

# 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.