

# 2024 Small Cities Development Program (SCDP)

# Full Application

## Public Facility Infrastructure

### Submission Information

Communities with preliminary proposals deemed ‘competitive’ or ‘marginally competitive’ will be asked tosubmit **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 Infrastructure projects.Other eligible activity applications, are available on the [SCDP Website.](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp)

* Funds are used to reconstruct failing, outdated, public infrastructure projects that pose a threat or hazard to the health and safety of residents. Projects may include but are not limited to wells, water towers, rehab wastewater treatment facilities and etc.
	+ Street work is limited to the area of the replacement effected by the public infrastructure project. Street work is not an eligible standalone project.
* Maximum request for public facility project is $600,000, including administration and/or engineering costs.
* 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 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 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 for a project with a specific service area or, if a city’s LMI is not at least 51%, or the project includes home outside the community’s limits in order to use the LMI 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).
* Funds cannot be used for projects anticipating future population growth.
* Funds should not be proposed for new construction, such as buildings to house treatment plants.
* Funds can only pay for service connections where a permanent easement is established and in conjunction with a housing rehabilitation activity.
* 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 - a project that includes one or more infrastructure activities which serve a neighborhood area or community.

Applications will be evaluated and awarded up 240 total points based on the following:

### 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:
	+ 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.

## Public Facility Proposal

Applicant Name:

### Project Description

Provide a detailed description of the activity.

**Narrative Answer:**

### Community Questions

1. What is the project service area? (Choose one)
* [ ]  Citywide
* [ ]  Specific area within the city
* [ ]  Citywide and residents outside the city
1. What is the current population of the city?
2. Provide the median household income of the community (U.S. Census data)?
3. If applicable, provide the number of homes outside the city limits using the proposed project system.
4. How was the federal national objective met?

[ ]  U.S. Census Data

[ ]  Community Income Survey

1. What is the city’s LMI percentage per the U.S. Census:
2. If the 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)

[ ]  No – city’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. Has a re-engineering report been completed?
	* [ ]  Yes
		+ If so, when will a copy of the report be submitted to DEED Small Cities Unit?
	* [ ]  No
3. Will the entire project, not just components that may be covered by SCDP funding, result in expanding the public facility’s capacity by more than 20% and/or will be impacting previously undisturbed ground?
	* [ ]  Yes
	* [ ]  No
4. 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. Provide information on the current public facility’s age and condition. Include all project components regardless of funding source.

**Narrative Answer:**

1. Is the proposed project on the state’s Drinking Water and/or Clean Water Project Priority List (PPL)?
	1. [ ]  Yes – if so, what is the PPL number:
	2. [ ]  No
2. Will the system primarily benefit residential users?
	1. [ ]  Yes
	2. [ ]  No
3. 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:**

### Community Impact

1. Describe the community impact for this project.

**Narrative Answer:**

1. List the proposed activities to be funded with SCDP funds. (Example: water lines, wastewater lines, water tower, etc.)

**Narrative Answer:**

1. Describe any existing identified critical health and/or safety issues.(Example: sewer backups, high levels of contaminants, compliance/violations)

**Narrative Answer:**

1. Describe any change to the proposed project costs that have occurred since the submission of the Preliminary Proposal, Include information on the effect this has had on the grant need.

**Narrative Answer:**

### Cost Effectiveness

1. Describe the cost effectiveness for this project. Include a description of other sources of funding.

**Narrative Answer:**

1. Does the project involve service connections to individual properties?
	1. [ ]  Yes - describe how the connections will be paid for:
	2. [ ]  No
2. Has an application been made to USDA Rural Development (RD) and/or Minnesota Public Facilities Authority (PFA)?
	1. [ ]  Yes (select all the applications that have been submitted as of this application)
		1. [ ]  USDA RD
		2. [ ]  PFA
	2. [ ]  No
3. If SCDP is the only source of funding, describe why other funding sources were not sought to assist with the project.

**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 7 is yes and at least one construction component was selected in Question 8, 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. Explain how the proposed public facility’s operation, maintenance, and repair, including certified operator expenses, will be financed over the life of the system.

**Narrative Answer:**

### Estimated Project Cost

In addition to completing the estimated project costs below, please ensure the additional budget worksheet/tab for public facilities in the Master Budget has also been completed.

|  | Current  | Estimated future  |
| --- | --- | --- |
| Annual system debt service | $      | $      |
| Annual operating and maintenance cost (do not include depreciation) | $      | $      |
| Total | $      | $      |
| **Number of residential households (billed individually)** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Other residential (multi-family, other residential facilities)** | Current | Estimated future |
| Connections  |       |       |
| Equivalent Residential Units (ERU) |       |       |
| Percentage of system use |      % |      % |

|  |  |  |
| --- | --- | --- |
| **Nonresidential** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Total Users** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Average Household System User Rate – Annual** | Current | Estimated future |
| Average household user rates without SCDP funds | $      | $      |
| Average household user rates with SCDP funds | $      | $      |
| **Average Household System User Rate - Monthly** | Current | Estimated future |
| Average household user rates without SCDP funds | $      | $      |
| Average household user rates with SCDP funds | $      | $      |

## 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) completed: