

## *Redevelopment Grant Application Submittal Checklist*

### *Logistics*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Two complete paper copies (complete copies include all attachments)                             |
| <input type="checkbox"/> | One complete electronic copy (i.e., one flash drive, emailed applications will not be accepted) |
| <input type="checkbox"/> | All the above submitted to DEED by 4:00 p.m. on February 1 or August 1                          |

### *Application Form Content*

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Applicant Information Cover Page   |
| <input type="checkbox"/> | I. Site Identification and History   |
| <input type="checkbox"/> | II. Cost Analysis: Redevelopment Sources and Uses (Budget Table) and Construction Sources and Uses |
| <input type="checkbox"/> | III. Tax Increment Financing (TIF) Analysis  |
| <input type="checkbox"/> | IV. Analysis of Redevelopment Potential  |
| <input type="checkbox"/> | V. Project Schedule  |
| <input type="checkbox"/> | VI. Payment Information (Applicant's State SWIFT Vendor Number, Location Code, and Address)        |
| <input type="checkbox"/> | VII. Resolutions (Statutory Cities must authorize Mayor and Clerk)                                 |
| <input type="checkbox"/> | VIII. Applicant Conflict of Interest Disclosure Form   |

### *Application Attachments*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Project Summary   |
| <input type="checkbox"/> | Appraisal or Assessor's Valuation (all parcels must have a current value which cannot be zero)  |
| <input type="checkbox"/> | Site maps illustrating ALL features requested in Question 4, site photographs   |
| <input type="checkbox"/> | Geotechnical Soil Evaluation Report (if applicable)   |
| <input type="checkbox"/> | Construction financing commitments, terms sheets, or letters of interest  |
| <input type="checkbox"/> | HUD 'Invitation to Apply' letter (if applicable)  |
| <input type="checkbox"/> | Resolution establishing Redevelopment TIF district and/or documentation of Redevelopment TIF qualifications (slum and blight analysis, building inspection, etc.) |
| <input type="checkbox"/> | TIF Cash Flow Analysis (if using TIF)   |
| <input type="checkbox"/> | Site crime data   |
| <input type="checkbox"/> | Council action/minutes or other documentation demonstrating local approvals/entitlements  |
| <input type="checkbox"/> | Current property tax statements for each parcel   |
| <input type="checkbox"/> | Joint agreements (if project is multi-jurisdictional)   |
| <input type="checkbox"/> | Local transit schedules   |
| <input type="checkbox"/> | Developer letter of commitment and/or development agreement   |
| <input type="checkbox"/> | End-user or business tenant letter(s) of commitment (if applicable)   |
| <input type="checkbox"/> | Resolution from applicant agency (Statutory Cities <b>MUST</b> authorize Mayor and Clerk)   |
| <input type="checkbox"/> | <b>MUST BE SUBMITTED AT TIME OF APPLICATION</b>   |
| <input type="checkbox"/> | Resolution from municipality in which the site is located (if different from applicant agency)  |
| <input type="checkbox"/> | Conflict of Interest form signed by the applicant   |

## MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

651-259-7451 or toll free at 1-800-657-3858

Brownfields and Redevelopment Unit  
Great Northern Building  
180 East Fifth Street, Suite 1200  
St. Paul, MN 55101

### INSTRUCTIONS

#### PURPOSE/BACKGROUND:

The Redevelopment Grant Program was established by the 1998 legislature to incentivize the redevelopment of old industrial, residential, or commercial properties; and assist private sector development with the challenges/costs these sites contain. Minnesota Statutes §§ 116J.571 – 116J.575 gives the Minnesota Department of Employment and Economic Development (DEED) authority to award grants to assist development authorities with eligible redevelopment costs as defined below.

The Redevelopment Grant Program is for currently or previously developed sites where significant barriers exist to redevelop the land into a different and/or more productive use. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

#### GRANT FUNDING AVAILABILITY:

Funding amounts have typically varied depending on legislative appropriation; however, DEED anticipates the availability of at least \$2 million per grant round. According to legislative requirement, if sufficient eligible applications are received, at least 50 percent of the grant money will be awarded to projects outside of the seven-county metropolitan area.

#### APPLICATION DEADLINES:

The Redevelopment Grant Program operates on a semi-annual grant cycle. Deadlines for submitting applications are **February 1** and **August 1 by 4:00 p.m.** each year. If these days fall on a weekend, the deadline will be the following business day. **Three complete sets of application documents are required for each project: 2 paper copies and 1 electronic copy on a flash drive.** An applicant may apply for more than one project, but a separate application must be completed and submitted for each site.

**NOTE: Emailed applications will not be accepted.** Please fill out the entire application. All applications must be complete upon submission to qualify for a grant. This includes the fully signed, required resolutions. Applications should be in a binder or bound with attachments clearly marked and tabbed. **ELIGIBLE GRANT APPLICANTS:**

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. While these are the eligible applicants, the site can be either privately or publicly owned.

#### GRANT ELIGIBLE SITES:

Only sites that have been previously developed, and the need to redevelop the land into a different and/or more productive use exists, qualify for a Redevelopment Grant. Sites which were never historically developed with buildings or infrastructure (i.e., cornfield) do not qualify. This program is not intended for parties that have operated on the site long-term, but rather to assist new parties with site redevelopment.

#### GRANT ELIGIBLE COSTS:

The Redevelopment Grant Program can pay up to 50 percent of the redevelopment costs for a qualifying site. “Redevelopment costs” or “costs” mean the costs of land acquisition, stabilizing unstable soils when infill is required, infrastructure improvements and ponding or other environmental infrastructure, demolition costs and costs necessary for adaptive re-use of buildings, including remedial activities. For purposes of this program adaptive reuse means interior environmental abatement and does not include building rehabilitation or construction. **Costs incurred before the grant agreement is fully executed are not eligible for reimbursement.**

**The redevelopment challenges/costs should be related to the site’s current or previously developed use.**

Examples of eligible and ineligible costs include:

#### Eligible Costs

- Public acquisition\*
- Demolition costs (as defined by [Minn. Stat. § 116J.572](#))
- Interior environmental abatement (e.g., asbestos abatement, lead paint abatement)
- Public infrastructure improvements\*\* (e.g., water, sanitary, and storm connections, public sidewalks, public street or sidewalk lighting, public roads, etc.)
- Environmental infrastructure (e.g., stormwater ponding or system, etc.)
- Geotechnical soil correction (must submit a geotechnical soil evaluation)

*\*Although the statute recognizes acquisition as an eligible expense, DEED will only consider public acquisition, and these costs are only eligible as matching costs.*

*\*\*Although these costs are eligible, they should not be the sole costs of the grant request.*

#### Ineligible Costs

- Construction costs
- Building rehabilitation costs (including interior demolition)
- Environmental remediation (i.e., soil, groundwater, and/or vapor contamination)
- Project/grant administration
- Work performed or fees charged by the grantee or another public entity
- Costs of appraisals or other application costs
- Streetscaping/landscaping (including rain gardens)
- Soft costs (e.g., performance bonds, insurance, etc.)
- Contingencies

#### GRANT LOCAL MATCH REQUIREMENT:

It is required that the applicant pay for at least 50% of the eligible redevelopment costs as a local match to obtain a redevelopment grant. The match can come from any source available to the applicant. Eligible redevelopment costs incurred up to 12 months prior to the application due date may be included as local match but cannot be reimbursed by DEED. See “Grant Eligible Costs” above. Prior costs should be identified in the Cost Analysis section of the application.

The applicant must complete and adopt the attached resolution authorizing this application and committing the

local match from the applicant (see Section VII, Resolutions).

#### REQUIRED APPRAISALS OR ASSESSMENTS FOR GRANTS:

Current (as-is) and projected (pre-construction) assessed values as determined by the local assessor are required. In lieu of the assessed value, appraisals done by an independent appraiser using accepted appraisal methodology, may be submitted. Values cannot be determined in any other manner. For tax exempt properties without an assessed value, a current market value must be provided.

The value of the property after the proposed development is completed is also required. This estimate is generally based on similar development projects in the city or a tax capacity estimate from the local assessor.

#### GRANT AWARD CRITERIA:

DEED will award grants to projects that provide the highest return in public benefits for the public costs incurred and meet all the statutory requirements. To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities that DEED must consider.

To fulfill this requirement of reviewing applications in an objective and fair manner, the following criteria have been assigned maximum point values to systematically award grants. All assigned scores will be relative to scores awarded to other applications during the same grant round. **An application must receive a minimum of 50 points to be eligible for funding.**

1. Need for redevelopment in conjunction with contamination remediation needs. *Maximum = 15 points.*
2. Redevelopment project meets current tax increment financing requirements for a redevelopment district and tax increments will contribute to the project. *Maximum = 25 points.*
3. Redevelopment potential within the municipality. *Maximum = 85 points.*
4. Proximity to public transit if located in the metropolitan area. *Maximum = 5 points.*
5. Multi-jurisdictional projects that consider the need for affordable housing, transportation, and environmental impact. *Maximum = 15 points.*

**Note: application review is a closed process.** DEED reviewers may request clarification, but unanswered questions will not receive a score. Additional materials and required attachments will not be accepted after the application deadline without prior request or approval.

DEED has Redevelopment Grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Be advised that if awarded, the application will be incorporated into the grant contract. The schedule provided in the application should be as accurate and realistic as possible. **Significant changes to the project and its schedule may result in grant termination.**



## Brownfields and Redevelopment Unit

## Redevelopment Grant Application

<b>Applicant (Public Entity) *</b>		
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>		
Address		
City		Zip Code:
Email of Agency Head		
If the applicant is a city, what form of government?	<input type="checkbox"/> Home Rule	<input type="checkbox"/> Statutory City
<b>Project Contact for the Public Entity</b>		
Phone		
Email		
Address		
City		Zip Code:
<b>Project Manager for this project from the Public Entity, in the event of an award*</b>		
Phone		
Email		
<b>Application Author</b>		
Phone		
Email		

\*If awarded, please note that the applicant is responsible for administering the grant and ensuring all grant terms and conditions are met.

## PROJECT SUMMARY

**ATTACH** a summary of the project including the applicant's capacity to manage the grant in the event one is awarded.

### I. SITE IDENTIFICATION AND HISTORY

#### *SITE INFORMATION*

1. Name of site/project: Click or tap here to enter text.

Site address: Click or tap here to enter text.

City: Click or tap here to enter text. Zip code: Click or tap here to enter text.

Site acreage: Click or tap here to enter text.

Property Identification Number(s): Click or tap here to enter text.

Minnesota Legislative District\* in which **the site** is located:

A: Click or tap here to enter text.

B: Click or tap here to enter text.

\*The Minnesota Legislature has an online tool to look up legislative district numbers: [Legislative Website](#)

#### *SITE OWNERSHIP*

2. A. Current property owner(s): Click or tap here to enter text.

When was the property purchased? Click or tap here to enter text.

For what amount? \$Click or tap here to enter text.

From whom was the property purchased? Click or tap here to enter text.

- B. Who will develop the site? Click or tap here to enter text.

Will the developer/affiliate own the property at any time? ☐ Yes ☐ No

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$Click or tap here to enter text.

- C. Who will own the site after development? Click or tap here to enter text.

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$ Click or tap here to enter text.

- D. What is the relationship (if any) between the current owner, the developer, and/or the future owner(s)? Click or tap here to enter text.

#### *SITE VALUATION: ASSESSMENT OR APPRAISAL*

3. DEED requires an appraisal or current assessed value as shown below. For tax-exempt properties without an assessed value, a current market value must be provided.

**ATTACH** an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value of the property. This value should

include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after redevelopment activities and development have been completed.

Current Appraised Value	
Projected Value	

Or **ATTACH** documentation showing the assessed value of the property for the most recent year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. Along with the assessed value, please include the projected value after redevelopment activities and development have been completed.

Current Assessed Value	
Projected Value	

### MAPS AND SITE FEATURES

4. **ATTACH** accurate and legible site and location maps, showing locations of prominent and relevant site features such as buildings, retaining walls, etc. Maps must include site boundaries, a north arrow and bar scale, and show the following:
  - ☐ Current condition of the site including labeled structures.
  - ☐ Specifically, where and for what activities DEED money will apply
  - ☐ If requesting, geotechnical soil correction location and depth
  - ☐ Proposed development of the site including labeled structures.
5. **ATTACH** current (and historic, if available) photographs of the site.

### HISTORY

6. Provide the timeline and history of the site. This includes, but is not limited to, when the site was first developed, former and current uses, as well as former and current occupants, etc., and describe what led to the site's current dilapidated condition.

Click or tap here to enter text.

### CURRENT AND FUTURE SITE USE

7. Zoning/Land Use:
  - A. Current: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use ☐ Other (Specify) Click or tap here to enter text.
  - B. After Redevelopment: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use ☐ Other (Specify) Click or tap here to enter text.
8. Current buildings on site:

	Number of buildings	How many are occupied?	If vacant, for how long?
Industrial			
Commercial			
Residential			

9. Year building(s) was/were constructed: Click or tap here to enter text.
10. Describe the current condition of the buildings on site: Click or tap here to enter text.

11. Describe plans for the existing buildings as redevelopment occurs:

Click or tap here to enter text.

12. Describe **IN DETAIL** the proposed development plan for the site. Include information such as the number and size of buildings, number of housing units, square footage of commercial space, any known future tenants, etc.

Click or tap here to enter text.

**IMPORTANT NOTE:** Per [Minn. Stat. § 116J.575, Subd. 4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

13. Is the proposed development related to the bioscience field? ☐ Yes ☐ No

If yes, describe: Click or tap here to enter text.

14. Is the proposed development an expansion of an existing Minnesota bioscience business?

☐ Yes ☐ No

## II. COST ANALYSIS

15. Total redevelopment costs as defined on Page iii: \$Click or tap here to enter text.

16. DEED request amount: \$Click or tap here to enter text.

**Note:** at least 50% of the total redevelopment costs must be paid with a match source.

17. Describe **IN DETAIL** the specific activities for which DEED funds are being requested:

Click or tap here to enter text.

18. If requesting assistance with geotechnical soil correction, explain how these costs are related to the site's past use and **ATTACH** the site's geotechnical soil evaluation report.

Click or tap here to enter text.

19. Complete the budget table below indicating the sources, uses, and amounts of all funds (including TIF, DEED requests, etc.) that will be used for eligible redevelopment costs as defined on Page iii. The table should list the total redevelopment costs, including any costs that have already been incurred.

The 50% local match can come from any source. Eligible redevelopment activities that have been completed up to 12 months prior to the application due date can count toward local match. If eligible costs have been incurred, attach the invoices. Public acquisition is only eligible as a match cost.

Redevelopment Sources and Uses of Funds for the Project (Budget Table)					
Use of Funds (Activity) (List individually)	Cost	Cost Incurred? Y/N	Date Incurred	Source of Funds	Date Funds Committed*
	\$				
	\$				
	\$				
	\$				



	\$				
	\$				
<b>Total</b>	<b>\$</b>				

**Use of Funds (Activity):** See Page iii for a list of eligible redevelopment costs. Be specific. List activities individually rather than combining into one line item (e.g., city water connection upgrade, city sanitary connection upgrade, etc.)

**Cost:** Total cost of the budget line item.

**Costs Incurred:** Has work on this activity started?

**Date Incurred:** When was this work done? Give a time range if necessary.

**Source of Funds:** List the funding sources, including match sources, contributing to each activity.

**Date Funds Committed:** When were the funds secured from this source?

**\*ATTACH** documentation of funding commitments.

20. Complete the table below indicating the sources, uses, and amounts of all funds that will be used for development construction.

Construction Sources and Uses of Funds for the Project			
Construction Activity	Cost	Sources of Funds (list individually)	Date Funds Committed*
<b>Total</b>	<b>\$</b>		

**Construction Activity:** May include building construction or other costs ineligible for Redevelopment.

**Commitment Date:** If construction financing is pending, list the date closing is anticipated.

**\*ATTACH** documentation of funding commitments.

21. What are the development's construction costs? Note the tables in question 20 and 21 should have the same total.

Total	\$
Public	\$
Private	\$

22. Is all the construction financing in place for the development of the site? ☐ Yes ☐ No

If yes, **ATTACH** documentation of funding commitments.

23. If construction financing is not in place, what is the process and timeline to secure the funds and when is closing anticipated?

[Click or tap here to enter text.](#)

**ATTACH** any letters of interest, term sheets from lenders or other funding sources, and include this information in Section V, Project Schedule.

24. Is the project seeking financial assistance from HUD and/or MHFA?

☐ Yes ☐ No

If yes, where is the project in the HUD and or MHFA financing process?

Click or tap here to enter text.

25. Will the development plan proceed without a DEED Redevelopment Grant?

☐ Yes ☐ No

Please explain.

Click or tap here to enter text.

### III. TAX INCREMENT FINANCING (TIF) ANALYSIS

26. Is this project included in a currently established Redevelopment TIF district? ☐ Yes ☐ No

If yes, **ATTACH** the adopted resolution establishing the Redevelopment TIF district.

27. If not, does the project currently meet TIF requirements for a Redevelopment TIF district?

☐ Yes ☐ No

28. If yes, check the following TIF criteria that apply and **ATTACH** documentation (slum and blight analysis, building inspection, etc.) determining Redevelopment TIF qualifications:

- ☐ A. Parcels consisting of 70% of the area of the TIF district must be occupied by buildings, streets, utilities, or other improvements, and more than 50% of the buildings (excluding outbuildings) must be structurally substandard to a degree requiring substantial renovation or clearance; or
- ☐ B. Parcels must consist of vacant, unused, under used, inappropriately used, or infrequently used rail yards, rail storage facilities or excessive or vacated railroad rights-of-way; or
- ☐ C. Tank facilities (see criteria in [Minn. Stat. § 469.174, Subd. 10\[a\]\[3\]](#)); or
- ☐ D. A qualifying disaster area.

29. How much TIF will be used for the project? \$Click or tap here to enter text.

**ATTACH** a cash flow analysis that indicates how much TIF will be used towards this project.

If another type of TIF is being used for this project, what type is it? (Housing, pooled, etc.)

Click or tap here to enter text.

30. What activities are being financed with TIF? Click or tap here to enter text.

31. What is the maximum amount of TIF that can be generated? \$Click or tap here to enter text.

32. If TIF is not being used fully, or at all, explain why:

Click or tap here to enter text.

33. Is there a gap in financing after applying TIF? ☐ Yes ☐ No

If yes, how much is the gap? \$Click or tap here to enter text.

### IV. ANALYSIS OF REDEVELOPMENT POTENTIAL

34. Describe how redevelopment of this site will spur future development of adjacent sites by identifying nearby properties with redevelopment potential.

Click or tap here to enter text.

35. Describe the relative adequacy of the infrastructure at the site.

Click or tap here to enter text.

36. **ATTACH** the most recent data on criminal activity at the site. Describe how redevelopment of the site will reduce crime.

Click or tap here to enter text.

37. Has the site been found or suspected to be contaminated? ☐ Yes ☐ No

If yes, describe the type of contamination: Click or tap here to enter text.

Check all that have been completed:

- ☐ Phase I ESA
- ☐ Phase II ESA
- ☐ Response Action Plan (RAP)
- ☐ MPCA RAP Approval
- ☐ Hazardous Material Survey

What are the anticipated remediation costs? \$Click or tap here to enter text.

What are the sources of funding for contamination cleanup? Click or tap here to enter text.

38. Have all the required local approvals/entitlements necessary for this project to proceed been obtained (planning commission, zoning, etc.)? ☐ Yes ☐ No

If yes, **ATTACH** council action/minutes or other documentation to confirm.

If not, what approvals remain and what is the timeline for obtaining these approvals? Include this information in Section V, Project Schedule.

Click or tap here to enter text.

#### *PROPERTY TAX INFORMATION*

39. What are the current property taxes (as determined by the County or City Assessor) for the site:

\$Click or tap here to enter text.

**ATTACH** a current property tax statement for each parcel.

40. What are the projected property taxes after development is completed: \$Click or tap here to enter text.

How was this figure determined? Click or tap here to enter text.

#### *JOB CREATION*

41. Project the number of new full-time equivalent (FTE) jobs to be created after redevelopment and development of the site is completed. These should include permanent jobs that did not exist in Minnesota prior to development and do not include temporary or construction jobs.

Total New Jobs: Click or tap here to enter text. FTEs

### New Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring/Start Date

### JOB RETENTION

42. Project the number of retained FTE jobs after redevelopment and development of the site is completed. These should include permanent jobs that existed either on-site or elsewhere in Minnesota prior to development.

Total Retained Jobs: [Click or tap here to enter text.](#) FTEs

### Retained Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Former Location of Retained Jobs

### HOUSING DATA

43. If the site will be redeveloped for residential use, provide the following data:

#### RENTAL:

Total number of units	
Monthly rental cost per unit	\$
Number of affordable units*	
Level of affordability	
Construction cost per unit	\$

#### OWNER OCCUPIED:

Total number of units	
Purchase price per unit	\$
Number of affordable units/homes*	
Level of affordability	
Construction cost per unit	\$

\*For purposes of this program, DEED considers affordable housing to be at or below 60% area median income (AMI).

### OTHER PUBLIC BENEFITS

44. Is this a multi-jurisdictional project (a joint application, joint powers agreement, joint development agreement, etc.)? ☐ Yes ☐ No

If yes, describe how the project is multi-jurisdictional and **ATTACH** any joint agreements.

Click or tap here to enter text.

Note: projects with other state agencies and/or the Metropolitan Council are not considered multi-jurisdictional projects.

45. What positive environmental benefit does this project have to the state and region?

46. Does the project advance or promote the growth of the green economy as defined in [Minn. Stat. § 116J.437](#)? ☐ Yes ☐ No

If yes, describe how the project advances or promotes the growth of the green economy in Minnesota:

Click or tap here to enter text.

#### PROXIMITY TO PUBLIC TRANSIT

47. **ATTACH** any local transit schedules and highlight the lines that serve the project site or nearby area. If a regularly scheduled route does not serve the area, please provide information about other forms of transit that serve the community.

Click or tap here to enter text.

#### DEVELOPER/END-USER/TENANT COMMITMENT

48. If there is a developer, complete the following and **ATTACH** a letter of commitment.

Developer	
Contact Person	
Title	
Phone Number / Email	

49. If there is an end-user or third party, such as a business tenant, complete the following and **ATTACH** a letter(s) of commitment.

Third Party/Company Name	
Contact Person	
Title	
Phone Number / Email	

## V. PROJECT SCHEDULE

50. Provide a detailed schedule outlining the individual tasks necessary to complete the project. This includes redevelopment and development tasks and activities such as, but not limited to, site acquisition, local approvals (entitlements, TIF, etc.), financing commitments, abatement, demolition, development construction start and end date, and any other project activities.

**IMPORTANT NOTE:** Per [Minn. Stat. § 116J.575, Subd. 4](#), if this redevelopment project fails to substantially provide the public benefits (jobs and taxes) listed in this application within five years of the grant award date, the Commissioner may require that 100 percent of the grant amount be repaid to DEED.

DEED has redevelopment grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grant funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. Premature applications increase the likelihood that public benefits will not be achieved within five years thus requiring grant repayment.

**If awarded, this schedule will be incorporated into the grant contract. Be as accurate and realistic as possible. Significant changes to this schedule may result in grant termination.**

### Scheduled Tasks

Task	20__												20__												20__											
	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Ma	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Redevelopment activities start date: [Click or tap to enter a date.](#)

Redevelopment activities completion date: [Click or tap to enter a date.](#)

Construction completion date: [Click or tap to enter a date.](#)

Benefits achievement date: [Click or tap to enter a date.](#)

51. Please list any factors which would change or delay this schedule. [Click or tap here to enter text.](#)

## VI. PAYMENT INFORMATION

52. To receive payment from DEED, a SWIFT Vendor Number (with Location Code) assigned by Minnesota Management and Budget is required. For prompt payment, ensure the Vendor Number and Location Code are set up to allow electronic funds transfer (EFT) or Automated Clearing House (ACH) payment. State Vendor information may be found at: [Supplier Portal](#)

Applicant's Financial Contact	
Phone	
Email	
Applicant's SWIFT <u>Remit To</u> Vendor Number and Location Code	
Address Associated with SWIFT Vendor Number and Location Code	

## VII. RESOLUTIONS

53. Resolutions must be adopted prior to the application deadline and submitted with the application. The two required elements are:

- A. A resolution from the governing body of the city where the project site is located, which approves the application.
- B. A resolution from the applicant committing the local match and authorizing contract signatures.  
**Note:** Pursuant to Minn. Stat. § 412.201, **Statutory Cities must authorize the Mayor and Clerk to execute all contracts.**

Blank resolution templates are included on the following pages. The applicant may choose to reformat or combine them, but the adopted resolution must include all the following statements. **Resolutions that do not contain all statements will not be accepted.**

### *RESOLUTION #1: Municipality Approving the Application*

BE IT RESOLVED that the \_\_\_\_\_ (Municipality of project location) has approved the Redevelopment Grant application submitted to the Department of Employment and Economic Development (DEED) on \_\_\_\_\_ (Date), by \_\_\_\_\_ (Applicant) for the \_\_\_\_\_ (Site name) site.

I certify that the above resolution was adopted by the city council on \_\_\_\_\_ (Date)

Signed: \_\_\_\_\_ (Authorized Official)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

### *RESOLUTION #2: Committing the Local Match and Authorizing Contract Signature*

BE IT RESOLVED that \_\_\_\_\_ (Applicant) act as the legal sponsor for project(s) contained in the Redevelopment Grant Program application to be submitted on \_\_\_\_\_ (Date), and that \_\_\_\_\_ (Title of Authorized Official) is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of \_\_\_\_\_ (Applicant).

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that if the project identified in the application fails to substantially provide the public benefits listed in the application within five years from the date of the grant award, \_\_\_\_\_ (Applicant) may be required to repay 100 percent of the awarded grant per Minn. Stat. § 116J.575, Subd. 4;

BE IT FURTHER RESOLVED that \_\_\_\_\_ (Applicant) has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, \_\_\_\_\_ (Applicant) may enter into an agreement with the State of Minnesota for the above-referenced project(s), and



that \_\_\_\_\_ (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk (for Statutory Cities), or Title of Authorized Official(s), are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

**Note:** Do not include the name, only the title of the official(s).

**Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts, whereas Home Rule Charter Cities or other public entities may differ.**

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ (City Council, County Board, etc.)  
of \_\_\_\_\_ (Applicant) on \_\_\_\_\_ (Date)

\_\_\_\_\_  
SIGNED: (Authorized Official)

\_\_\_\_\_  
WITNESSED BY:

\_\_\_\_\_  
(Title and Date)

\_\_\_\_\_  
(Title and Date)

## VIII. Applicant Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest.

*(Please describe):* Click or tap here to enter text.

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Click or tap here to enter text.

Signature: \_\_\_\_\_

Organization: Click or tap here to enter text.

Date: Click or tap here to enter text.