

# 2024 Small Cities Development Program (SCDP)

# Full Application

## Community Center (Public Facility Category)

### Submission Information

Only communities with preliminary proposals that were deemed ‘competitive’ or ‘marginally competitive’ will be asked to submit **one original and one copy** of the Full Application to the Department of Employment and Economic Development (DEED) on or before 4:00 pm, Wednesday, April 17th, 2024.

***Faxed or e-mailed applications will not be accepted.***

Minnesota Department of Employment and Economic Development

Great Northern Building

180 East Fifth Street, Suite 1200

St. Paul, MN 55101

Attn. Community Finance Division, Small Cities Development Program Unit.

## Instructions

Applicants must download the Small Cities Development Program (SCDP) guidance from the [SCDP Website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp) (https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).

This application packet is **only** for Public Facility Community Center projects. Other eligible activity applications, are available on the [SCDP Website.](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp)

This activity is very broad and covers rehabilitation of senior centers, centers that serve the handicapped, youth centers, and other neighborhood facilities.

* Funds are used to rehabilitate deteriorated/deteriorating or address outdated buildings that pose a threat or hazard to the health and safety of residents.
* Maximum request for a community center project is $600,000, including administration and/or engineering costs.
* The community center must be supported by the community through a resolution or council vote to proceed.
* Community centers are not eligible for grant funds if they hold Primary or General Elections.
	+ If a community center receives SCDP funding, it cannot be used for Primary or General Elections in perpetuity.
* Community center must benefit the entire community.
* National objective - benefit low-and-moderate (LMI) income people on an area basis (LMA). A LMI person resides in households with household incomes that are up to 80% of county median income. The national objective can be met through the U.S. Census data or by community survey. Projects not meeting this federal national objective are ineligible to receive SCDP funding.
	+ The census determination can only be used for a project when the benefit area is citywide, and the federal national objective is met with census data showing that 51% or more of the people in the community are LMI. Community census data is available on the [SCDP website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).
	+ A community income survey must be conducted if community’s LMI is not at least 51% or the service area includes households outside the community’s limits in order to use the LMI federal national objective. A sample community survey form and spreadsheet is available on the [SCDP website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).
* Review and include the application checklist on the [SCDP Website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).

## Scoring

Public Facilities Project Evaluation for a project that includes one or more infrastructure activities which serve a neighborhood area or community.

Applications will be evaluated and awarded up to 240 total points as follows:

### Demographic – 30 Points

* Will be assigned by best available statistics from the Minnesota State Demographer and are based on:
	+ Number of residents at or below the poverty level in the jurisdiction.
	+ Percentage of residents at or below the poverty level in the jurisdiction.
	+ Per capita assessed valuation of the area, points are awarded in inverse relationship to applicant’s per capita assessed valuation.

### Project Need – 90 points

* The public facility need category shall be awarded based on evaluation of the extent to which the proposed activities will benefit low- and moderate-income persons or to eliminate a blight condition in the designated area.

### Project Impact –90 points

* The public facility impact category shall be awarded based on evaluation of the extent to which the proposed activities will beneficially impact the LMA community and/or address slum/blight conditions in the designated area.

### Cost Effectiveness – 30 points

* The public facility cost effectiveness category shall be awarded based on:
	+ Evaluation of the extent to which the proposed activities will make cost effective use of grant funds including coordination with and use of funds from other public and private sources.
	+ Evidence that the cost of the proposed activities benefiting the community is reasonable.

## Community Center Full Application

Applicant Name:

### Project Description

Provide a description of the activity.

**Narrative Answer:**

### Community Questions

1. What is the community center’s service area? (Choose one)

[ ]  Citywide

[ ]  City and the following areas:

1. What is the current population of the service area?
2. Provide the median household income of the community (U.S. Census data)?
3. How was the federal national objective met?

[ ]  U.S. Census Data

[ ]  Community Income Survey

1. What is the community’s LMI percentage per the U.S. Census:
2. If census data is below 51.00% and a community income survey was conducted, was the LMI for the community at least 51.00%?

[ ]  Yes

* + LMI percentage identified from the community survey:
	+ Describe how and when the surveys were conducted (door to door, mailed forms, online or other methods):
	+ Attach copies of the surveys and provide the spreadsheet tabulation from the [SCDP website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp). (https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp)

[ ]  N/A – community’s LMI was met using census data.

1. Provide the [U.S. Census county and tract code](http://www.ffiec.gov/Geocode/default.aspx) of the proposed project. (http://www.ffiec.gov/Geocode/default.aspx)
	* U.S. Census 3-digit county code:
	* Tract code (XXXX.XX):
2. Will engineering and/or architectural services be needed to complete the project (regardless of the funding source)?

[ ]  Yes

[ ]  No

1. If SCDP funds will be used toward construction engineering, have engineering services been procured by the city through a competitive process, using standard procurement methods (federal, state, or local, whichever is more stringent)?
	* [ ]  Yes
	* [ ]  No
	* [ ]  N/A

### Need

1. Describe the community need for this project.

**Narrative Answer:**

1. Does the community have an existing community center being addressed in this application?
	* [ ]  Yes
	* [ ]  No
2. What is the age of the current community center?

**Narrative Answer:**

1. What is the current condition of the community center?

**Narrative Answer:**

1. If SCDP funds were not awarded, would the proposed project still occur? If yes, how would the lack of SCDP funds impact the project and community?

**Narrative Answer:**

### Impact

1. Describe the community impact for this project.

**Narrative Answer:**

1. Will the activity involve rehabilitation of the existing community center?

[ ]  Yes

[ ]  No

1. Will the activity involve converting an existing building or space into a community center?

[ ]  Yes

[ ]  No

1. What is the square footage of the proposed community space?

**Narrative Answer:**

1. Who are and/or will be the users of community center?

**Narrative Answer:**

1. What community activities will be available at the community center?

**Narrative Answer:**

1. Will there be user fees or membership fees?

[ ]  Yes

[ ]  No

1. If user fees will be implemented, describe the costs and conditions.

**Narrative Answer:**

### Cost Effectiveness

1. Describe the community impact for this project. Include descriptions of other sources of funding.

**Narrative Answer:**

1. If SCDP is the only source of funding, describe why other funding sources were not sought to assist with the project.

**Narrative Answer:**

1. List the proposed rehabilitation activities to be addressed in the project. Include the estimated amount of SCDP funding for each item and other funds if applicable. (An itemized budget page may be attached to address this question).

**Narrative Answer:**

1. Have cost estimates considered federal Davis-Bacon and Related Acts wage rates and implementation costs?

[ ]  Yes

[ ]  No

1. Describe your proposed grant administrator’s or city engineer’s experience with the federal Davis-Bacon and Related Acts.

**Narrative Answer:**

1. Does the total proposed project anticipate utilizing over $250,000 in federal funds?

[ ]  Yes

[ ]  No

1. Which construction component(s) will be utilized during the project? (Select all that apply regardless of the funding source)

[ ]  Iron and steel ([definition](https://www.ecfr.gov/current/title-2/part-184#p-184.3(Iron%20or%20steel%20products)) of this classification)

[ ]  Specially listed construction materials

* + Non-ferrous metals
	+ Lumber
	+ Composite building materials
	+ Plastic and polymer-based pipe and tube

[ ]  None of the above

1. If the answer to Question 5 is yes and at least one construction component was selected in Question 6, have the [Build America Preference](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-184) (BAP) requirements been considered in the project cost and implementation? (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-I/part-184>)

[ ]  Yes

[ ]  No

[ ]  N/A

1. How will all operating and maintenance costs of the community center be covered?

**Narrative Answer:**

**Proposed timeline**

Enter the information as applicable below. All dates should be entered with the month and year each line is proposed to be completed.

* Date all engineering work completed:
* Does community have site control? [ ] Yes [ ] No
	+ Date secured:
	+ If the community does not have site control, when will it be secured?
* All necessary permits obtained:
* Completion of the SCDP Environmental Review:
* Bid process conducted:
* Award construction contract:
* SCDP funded facility operational:
* All construction (including turf restoration) complete: