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District Council Update City of Saint Paul - PED

August 5, 2026



District Council Update

Today's Presentation

- Understanding District Councils
- District Council Funding & FY2026 Budget Changes
- Ways Residents Can Get Involved with District Councils





District Council Update

Today's Presentation

- **Understanding District Councils**
 - What are District Councils?
 - What District Councils Do
 - How PED Supports District Councils
- District Council Funding & FY2026 Budget Changes
- Ways Residents Can Get Involved with District Councils



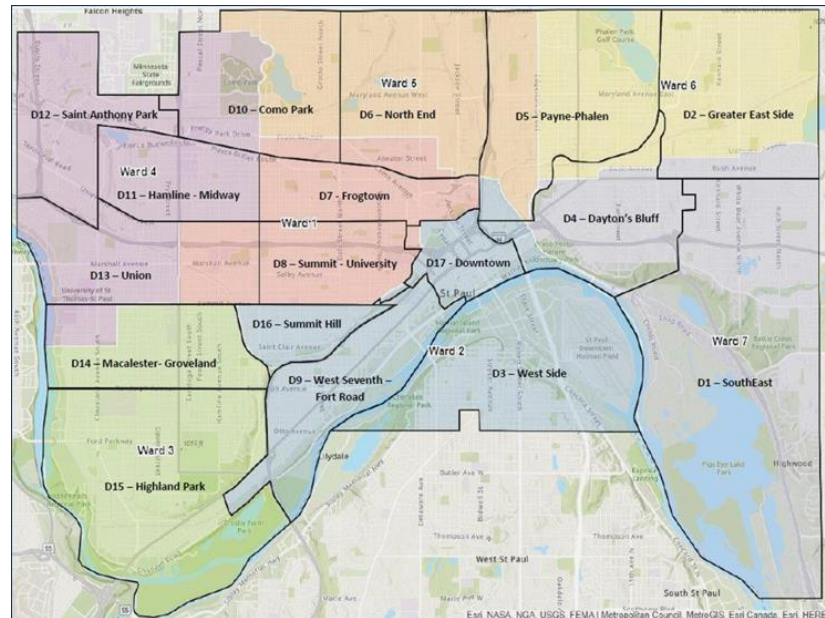


Understanding District Councils

What are District Councils?

Independent 501(c)(3) neighborhood organizations representing Saint Paul's 17 planning districts that:

- Partner with the City through **annual Contract Engagement Agreements**.
- Connect residents, businesses, and community organizations together and with City government.
- Support neighborhood engagement, planning, and identify local priorities in the community.





Understanding District Councils

What District Councils Do

Through annual Community Engagement (CE) Agreements, District Councils are expected to provide community engagement services by:

- **Gathering community input** on planning, development, and licensing proposals
- **Sharing city information** through District Council communication channels
- **Supporting community engagement** for City initiatives and special projects
- **Engage in district-level planning** consistent with the City's Comprehensive Plan





Understanding District Councils

How PED Supports District Councils

Program and Contract Administration

- Manage annual contracts
- Process reimbursement payments
- Grant Monitoring and Reporting

Technical Assistance

- Contract guidance
- Compliance support
- Training and consultation

Planning Support & Coordination

- District-level planning and zoning engagement
- Support city department coordination with District Councils
- Build and maintain stakeholder relationships with District Councils



Hamline Midway 2030 Neighborhood Plan

A Ten-Year Vision for Community Progress and Success



Adopted by the Saint Paul City Council October 22, 2025
Approved by the Metropolitan Council December 28, 2025





District Council Update

Today's Presentation

- Understanding District Councils
- **District Council Funding & FY2026 Budget Changes**
 - FY2026 Budget Outcomes
 - FY2026 Adopted Budget Allocation
 - District Council Budget Allocation Over Time
 - How District Council Funding is Distributed
 - Deep Dive: District Council Funding Formula
- Ways Residents Can Get Involved with District Councils





District Council Funding & FY2026 Budget Changes

FY2026 Budget Outcomes

Adopted Change	Impact
Budget Changes	
General Fund Increase	+ \$200,000, ongoing
HRA General Fund Increase	+ \$59,660, ongoing
HRA Parking Fund Transfer	+ \$345,000, one-time
HUD – CDBG Funds	- \$345,000
Administrative Updates	
Increased Minimum Allocation	\$62,922 --> \$75,049
Updated Funding Formula	Applied up-to-date census demographic data.



District Council Funding & FY2026 Budget Changes

FY2026 Adopted Budget Allocation

2026 City of St. Paul Financial Support for District Councils

- General Fund = \$1,296,267

Note: Financial Support from both City General Fund and CDBG totaling \$395,816 was carried forward for use in 2026

HRA Financial Support for District Councils

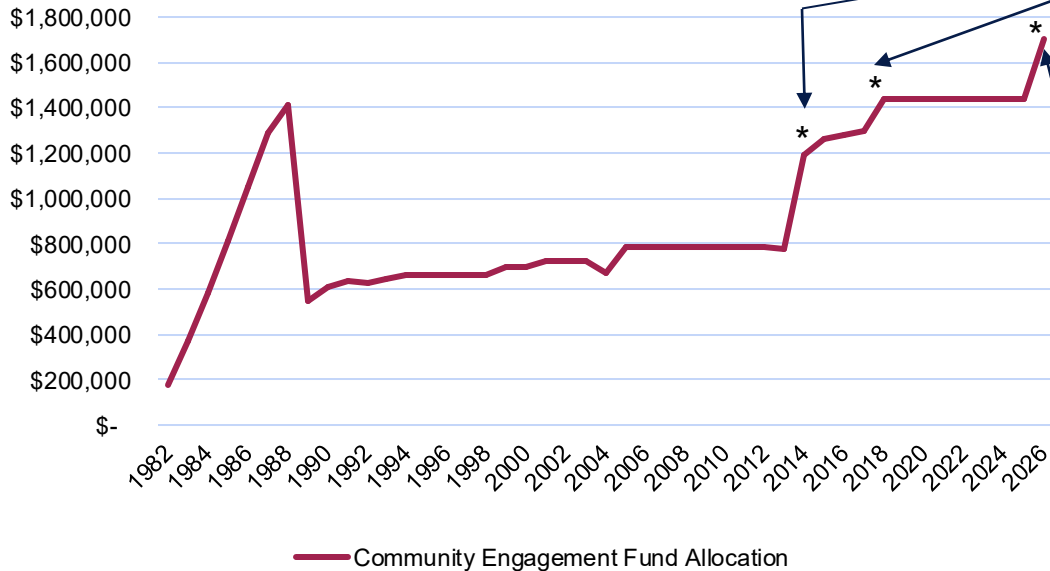
- Parking Enterprise Fund = \$345,000
- HRA General Fund = \$59,660

Total Adopted FY2026 Budget Allocation: \$1,700,927



District Council Funding & FY2026 Budget Changes

District Council Budget Allocation Over Time



- **2005** – Current funding formula adopted (**\$780K**).
- **2013** – Citizen Participation and Community Engagement programs merged; funding increased to **\$1.19M**.
- **2015–2017** – Innovation Fund introduced, 2010 Census data incorporated into funding formula.
- **2018** – City Council increased funding by **\$250K** (total **\$1.44M**).
- **2019** – Minimum allocation increased by **\$5,000** per District Council.
- **2022** – Innovation Fund incorporated into the base budget; **minimum allocation increased to \$62,922**.
- **2026** – Funding increased to **\$1.70M**; New census data incorporated into funding formula; program funding transitioned from CDBG to General Fund support.



District Council Funding & FY2026 Budget Changes

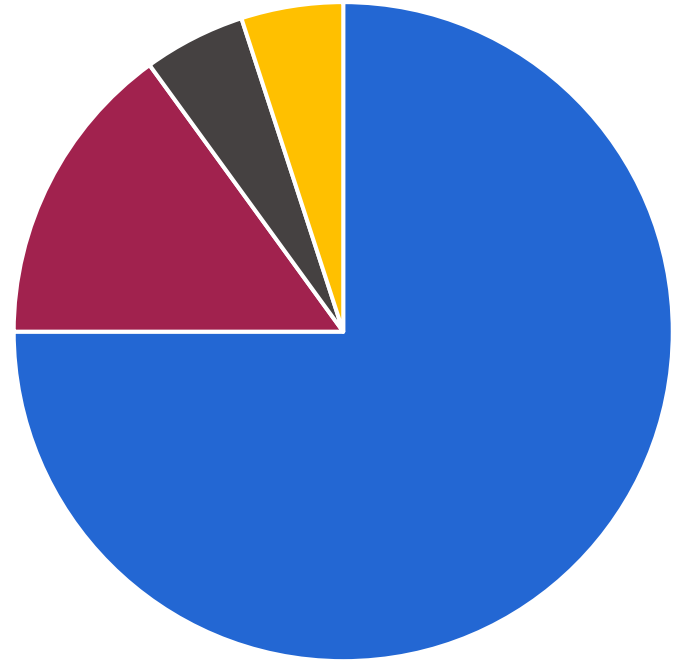
How District Council Funding is Distributed

After the annual budget is adopted, PED distributes funding to all 17 District Councils using the City's adopted funding formula.

Program funding is allocated based on the following community demographics:

- **Population (75%)**
- **Poverty (15%)**
- **Non-English Speaking Residents (5%)**
- **Employment (5%)**

Each District Council also receives a minimum funding allocation.





District Council Funding & FY2026 Budget Changes

Deep Dive: District Council Funding Formula

The current funding formula was adopted in 2005 to distribute District Council funding consistently across all 17 planning districts using the following demographic measures.

Demographic Metric	Weighted Significance	Definition	Source
Population	(75%)	Number of residents that live in the planning district.	2020 Decennial Census
Poverty	(15%)	Number of residents whose total income is below the federal poverty line.	2018-2022 ACS 5-year estimate
Non-English-Speaking Residents	(5%)	Number of residents in the planning district who speak a language other than English.	2018-2022 ACS 5-year estimate
Employment	(5%)	Working age adults who are employed in the planning district.	2020 Longitudinal Household Employment Dynamics (LEHD)



District Council Funding & FY2026 Budget Changes

Deep Dive: District Council Funding Formula

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Overview of District Council Funding Formula																
5			=B28*75%				=B28*15%						=B28*5%				
6	District	Population Data	Population	0.75	Poverty Data	Poverty	0.15	Diversity Data	Diversity	0.05	Jobs Data	Jobs	0.05	Allocation	75.04% Minimum	Adjusted Total	Final Allocation
7	D1 - SECO	23079	=B7/\$B\$24	=D5*C7	4346	=E7/\$E\$24	=G5*F7	9341	=H7/\$H\$24	=J5*I7	4131	0.02307	=M5*L7	=SUM(D7+G7+J7+M7)		=N7+O7	=ROUND(P7,0)
8	D2 - Greater Eastside	31104	=B8/\$B\$24	=D5*C8	5646	=E8/\$E\$24	=G5*F8	12397	=H8/\$H\$24	=J5*I8	3604	0.020127	=M5*L8	=SUM(D8+G8+J8+M8)		=N8+O8	=ROUND(P8,0)
9	D3 - WSCQ	15582	=B9/\$B\$24	=D5*C9	2673	=E9/\$E\$24	=G5*F9	4179	=H9/\$H\$24	=J5*I9	8687	0.048513	=M5*L9	=SUM(D9+G9+J9+M9)		=N9+O9	=ROUND(P9,0)
10	D4 - Dayton's Bluff	18714	=B10/\$B\$24	=D5*C10	3410	=E10/\$E\$24	=G5*F10	6378	=H10/\$H\$24	=J5*I10	22101	0.123424	=M5*L10	=SUM(D10+G10+J10+M10)		=N10+O10	=ROUND(P10,0)
11	D5 - Payne Phalen	33337	=B11/\$B\$24	=D5*C11	7714	=E11/\$E\$24	=G5*F11	13637	=H11/\$H\$24	=J5*I11	7441	0.041555	=M5*L11	=SUM(D11+G11+J11+M11)		=N11+O11	=ROUND(P11,0)
12	D6 - NENO	23752	=B12/\$B\$24	=D5*C12	5288	=E12/\$E\$24	=G5*F12	9773	=H12/\$H\$24	=J5*I12	6849	0.038249	=M5*L12	=SUM(D12+G12+J12+M12)		=N12+O12	=ROUND(P12,0)
13	D7 - Frogtown	15593	=B13/\$B\$24	=D5*C13	3689	=E13/\$E\$24	=G5*F13	6062	=H13/\$H\$24	=J5*I13	8822	0.049267	=M5*L13	=SUM(D13+G13+J13+M13)		=N13+O13	=ROUND(P13,0)
14	D8 - Summit University	17935	=B14/\$B\$24	=D5*C14	3194	=E14/\$E\$24	=G5*F14	4031	=H14/\$H\$24	=J5*I14	5021	0.02804	=M5*L14	=SUM(D14+G14+J14+M14)		=N14+O14	=ROUND(P14,0)
15	D9 - W 7th/Fort Rd	12975	=B15/\$B\$24	=D5*C15	1631	=E15/\$E\$24	=G5*F15	=12543-10925-385	=H15/\$H\$24	=J5*I15	13221	0.073834	=M5*L15	=SUM(D15+G15+J15+M15)	=75049-N15	=N15+O15	=ROUND(P15,0)
16	D10 - Como	15962	=B16/\$B\$24	=D5*C16	1643	=E16/\$E\$24	=G5*F16	=16417-14439-450	=H16/\$H\$24	=J5*I16	7496	0.041862	=M5*L16	=SUM(D16+G16+J16+M16)	=75049-N16	=N16+O16	=ROUND(P16,0)
17	D11 - Hamline-Midway	12124	=B17/\$B\$24	=D5*C17	1421	=E17/\$E\$24	=G5*F17	=11307-9919-423	=H17/\$H\$24	=J5*I17	10260	0.057298	=M5*L17	=SUM(D17+G17+J17+M17)	=75049-N17	=N17+O17	=ROUND(P17,0)
18	D12 - St. Anthony Park	9951	=B18/\$B\$24	=D5*C18	1151	=E18/\$E\$24	=G5*F18	=8921-7700-598	=H18/\$H\$24	=J5*I18	13070	0.07299	=M5*L18	=SUM(D18+G18+J18+M18)	=75049-N18	=N18+O18	=ROUND(P18,0)
19	D13 - Union Park	17709	=B19/\$B\$24	=D5*C19	2429	=E19/\$E\$24	=G5*F19	=15825-14395-529	=H19/\$H\$24	=J5*I19	11200	0.062547	=M5*L19	=SUM(D19+G19+J19+M19)		=N19+O19	=ROUND(P19,0)
20	D14 - Mac Groveland	21752	=B20/\$B\$24	=D5*C20	1436	=E20/\$E\$24	=G5*F20	=19127-17367-297	=H20/\$H\$24	=J5*I20	3244	0.018116	=M5*L20	=SUM(D20+G20+J20+M20)		=N20+O20	=ROUND(P20,0)
21	D15 - Highland	25111	=B21/\$B\$24	=D5*C21	2496	=E21/\$E\$24	=G5*F21	4277	=H21/\$H\$24	=J5*I21	6513	0.036372	=M5*L21	=SUM(D21+G21+J21+M21)		=N21+O21	=ROUND(P21,0)
22	D16 - Summit Hill	7226	=B22/\$B\$24	=D5*C22	629	=E22/\$E\$24	=G5*F22	=7207-6558-132	=H22/\$H\$24	=J5*I22	5444	0.030402	=M5*L22	=SUM(D22+G22+J22+M22)	=75049-N22	=N22+O22	=ROUND(P22,0)
23	D17 - Capitol River	9621	=B23/\$B\$24	=D5*C23	1276	=E23/\$E\$24	=G5*F23	=8401-6984-221	=H23/\$H\$24	=J5*I23	41961	0.234334	=M5*L23	=SUM(D23+G23+J23+M23)	=75049-N23	=N23+O23	=ROUND(P23,0)
24		=SUM(B7:B23)	=SUM(C7:C23)	=SUM(D7:D23)	=SUM(E7:E23)	=SUM(F7:F23)	=SUM(G7:G23)	=SUM(H7:H23)	=SUM(I7:I23)	=SUM(J7:J23)	=SUM(K7:K23)	=SUM(L7:L23)	=SUM(M7:M23)	=SUM(D24+G24+J24+M24)	=SUM(O7:O23)	=N24+O24	=SUM(Q7:Q23)
25	Chrysalis	311527			30172			78301			752043						
26														=SUM(N7:N23)	=SUM(O7:O23)	=SUM(N26:O26)	=SUM(Q7:Q23)
28	Proposed allocation	1595075	=B28														

Applying the funding formula:

1. City/HRA adopt budget
2. PED applies funding formula
3. Individual District Council allocations are calculated
4. OFS/Accounting establish project codes
5. Community Engagement Agreements executed



District Council Update

Today's Presentation

- Understanding District Councils
- District Council Funding & FY2026 Budget Changes
- **Ways Residents Can Get Involved with District Councils**





How to Get Involved with District Councils

- Visit the City's District Council webpage - stpaul.gov/district-councils
- **Find Your District Council** using our interactive map
- Stay Informed with **Early Notification System (ENS) Alerts**
- **Attend an Event or Board Meeting**
- **Volunteer or Run for a Board Seat**

The screenshot shows the Saint Paul Minnesota website with a blue header. The navigation bar includes links for 'I Want To...', 'Parks & Rec', 'Residents', 'Businesses', and 'Departments'. A search icon is on the right. The left sidebar is titled 'Residents' and contains a list of links: 'Live in Saint Paul', 'Voting Information', 'About Saint Paul', 'Government Links', 'Libraries in Saint Paul', 'Move to Saint Paul', 'Neighborhoods', 'District Councils', 'District Council Directory', 'District Council Frequently Asked Questions', 'History of District Councils', 'Parking Your Car', 'Parks and Recreation', 'Residential Permits and Licenses', 'Safety and Health', 'Streets and Sidewalks', 'Utilities', 'Early Notification System (ENS)', and 'Expand All'. The main content area is titled 'About District Councils' and includes a video player for 'Saint Paul District Councils' with a 'Watch on YouTube' button. Below the video, there are sections for 'What Do District Councils Do?', 'Build Community Engagement and Communication', 'Provide Input on Community Development and License Proposals', and 'Build Neighborhood Connections'. The page also features a 'Back to top' link in the bottom right corner.



District Council Update

Key Takeaways

- District Councils are independent neighborhood partners that connect residents with City government through community engagement, neighborhood planning, and public participation.
- PED administers Community Engagement Agreements and distributes funding as allocated using the City's adopted funding formula.
- The adopted FY2026 budget included increased ongoing funding and a one-time investment to replace prior CDBG funding to strengthen District Council support.
- Community members are encouraged to engage with District Councils through meetings, volunteer opportunities, and attending neighborhood events.





District Council Update

Information on the City of Saint Paul's

District Councils

Saint Paul's District Councils are independent organizations representing the city's 17 planning districts.

What Do District Councils Do?

Facilitate Community Engagement

- Sharing updates on city projects and initiatives.
- Gather input and perspective to inform city decisions and leadership.

Shape Development and Licensing Decisions

- Provide feedback on zoning, land use, and development projects.
- Offer input on business licenses and conditions for local establishments.

Build Neighborhood Connections

- Hosting events like block parties, forums, and clean-up days.
- Partnering with local businesses and organizations on community initiatives.

Develop and Maintain Neighborhood Plans

- District Councils craft plans reflecting community visions for growth and investment, aligning with the city's Comprehensive Plan.

Get Involved

Your participation strengthens our neighborhoods. Here's how to engage:

- ✓ **Find Your District Council** - Use the interactive map to connect with your District Council and sign up for updates.
- ✓ **Stay Informed** - Subscribe to the Early Notification System for updates on local projects and proposals
- ✓ **Join the Conversation** - Attend events, forums, or board meetings to share your ideas.
- ✓ **Make an Impact** - Volunteer or run for a board seat to help shape your neighborhood's future.

Photo Credit: Capitol River Community Council (top); Como Community Council (middle); Hamline Midway Coalition (bottom)

SAINT PAUL MINNESOTA

Learn more about the Saint Paul District Councils

Scan the QR code or visit stpaul.gov/dc-directory for the latest updates, meeting schedules, events, and opportunities for community involvement.

Department of Planning and Economic Development Planning Division

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651-266-6687



2026 DISTRICT COUNCIL COMMUNITY ENGAGEMENT CONTRACT GUIDANCE

This packet provides guidance on what is required as part of the annual Community Engagement contracting and reporting process.

Packet Content

- **GENERAL CONTRACT INFORMATION**
 - Equity Statement
 - Background
 - Objective
 - Contracted Services
 - City Support
 - Timeline

- **ANNUAL REPORTING REQUIREMENTS**

- **REIMBURSEMENT PROCESS**



LEADING WITH EQUITY

The City of Saint Paul believes that our diversity is our greatest asset. Race, gender identity, sexual orientation, language, disability status, age, or zip code should neither determine outcomes nor deny or limit any person the opportunity to achieve their full potential. In Saint Paul, education, employment, housing, and health and safety opportunities must be equitably distributed. To build a Saint Paul For All, we must integrate equity and inclusion into everything we do. Together, we will eliminate structural inequities and ensure timely and relevant access to services, resources, support, and opportunities for every person in Saint Paul.

We Believe...

- The ethnic, cultural, and linguistic diversity (including personal experiences, values, and worldviews that arise from differences of culture and circumstances) of our city and our residents of Saint Paul are the greatest asset of our community.
- Our city's assets are social, political, and economic resources that will create opportunities for our city as we compete not just nationally but globally.
- Race, gender, age, identity, ability, language, zip code, and other factors should neither determine outcomes nor deny or limit any person the opportunity to achieve their full potential.

BACKGROUND:

The City of Saint Paul has had a formal structure of neighborhood organizations to engage residents and collaborate with city government since 1975 -- one of the first in the nation. These organizations are known as District Councils because they are resident groups that engage and represent the people living in one of the City's 17 planning districts. Each district council is a 501(c)(3) non-profit with a board of directors composed of members elected by residents living within that district.

The district council structure was formed as part of the development of the City's Citizen Participation Program, now known as the Community Engagement Program. The purpose of this program is to create opportunities for residents to learn about what is happening in their neighborhoods and collaborate with one another and city government to maintain and improve the quality of life in the City of Saint Paul's neighborhoods. The program includes funding allocated to each district council on a formula basis.

CONTRACT OBJECTIVE:

The City of Saint Paul contracts with district councils to provide **nonpartisan** community engagement services.¹ These services are provided in relation to planning-related activities and to inform the City on the physical, economic, and social development in their communities. They also include assisting the City with identifying the needs and priorities of residents and initiating community programs. The City recognizes that district councils are well positioned to understand the needs of the communities they serve and encourages district councils to be

¹ District council community engagement services using City funding sources shall be carried out in a manner that is available to all residents in the District Council's defined service area and encourages participation by all. These services shall not be based on, influenced by, affiliated with, or support the interests, views, or beliefs of any individuals or group of individuals to the exclusion of the interests, views, or beliefs of another individual or group of individuals.



innovative in how they address those needs. The contract materials and support documentation strive to balance providing guidance related to goals and activities while not being overly prescriptive.

CONTRACTED SERVICES

REQUIRED ACTIVITIES

Serve as a conduit of information between the neighborhoods and the City Council, the Mayor, and City Departments by:

1. Performing community notifications, gathering community input, and relaying information back to the appropriate party at the City on business licenses and development proposals.
2. Utilizing the organization's communication platforms to promote and publicize City projects and initiatives.
3. Assisting on special projects that require community engagement.
4. Maintaining a current district/neighborhood plan and engage the community in updating the plan as needed.

EXAMPLES OF OTHER ELIGIBLE ACTIVITIES

1. Community engagement activities that encourage residents to become involved in the community, including forums, festivals, block parties, coordinating community gardens, etc.
2. Building neighborhood relationships and partnerships with other district councils, and public and private entities.
3. Initiating or supporting projects that increase neighborhood and city livability and sustainability.
4. Building organizational capacity, including the hiring of consultants to provide board or staff trainings, building the membership and volunteer base, expanding the organization's capacity through self-assessment and other activities.
5. Engaging in public policy issues by conducting educational meetings, preparing or distributing educational materials, or considering public policy issues in an educational manner.

INELIGIBLE ACTIVITIES

Activities for which Community Engagement funds received from the City cannot be used for activities that include, but are not limited to, the following items. Staff time associated with ineligible activities is not eligible for reimbursement.

1. Purchasing real property or engaging in real estate development.
2. Lobbying.
 - a. IRS Definition of Lobbying (Section 501(c)(3)): Lobbying involves attempts to influence legislation.—Legislation includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (e.g., City Council or HRA Board action), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure.



City of Saint Paul, Minnesota
FY2026 COMMUNITY ENGAGEMENT PROGRAM

- i. An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates for the adoption or rejection of legislation.
3. Costs associated with actions to oppose or support City or Housing and Redevelopment Authority of the City of Saint Paul (“HRA”) projects or developments (e.g., issue-focused campaigns or actions).
4. Engaging in fundraising activities, either directly or by supporting another individual’s or entity’s fundraising efforts.
5. Participating in any legal action (including appeals) against the City or HRA, whether as a named party in the legal action or to assist or participate in another party’s or parties’ pursuit of legal action against the City or HRA.
6. Making payments of interest charges, fines, penalties, damages and other settlements.
7. Making contributions and donations (e.g., charitable or political).
8. Purchasing food, beverages, and entertainment.
9. Purchasing promotional items, including gifts and souvenirs.
10. Compensating board members for their time or participation.
11. Paying for undefined line items, such as “miscellaneous” and “special projects” unless prior written approval is obtained by the City’s Grants Management staff.

SUPPORT PROVIDED BY THE CITY (IN ADDITION TO FUNDING)

1. Technical assistance from the District Council Coordinator, city planners, and other city staff regarding the contract, operations, and issues that are important to the neighborhood.
2. Assistance to help the organization understand and comply with the federal, state, local, and contractual requirements that apply to work being completed as part of the contract.²
3. The District Council Coordinator will provide technical and professional support to district council staff and board members, including training, organizational management, coaching and resource navigation, and connection to city staff, such as grant and funding opportunities and information upon request (e.g., mailing lists).
4. Best efforts by city departments and staff to respond in a timely and consistent manner to district council inquiries about neighborhood issues, meet frequently with district councils on proposed engagement projects to identify areas of staff contact and collaboration.

² The City does not warrant or guarantee the accuracy or reliability of any assistance it renders. If a district council acts in reliance upon such assistance, it does so entirely at its own peril or risk. Under no circumstances will the City or its employees act as, or be considered, the district council’s accountant, engineer, lawyer, or other professional or technical adviser. A district council is responsible for retaining its own attorneys, accountants, engineers, professional or technical advisers if it needs advice or assistance it can rely on.



City of Saint Paul, Minnesota FY2026 COMMUNITY ENGAGEMENT PROGRAM

CONTRACT TIMELINE INFORMATION

This timeline is a **general guide** for the 2026 contracting process. There are numerous factors that can influence the exact timing of the process on an annual basis.

Timing	Activity	Reimbursements: Reimbursements can begin as soon as contracts have been executed, Purchase Order (PO) #'s have been assigned, and requests have been submitted for review and approval. The City is committed to processing requests in a timely manner. Once requests have been submitted with all required documentation, and questions have been answered, City staff will strive to process reimbursements in 30 days or less.
Dec 10, 2025	2026 budget adopted.	
Dec 30, 2025	Contract materials sent to district councils.	
Jan 31, 2026	2025 Vendor Outreach Program (VOP) report due.	
Jan 1 – Jan 31	2026 Contract materials due to ensure timely processing. Contract materials are reviewed and approved in the order received. After the contract manager approves the materials, the contract moves through final approvals and a purchase order is issued.	
March 31	PED completes review of current-year contract materials.	
May 31	Final date to submit 2025 reimbursement requests.	
June 1	District Councils MUST submit reimbursement requests no less often than once every two months. At least one reimbursement request should be submitted by June 1. District Councils receive midyear report template and VOP report material.	
July 31	Midyear report and Vendor Outreach Program report due to the city.	
Dec 31, 2026	2026 Community Engagement Contract expires.	
March 31, 2027	Final date to submit reimbursement requests for 2026 contract unless contract is terminated sooner.	

Items to note:

- The District Council Coordinator will be available for individual meetings with district councils to discuss draft contract materials upon request.
- District Council funding levels will be confirmed following the adoption of the 2026 budget. Application material cannot be processed until the budget has been adopted, the funding formula has been applied, and other internal city processes are completed.
- Under MN Statute 471.425, local government has 35 days to process and issue payment on invoices. District Council reimbursements can take 10 days from when PED accounting receives the completed approval packet. Payment status updates should only be requested after a 10-business-day waiting period from the date your request is submitted to accounting for payment processing.



City of Saint Paul, Minnesota
FY2026 COMMUNITY ENGAGEMENT PROGRAM

- The city is under no obligation to honor or pay any request for reimbursement submitted past the expense reimbursement deadlines for expiration (March 31, 2027) or termination (90 days after termination) of this Agreement.

ANNUAL REPORTING REQUIREMENTS

Vendor Opportunity Program Reporting: District Councils need to submit a VOP report twice per year as follows:

1. A midyear report for the time period of January – June is due by July 31.
2. An end-of-year report for the time period of July – December is due by January 31

Community Engagement Reporting: District Councils need to report on their activities twice per year:

- 1) A midyear report is due by July 31.
- 2) An end-of-year report, covering January 1 through December 31, is due by January 31.



City of Saint Paul, Minnesota
FY2026 COMMUNITY ENGAGEMENT PROGRAM

COMMUNITY ENGAGEMENT PROGRAM CONTRACT CHECKLIST

(The first 6 items are forms that will be provided to you.)

☐	Statement of Work/Scope of Services - Please follow the instructions and fill out the form provided. This document will become part of the contract between the City of Saint Paul and your organization.
☐	Work Plan – Your Work Plan should expound on your Project Summary AND address the needs identified in the Statement of Opportunities and Challenges found in your Statement of Work/Scope of Services. Provide a separate Work Plan form for each goal. This document will become part of the contract.
☐	Budget Documents • Itemized Budget - Please complete sheet 1 of the form provided. Itemize all proposed expenditures. This form is for staff use and will <u>not</u> be included in the contract. • Budget – The budget worksheet will auto populate based on your itemized budget. This document will be part of your contract.
☐	Budget Justification - Please use the form provided to explain how your budget was determined. This document becomes part of your contract.
☐	Accountability Matrix – Please complete the form provided. This document becomes part of your contract with the City.
☐	Equity Evaluation Report – Please complete the form provided. This document becomes part of your contract with the City.
☐	Board Roster – Please provide a current list of Board Members.
☐	Job Descriptions - If your budget includes personnel expenditures, please attach a job description for each position that receives funding.
☐	Annual Report – To complete your Annual Report, open your 2025 Work Plan, and complete the final column, “Achieved Outcomes for year-end reporting.” For each activity listed, you must provide Achieved Outcomes. If an activity did not get done, or it got done differently, report on that. This document becomes part of your contract with the City.
☐	Insurance Certificate – Coverage Minimums. 1. General or Business Liability Insurance \$1,500,000 per occurrence \$2,000,000 aggregate per project \$2,000,000 products/completed operations total limit \$1,500,000 personal injury and advertising 2. Automobile Insurance. i. Commerical Vehicles. When commercial vehicles will be used in connection with the Project, these minimum coverage amounts are required: Bodily Injury: \$750,000 per person; \$1,000,000 per accident Property Damage: Not less than \$50,000 per accident



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	Coverage shall include: hired, non-owned and owned auto ii. Personal Vehicles. When personal vehicles are used in connection with the Project, the Grantor is not required to be named as Additional Insured, but proof of insurance is required prior to commencement of activities. Grantee must provide the Grantor with Endorsements from insurance company. Bodily Injury: \$30,000 per person; \$60,000 per accident Property Damage: \$20,000 per accident iii. Rental Vehicles. When rental vehicles are used in connection with the Project, the Grantee shall either purchase insurance from the rental agency, or provide the Grantor with proof of insurance as stated above.
☐	Workers Comp Insurance Certificate – Employer’s Liability shall have a minimum of: \$500,000 per accident / \$500,000 per employee / \$500,000 per disease policy limit. Grantees with 10 or fewer employees who do not have Worker's Compensation coverage are required to provide the City with a completed “Certificate of Compliance.”
☐	Form 990 - Please provide a copy of the most recently filed 990 (after April 15, must provide 2025 returns or application for extension and explanation)
☐	Attorney General Letter - Please provide a copy of the letter from the Minnesota Attorney General acknowledging current non-profit status.
☐	Additional Requirements – Each district council must: • have a current Affirmative Action Plan on file with the city. • be registered and in good standing with the Minnesota Secretary of State.



REIMBURSEMENT REQUEST GUIDANCE

It's difficult to capture all the nuances that may arise as reimbursements are processed. As such, the following information is intended to provide a general outline of the process. Grant dollars are disbursed based on incurred expenses that are eligible for reimbursement.

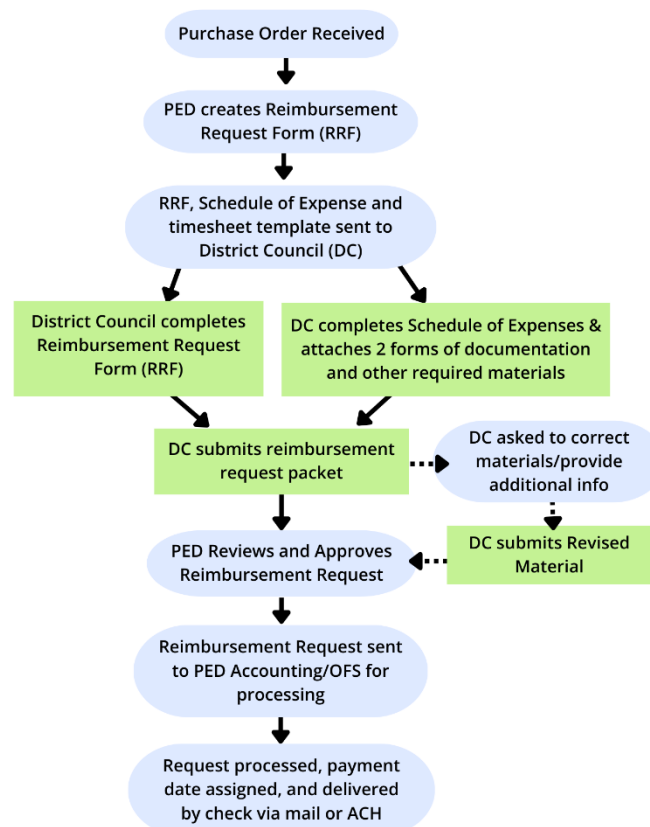
The suggested reimbursement schedule for 2026 is as follows:

Expense Dates	Reimbursement Request Submission
Jan – April	June 1
May – June	July 15
July – Aug	Sept 15
Sept – Oct	Nov 15
Nov-Dec	Jan 15, 2027

Notwithstanding the above, District Councils must request disbursements at least once every two months; by submitting the required reimbursement forms and documentation in whatever detail the City reasonably requires in order to comply with all federal, state and local regulations, procedures and policies.

Please also note, The City is under no obligation to honor or pay any request for reimbursement submitted past the expense reimbursement deadlines for expiration (March 31, 2027) or termination (90 days after termination) of this Agreement.

REIMBURSEMENT PROCESS MAP



FY2026 Community Engagement Program		
District Council #	Organization Name	FY2026 Allocation
District #1	Southeast Community Organization	\$120,682
District #2	Greater Eastside Community Council	\$160,568
District #3	West Side Citizens Organization	\$80,699
District #4	Dayton's Bluff Community Council	\$104,449
District #5	Payne-Phalen Community Council	\$181,974
District #6	North End Neighborhood Organization	\$129,408
District #7	Thomas-Dale/District 7 Planning	\$87,559
District #8	Summit-University Planning Council	\$90,913
District #9	West Seventh/Fort Road Federation	\$75,049
District #10	Como Community Council	\$75,049
District #11	Hamline Midway Coalition	\$75,049
District #12	St Anthony Park Community Council	\$75,049
District #13	Union Park District Council	\$85,492
District #14	Macalester-Groveland Community	\$93,310
District #15	Highland District Council	\$115,579
District #16	Summit Hill Association	\$75,049
District #17	CapitolRiver Council	\$75,049
TOTAL		\$1,700,927

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Overview of District Council Funding Formula																	
5		=B28*75%			=B28*15%			=B28*5%			=B28*5%							
6	District	Population Data	Population	0.75	Poverty Data	Poverty	0.15	Diversity Data	Diversity	0.05	Jobs Data	Jobs	0.05	Allocation	75,049k Minimum	Adjusted Total	Final Allocation	
7	D1 - SECO	23079	=B7/\$B\$24	=D5*C7	4346	=E7/\$E\$24	=G5*F7	9341	=H7/\$H\$24	=J5*I7	4131	0.02307	=M5*L7	=SUM(D7+G7+J7+M7)	=75049-N15 =75049-N16 =75049-N17 =75049-N18 =75049-N22 =75049-N23	=N7+O7	=ROUND(P7,O)	
8	D2- Greater Eastside	31104	=B8/\$B\$24	=D5*C8	5646	=E8/\$E\$24	=G5*F8	12397	=H8/\$H\$24	=J5*I8	3604	0.020127	=M5*L8	=SUM(D8+G8+J8+M8)		=N8+O8	=ROUND(P8,O)	
9	D3 - WSCO	15582	=B9/\$B\$24	=D5*C9	2673	=E9/\$E\$24	=G5*F9	4179	=H9/\$H\$24	=J5*I9	8687	0.048513	=M5*L9	=SUM(D9+G9+J9+M9)		=N9+O9	=ROUND(P9,O)	
10	D4 - Dayton's Bluff	18714	=B10/\$B\$24	=D5*C10	3410	=E10/\$E\$24	=G5*F10	6378	=H10/\$H\$24	=J5*I10	22101	0.123424	=M5*L10	=SUM(D10+G10+J10+M10)		=N10+O10	=ROUND(P10,O)	
11	D5 - Payne Phalen	33337	=B11/\$B\$24	=D5*C11	7714	=E11/\$E\$24	=G5*F11	13637	=H11/\$H\$24	=J5*I11	7441	0.041555	=M5*L11	=SUM(D11+G11+J11+M11)		=N11+O11	=ROUND(P11,O)	
12	D6 - NENO	23752	=B12/\$B\$24	=D5*C12	5288	=E12/\$E\$24	=G5*F12	9773	=H12/\$H\$24	=J5*I12	6849	0.038249	=M5*L12	=SUM(D12+G12+J12+M12)		=N12+O12	=ROUND(P12,O)	
13	D7 - Frogtown	15593	=B13/\$B\$24	=D5*C13	3689	=E13/\$E\$24	=G5*F13	6062	=H13/\$H\$24	=J5*I13	8822	0.049267	=M5*L13	=SUM(D13+G13+J13+M13)		=N13+O13	=ROUND(P13,O)	
14	D8 - Summit University	17935	=B14/\$B\$24	=D5*C14	3294	=E14/\$E\$24	=G5*F14	4031	=H14/\$H\$24	=J5*I14	5021	0.02804	=M5*L14	=SUM(D14+G14+J14+M14)		=N14+O14	=ROUND(P14,O)	
15	D9 - W 7th/Fort Rd	12975	=B15/\$B\$24	=D5*C15	1631	=E15/\$E\$24	=G5*F15	=12543-10925-385	=H15/\$H\$24	=J5*I15	13221	0.073834	=M5*L15	=SUM(D15+G15+J15+M15)			=N15+O15	=ROUND(P15,O)
16	D10 - Como	15962	=B16/\$B\$24	=D5*C16	1643	=E16/\$E\$24	=G5*F16	=16417-14439-450	=H16/\$H\$24	=J5*I16	7496	0.041862	=M5*L16	=SUM(D16+G16+J16+M16)			=N16+O16	=ROUND(P16,O)
17	D11 - Hamline-Midway	12124	=B17/\$B\$24	=D5*C17	1421	=E17/\$E\$24	=G5*F17	=11307-9919-423	=H17/\$H\$24	=J5*I17	10260	0.057298	=M5*L17	=SUM(D17+G17+J17+M17)			=N17+O17	=ROUND(P17,O)
18	D12 - St. Anthony Park	9951	=B18/\$B\$24	=D5*C18	1151	=E18/\$E\$24	=G5*F18	=8921-7700-598	=H18/\$H\$24	=J5*I18	13070	0.07299	=M5*L18	=SUM(D18+G18+J18+M18)			=N18+O18	=ROUND(P18,O)
19	D13 - Union Park	17709	=B19/\$B\$24	=D5*C19	2429	=E19/\$E\$24	=G5*F19	=15825-14395-529	=H19/\$H\$24	=J5*I19	11200	0.062547	=M5*L19	=SUM(D19+G19+J19+M19)			=N19+O19	=ROUND(P19,O)
20	D14 - Mac Groveland	21752	=B20/\$B\$24	=D5*C20	1436	=E20/\$E\$24	=G5*F20	=19127-17367-297	=H20/\$H\$24	=J5*I20	3244	0.018116	=M5*L20	=SUM(D20+G20+J20+M20)		=N20+O20	=ROUND(P20,O)	
21	D15 - Highland	25111	=B21/\$B\$24	=D5*C21	2496	=E21/\$E\$24	=G5*F21	4277	=H21/\$H\$24	=J5*I21	6513	0.036372	=M5*L21	=SUM(D21+G21+J21+M21)		=N21+O21	=ROUND(P21,O)	
22	D16 - Summit Hill	7226	=B22/\$B\$24	=D5*C22	629	=E22/\$E\$24	=G5*F22	=7207-6558-132	=H22/\$H\$24	=J5*I22	5444	0.030402	=M5*L22	=SUM(D22+G22+J22+M22)		=N22+O22	=ROUND(P22,O)	
23	D17 - Capitol River	9621	=B23/\$B\$24	=D5*C23	1276	=E23/\$E\$24	=G5*F23	=8401-6984-221	=H23/\$H\$24	=J5*I23	41961	0.234334	=M5*L23	=SUM(D23+G23+J23+M23)		=N23+O23	=ROUND(P23,O)	
24		=SUM(B7:B23)	=SUM(C7:C23)	=SUM(D7:D23)	=SUM(E7:E23)	=SUM(F7:F23)	=SUM(G7:G23)	=SUM(H7:H23)	=SUM(I7:I23)	=SUM(J7:J23)	=SUM(K7:K23)	=SUM(L7:L23)	=SUM(M7:M23)	=SUM(D24+G24+J24+M24)	=SUM(O7:O23)	=N24+O24	=SUM(Q7:Q23)	
25	Citywide	311527			50172			78501			152043							
26														=SUM(N7:N23)	=SUM(O7:O23)	=SUM(N26:O26)	=SUM(Q7:Q23)	
28	proposed allocation	1595075	=B28															