

# 2024 Small Cities Development Program (SCDP) Application Checklist

Please submit the application packet and attachments in the order listed below:

## Required for all applications

[ ]  Application Cover Sheet – Grantee Summary Information Sheet

[ ]  Full Budget

[ ]  List of current City Council members

[ ]  Conflict of Interest Disclosure Forms

* Those with a conflict of interest or potential conflict of interest must recuse themselves from voting on the local government resolution to apply for funding and all other actions related to the grant.

[ ]  Resolution to submit SCDP Application

[ ]  Adopted Local Government (City/Board/Council) Application Resolution

[ ]  Posted Public Hearing Notice

[ ]  Certified Public Hearing Meeting Minutes

* A public hearing must be held to obtain citizen input on community development needs and the proposed activities in the application.
* Minutes should indicate if any comments were received and a brief statement of the comments.
* The following must be reviewed and/or discussed at the public hearing:
	+ Citizen input on identifying community development and housing needs of the community; including the needs of very low- and low-income persons.
	+ Proposed SCDP activities within the application and the benefiting location(s).
	+ Overall costs and project financing.
	+ Implementation schedule.
	+ Past performance of staff proposed to carry out the project.
	+ Compliance with historic requirements.
	+ Include whether there are or may be historic or potential historic buildings in the project area and how the community intends to address compliance with federal regulations governing historic properties.

[ ]  Adopted Resolution designating a Slum/Blight Area (for Commercial or Streetscape using Slum and Blight as the national objective)

[ ]  Citizen Participation Plan

[ ]  Timeline

* A timeline that includes projected date of the following:
	+ environmental clearance.
	+ project bid and award dates.
	+ date of grant closeout.
* SCDP grants have a 30-month period of performance.

[ ]  Required Color Maps

* Project Map identifying the location and service area of project activities.
* Map must be labeled, clearly show streets, boundary lines and include a legend.

[ ]  Letters of Commitment, Conditional Commitment, and Evidence of Funding Application from all other (non-CDBG) sources of funds and/or resources.

### Secondary Applying Communities (if applicable)

If two or more cities are applying together, a local government resolution identifying the secondary community and roles and responsibilities must be submitted. Sample fillable resolutions are available on [the SCDP website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp)

[ ]  Local Government Resolution for Secondary Applying Communities (if applicable).

[ ]  Cooperative agreements (if applicable).

## Supplemental Checklists

Below are specific supplemental checklists for each project type. To be considered a complete application, the application packet must contain the required listed documentation above and the supplemental documentation for each type of activity being applied in the application.

### Supplemental Checklist for Owner Occupied, Rental, and Commercial Rehabilitations

[ ]  Sample survey letter with overview of grant program, including income limits, terms etc.

[ ]  Spreadsheet listing information from interest statements.

[ ]  Owner Occupied Rehabilitation

* Provide color map of the city limits with the location of the target area, including citywide (for population of 5,000 and under) or Target Area A and Plan B (if applicable).
* Provide color map clearly labeling standard, substandard and interested LMI property owners.

[ ]  Rental Rehabilitation - Provide color map clearly labeling location of rentals and interested rental properties.

[ ]  Evidence that “General Information Notice” have been provided to tenants (applicable only to rental rehab).

[ ]  Commercial Rehabilitation – Provide color map of the target area with street names clearly visible, along with the identified slum and blighted area boundaries, substandard, standard and potential interested commercial properties.

### Supplemental Checklist for All Public Facility Applications

[ ]  For projects that require the completion of an income survey, provide a copy of the SCDP Survey Results Spreadsheet.

[ ]  A digital copy of received surveys is acceptable.

### Supplemental Checklist for Public Facility – Community Center

[ ]  Rendering or floor plan of the project.

[ ]  Photos of the community center and substandard conditions.

### Supplemental Checklist for Public Facility – Streetscape

[ ]  Renewal Plan adopted by the city.

[ ]  Rendering of Streetscape elements, photos, and other relevant supporting documents.