/16	€
	\$		€
	\$		€
E. Amount of loan(s) and name of lender:			
	\$		€
	\$		€
	\$		€
TOTAL VALUE OF MATCHING FUNDS			
Total	\$ 37,000	0	

Documents

Documents Requested *	Required?	Attached Documents *
Current balance sheet and operating statement (Last business quarter)		MINCAM Financials
Aging of accounts receivable/accounts payable as of the date of the current balance sheet		MINCAM Financial Report Year Ending 2015
A year-ended balance sheet and profit and loss statement for the previous three years, with accountant's letter, notes and supporting schedules		MINCAM Financials Year Ending 2015
Detailed cash flow projections for 12 months of operation or a projected annualized income statement with assumptions		MINCAM Financial Report Year Ending 2015
A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)		
Please attach an itemized budget and/or contractors' estimates		MINCAM Light Fixtures Retrofit
If purchasing fixed assets, please include purchase agreements or vendor quotes		
If a corporation, please provide articles of incorporation and bylaws		
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		Resume
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.		
Question 30. If your business is a franchise, upload a copy of the franchise agreement and the franchiser's FTC disclosure statement		
Question 26. Conflict of Interest policy		
Question 29. If you have affiliate and/or subsidiary firms (20% or more ownership in other entities), please upload the last fiscal year-end financial statements for these firms		

Question 22. Please attach Sub-Loan and/or Sub-Grant
Program Guidelines (if applicable.)

Letters of Recommendation and/or Support

** ZoomGrants™ is not responsible for the content of uploaded documents.*

Application ID: 54675

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