Commercial Vitality Zone PROJECT

INTERDEPARTMENTAL MEMO OF UNDERSTANDING

In accordance with the decision of the Director of the Department of Planning and Economic Development, made by authority granted under Resolution # 15-1445, adopted on August 19, 2015, the Department of Parks and Recreation will administer the Commercial Vitality Zone (CVZ) Project entitled Hamm Park Improvements. Work on this project is expected to commence on June __, 2018 and be completed on or about October, 2018.

CVZ funds in the amount of at least $ 70,000.00 have been allocated for the construction of this project. Any additional allocation of CVZ funds must be documented in writing and agreed to by the Directors of PED and Parks and Recreation or their respective designees. As work progresses, the Department of Parks and Recreation will bill the CVZ Program using the City's ID billing system. The disbursement code is: 1-28551400-73220-51400-10008-73220.

Attached to the ID will be an accounting of actual bid item costs on the project which corresponds to the requested reimbursement amount and matching dollars spent on the project.

In addition, all applicable compliance requirements regarding Affirmative Action (Section *183.04 of the Saint Paul Legislative Code*), Labor Standards (*Section 82.07 of the St. Paul Administrative Code*) and the Vendor Outreach Program (*Chapter 84 of the St. Paul Administrative Code*) need to be satisfied prior to a CVZ reimbursement.

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When work has been completed, the PED Project Manager will be notified in writing.

PED DIRECTOR: _____.

Signature & Date _____

Parks and Recreation DIRECTOR: _____

Signature & Date _____

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City of Saint Paul, Minnesota

Commercial Vitality Zone (CVZ) Program
Attachment A: Statement of Work

This document, and its attachments, will form the basis of the CVZ Agreement between the City of Saint Paul and your organization.

Project Title: Hamm Park Improvements

Organization: Saint Paul Parks and Recreation

Address: 25 W 4th Street Suite, 400

City: Saint Paul State: MN Zip: 55102

Department Project Manager: Brett Hussong Phone: 651-266-6420

E-Mail: brett.hussong@ci.stpaul.mn.us

PED Project Manager: Marcq Sung Phone: 651-266-6615

E-Mail: marcq.sung@ci.stpaul.mn.us

Project Location: East 7th Street

Ward: 7 District: 4

CVZ Funds Awarded	$70,000
	+
Additional Non-CVZ Funds (if any)	$5,000
	=
Total Project Cost (all funds)	$75,000

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1. Project Summary: Please summarize your activity in the space provided.

Improvements to Hamm Park

2. Anticipated Timeline:

Time Period	Activities to be Completed	Person Responsible
From: To:		Brett Hussong
From: To:		
From: To:		Brett Hussong

3. Sources and Uses: Please attach an itemized budget or contractors' estimates where applicable.

CATEGORY	CVZ FUNDS	NON-CVZ FUNDS	TOTAL
Acquisition			
Rehabilitation: residential			
commercial			
New Construction: residential			
commercial			
Public Improvements (including engineering)	$70,000	$5,000	$75,000
Private Open Space Improvements			
** Direct Project Costs			
*** Other			
TOTALS:	**$70,000**	**$5,000**	**$75,000**

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4. Additional Funds: Please include only those funds directly related to this project activity.

Description	Amount
RWJ Foundation	5,000
Total	5,000

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