

# 2024 Small Cities Development Program (SCDP)

# Full Application

## Streetscape Application (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 preliminary proposal is only for Public Facility Streetscape 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 for eligible items that includes, decorative streetlights, garbage cans, signage, trees, benches, American with Disabilities Act (ADA) sidewalks/bump outs, monuments and etc.

* Maximum request for a streetscape project is $600,000, including administration and/or engineering costs.
* The streetscape activity must be a part of a renewal plan adopted by the city, be newly created or reference as part of the City’s Comprehensive Plan.
	+ Attach the plan, evidence of the plan has been or will be adopted by the city, and a rendering of streetscape elements (include maps, photos, any relevant supporting documentation).
* National objective - benefit low-and-moderate (LMI) income people on an area basis (LMA), or to prevent/eliminate slum and blight conditions.
* 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 establishing a slum and blighted area that meets federal requirements as well as meets the Minnesota Housing and Redevelopment Authority (HRA) statute definition of ‘blighted area’ ([Minnesota Statute 469.002, subdivision 11](https://www.revisor.mn.gov/statutes/cite/469.002#stat.469.002.11)).
	+ The census determination can only be used for a project when 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 if the community’s census LMI is not at least 51%, 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).
* If a slum and blight area is designated, the designation must be through council resolution (resolution template available on [SCDP website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp)) which includes clear area boundaries.
* Funds cannot be used for projects anticipating future population growth.
* 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 is 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

* 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

* 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

* 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.

## Streetscape Proposal

Applicant Name:

## Project Description:

Provide a detailed description of the project.

**Narrative Answer:**

### Community questions

1. What is the project area? (Choose One)

**Narrative Answer:**

1. What is the current population of the city?
2. How was the federal national objective met?

[ ]  U.S. Census Data

[ ]  Community Income Survey

[ ]  Slum and Blight Area Designation

1. What is the city’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)

[ ]  No

[ ]  Not utilized – project will use a Slum and Blight Area Designation

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. Is the streetscape work part of a street resurfacing or street reconstruction project?
	1. [ ]  Yes
	2. [ ]  No – describe the project details and boundaries.

**Narrative Answer:**

1. Do plans conform to any necessary Americans with Disabilities (ADA) standards?
	1. [ ]  Yes
	2. [ ]  No
2. 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 impact this project will have on the community.

**Narrative Answer:**

1. Is another agency (such as Minnesota Department of Transportation (MNDOT)) mandating streetscape elements as part of the street project?
	1. [ ]  Yes
	2. [ ]  No
2. Is MNDOT funding part of this project?
	1. [ ]  Yes - If yes, attach the MNDOT project timeline.
	2. [ ]  No
3. Will property owners be assessed for any local portion of the streetscape projects? SCDP funds cannot be assessed.
	1. [ ]  Yes
		1. If yes, what source of funding will be assessed.
		2. Additionally, provide an estimate of the average assessment for an impacted property owner.
	2. [ ]  No

### Cost Effectiveness

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

**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. 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 Davis-Bacon Act.

**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 the maintenance costs of the streetscape items be financed?

**Narrative Answer:**

1. Describe the community’s and the grant administrator’s (if applicable) experience undertaking this type of activity.

**Narrative Answer:**

## Cost itemization

Please provide a detailed list of work/items proposed by Unit and Quantity, the corresponding Total Unit Cost estimate, and funding source of each item included in the streetscape project (add additional lines as necessary):

| Description and Quantity | Total Cost | Funding Source |
| --- | --- | --- |
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## Project 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:
* All necessary permits obtained:
* Completion of SCDP Environmental Review:
* Bid process conducted:
* Award construction contract:
* SCDP funded items completed:
* All construction (including turf restoration) completed: