



Clean Water Fund

Point Source Implementation Grant Program

FY 2017 Application

Minnesota Public Facilities Authority  
First National Bank Building, Suite W820  
332 Minnesota Street  
Saint Paul, MN 55101-1378

[www.mn.gov/deed/pfa](http://www.mn.gov/deed/pfa)

# Point Source Implementation Grant Application

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**MINNESOTA PUBLIC FACILITIES AUTHORITY  
POINT SOURCE IMPLEMENTATION GRANT PROGRAM (FY 2017)**

**PROGRAM INFORMATION**

The Point Source Implementation Grant (PSIG) Program is jointly administered by the Minnesota Public Facilities Authority (PFA) and the Minnesota Pollution Control Agency (MPCA).

**APPLICATIONS MUST BE POSTMARKED OR SENT VIA E-MAIL NO LATER THAN JULY 31, 2016**

The **Point Source Implementation Grant Program** (Minnesota Statutes, Section 446A.073 as amended) provides 50% grants up to a maximum of \$3 million to governmental units to assist with the cost of water infrastructure projects necessary to meet:

- 1) Wasteload reductions prescribed under an approved total maximum daily load (TMDL) plan;
- 2) A phosphorus concentration or mass limit that requires discharging one milligram per liter or less at permitted design flow which is incorporated into a permit issued by the MPCA;
- 3) Any other water quality-based effluent limit established under Minnesota Statute Section 115.03, Subd 1, (e)(8), that is incorporated into a permit issued by MPCA that exceeds secondary treatment limits; or
- 4) A total nitrogen limit of ten milligrams per liter or less for a land based treatment system.

**Basic Program Information and Requirements**

- Eligible projects must be ranked on the MPCA's 2017 Clean Water Revolving Fund Project Priority List (PPL).
- Eligible drinking water treatment projects must also be ranked on the Minnesota Department of Health's (MDH) Drinking Water Revolving Fund 2017 Project Priority List (PPL).
- The PFA will reserve grant funds for submitted applications according to priority order as identified in the 2017 MPCA Project Priority List. Funds reserved will be based on the estimated PSIG eligible costs in the application. If as-bids costs are higher than the application estimated cost, grant awards will be based on the higher cost if sufficient funds are available at the time of award. The MPCA determines eligibility of all construction costs.
- Form 4b requests applicants identify prior incurred costs, based on invoices, for which they will request reimbursement through the PSIG grant. Items not identified on this form will not be considered for reimbursement. The PFA may limit PSIG reimbursement

for costs incurred prior to the Grant award, even if identified on Form 4b. Contact your loan officer for more information.

- Applicants must submit plans and specifications to MPCA and MDH (for drinking water projects)
- For **wastewater projects**, MPCA calculates an Essential Project Component (EPC) percentage based on existing versus future wastewater needs, which may result in some projects receiving less than a 50% grant.
- Grantees must follow the state Uniform Municipal Contracting Law and other applicable requirements (bidding, special requirements for out-of-state contractors, workers compensation, etc.) in the construction of the project. State prevailing wage rates apply to the project (available from the Minnesota Department of Labor and Industry (DOLI), Labor Standards Division 651/284-5091 ([www.DOLI.state.mn.us](http://www.DOLI.state.mn.us))). The DOLI contract conditions included in **Appendix A** of this Application along with the actual MN prevailing wages must be included in all bidding documents and construction contracts for projects that receive PSIG funding.
- To remain eligible for FY 2017 reserved funds, PSIG applicants must submit as-bid costs to the PFA and MPCA and must receive MPCA certification of the PSIG eligible portion of the project by June 30, 2017. The MPCA makes the final determination on eligibility of PSIG construction costs. The MPCA approves the project and certifies it to the PFA.
- Applicants must document that total project funding is in place before the PFA can award the grant. Documentation may include, local government resolutions, or award letters and grant agreements for other state or federal funds.
- Grant recipients must pay an application fee to the PFA equal to one-half of one percent of the grant amount. Fees are due at the time of execution of the grant agreement. The fee is not a grant eligible cost.
- Grantees must display a sign with the Clean Water Legacy logo at the project site or other public location identifying that the project was built with assistance from the Clean Water, Land, & Legacy Amendment. If it is not practicable to display the sign at the project site, the sign may be displayed in a public location at the Grantee's office along with a photograph of the project. An example sign layout is contained in this application package in **Appendix B**. The logo and specifications can be found at: <http://www.dnr.state.mn.us/legacylogo/index.html>

## **Coordination with PFA Revolving Fund Loans**

Applicants with projects seeking PSIG funds and a PFA loan through the Clean Water or Drinking Water Revolving Fund must also follow the CWRP/DWRP loan application process. This includes being listed on PFA's Intended Use Plan (IUP) within fundable range. A separate CWRP/DWRP loan application must be submitted by the deadline stated in the IUP.

## **Contacts**

**Minnesota Public Facilities Authority Loan Officers:** Refer to the map identifying PFA loan officers located at [www.mn.gov/deed/pfa](http://www.mn.gov/deed/pfa).

**Minnesota Pollution Control Agency:** Contact the review engineer for your project or Bill Dunn at the MPCA at 651-757-2324, or see the MPCA web site at [www.pca.state.mn.us/PPL](http://www.pca.state.mn.us/PPL) for additional information.

**Minnesota Department of Health:** contact Chad Kolstad at 651-201-3972 or [chad.kolstad@state.mn.us](mailto:chad.kolstad@state.mn.us).

## **Application Submittal**

Save this file to your computer and complete the forms electronically. The forms can then be printed or e-mailed to the PFA.

Applications may be submitted electronically as an e-mail attachment to the appropriate PFA loan officer by July 31, 2016, or by mail (postmarked no later than July 31, 2016) to: MN Public Facilities Authority, 1st National Bank Building, 332 Minnesota Street, Suite W820, St. Paul, MN 55101-1378.

Minnesota Public Facilities Authority  
First National Bank Building, Suite W820  
332 Minnesota Street  
Saint Paul, MN 55101-1378  
Phone 651-259-7469 or 1-800-657-3858 (Outside Metro Area)  
TTY/TDD: 651-296-3900  
FAX: 651-296-8833

**APPLICATIONS MUST BE POSTMARKED OR  
SENT VIA E-MAIL NO LATER THAN JULY 31, 2016**

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MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 1 - Checklist

**APPLICATION ITEMS REQUIRED BY JULY 31, 2016 (submit to PFA):**

- Form 1 – PSIG Checklist (this document)
  - Form 2 – Project Contacts
  - Form 3 – Project Information
  - Form 4a – Project Costs and Schedule (excel document)
  - Form 4b – Prior Incurred Costs (excel document)
  - Form 5 – Compliance with Laws, Rules & Regulations
  - Form 6 – Resolution of Application (Note: an example is included as Form 6, please submit copy of resolution adopted and signed by the governing body)
  - Form 7 – Description/Exhibits of Estimated PSIG Construction Costs
- 

**SUMBITTAL ITEMS REQUIRED PRIOR TO GRANT AWARD (AFTER INITIAL APPLICATION):**

**To the Minnesota Pollution Control Agency:**

Project plans and specifications for wastewater and stormwater projects (for review and approval) and drinking water projects.

As-bid cost documentation for wastewater, stormwater and drinking water projects (for determination of eligible PSIG construction costs).

**To the Minnesota Department of Health:**

Project plans and specifications for drinking water treatment plants (for review and approval)

As-bid cost documentation for drinking water treatment plants (for determination of PSIG eligible construction cost)

**To the Minnesota Public Facilities Authority:**

Documentation that complete project funding is in place (resolution from local government with commitment of local funds, award letter from other state/federal funding sources)

Final Form 4b Prior Incurred Costs (**Note:** *items not identified in the spreadsheet will not be considered for reimbursement*)

As-bid costs and bid tabulations

Copy of adopted/enacted user charge system and ordinance

Inter-municipal Agreement (enacted) if more than one municipality is involved in project

Management Contract: If the borrower has engaged a private contract operator to manage its wastewater, drinking water or storm water system, submit a copy of the management contract.

MPCA project certification (provided by the MPCA)

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**SUBMITTAL ITEMS REQUIRED AFTER AWARD BUT PRIOR TO GRANT DISBURSEMENT:**

Payment of application fee (one-half of one percent of grant amount)

Disbursement Request Form and supporting documentation for eligible expenses

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**SUBMITTAL ITEMS REQUIRED AFTER AWARD:**

Photograph of Clean Water Legacy Sign posting emailed to the PFA Loan Officer

MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 2 – Project Contacts

Applicant Name \_\_\_\_\_ County \_\_\_\_\_  
DUNS Number \_\_\_\_\_  
Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
Contact Person Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
\_\_\_\_\_

Authorized Official \_\_\_\_\_ Telephone \_\_\_\_\_  
Title \_\_\_\_\_ E-mail \_\_\_\_\_

Consultants and Advisors

Consulting Engineer Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Engineering Firm \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
\_\_\_\_\_

Other Consultant Name \_\_\_\_\_ Telephone \_\_\_\_\_  
Firm \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
\_\_\_\_\_

MPCA Engineer \_\_\_\_\_ Telephone \_\_\_\_\_

Will a Public Utilities Commission be responsible for operation & maintenance of the project? If yes, provide information below.

PUC Contact Person \_\_\_\_\_ Telephone \_\_\_\_\_  
PUC Title \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Fax No. \_\_\_\_\_  
\_\_\_\_\_

MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 3 – Project Information (attach additional sheets if necessary)

Brief Description of project to be financed:

Is the project listed on the 2016 PPL?	Yes	No
If not, has applicant submitted a 2017 PPL request to MPCA?	Yes	No

Identify the Project Type:

Wastewater

Stormwater

Drinking Water

Check which applies to the project seeking funding:

Wasteload reduction prescribed under a TMDL Plan

Phosphorus concentration/mass limit of 1 mg/L or less in MPCA permit

Other water quality-based effluent limit that exceeds secondary treatment limits in MPCA permit

Total Nitrogen limit of 10 mg/L or less (land based treatment)

Receiving Water \_\_\_\_\_

Title and year of Approved TMDL (if applicable) \_\_\_\_\_

Identify/name pollutant \_\_\_\_\_

Other Proposed Sources of Project Financing (in addition to the Point Source Implementation Grant)

Source	Amount Requested	Contact Person/Phone	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional information on other sources of project financing:

Project Schedule - provide estimated or actual dates for:

Submission of Plan and Specification to PCA \_\_\_\_\_

Advertising for Bids \_\_\_\_\_

Open bids \_\_\_\_\_

Award bids \_\_\_\_\_

Start Construction \_\_\_\_\_

End Construction \_\_\_\_\_

Specify the sources of revenue that will be used to operate and maintain the system. Include copy of current rate ordinance(s) and projected revenues.

Is there a contract/agreement with another entity to operate or manage the sewer system (i.e. private operator agreement)?

Yes

No

If so, please identify who the contract is with and the duration of the contract.

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This is an example of Form 4a Project Costs.  
Please use the excel document found on the PFA website

Minnesota Public Facilities Authority Point Source Implementation Grant Program Form 4a - PSIG Project Costs					
Applicant:		Date:			
Project:		Project Costs Based on:	Select from drop-down list		
		Estimated Essential Project Component Percentage (EPC %, see below):			
<i>Instructions: Fill in yellow cells. See notes at bottom.</i>					
	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
	Start Date	End Date	Total Project Costs	ESTIMATED PSIG Eligible Costs	Estimated PSIG Eligible %
<b>1. Construction Costs</b>					
Wastewater Treatment					
Sanitary Sewer Collection					
Stormwater Treatment					
Other:					
<i>Subtotal - Construction</i>			\$ -	\$ -	
<b>2. Contingencies (5% of construction)</b>			\$ -	\$ -	
<b>3. Engineering / Legal</b>					
Planning / Pre-design				\$ -	
Engineering Design				\$ -	
Inspection / Construction Mgmt				\$ -	
Legal / Financing Related Fees				\$ -	
<i>Subtotal - Engineering / Legal</i>			\$ -	\$ -	
<b>4. Other Project Costs</b>					
Land Purchase					
Land Acquisition Costs					
Other:					
Other:					
<i>Subtotal - Other Project Costs</i>			\$ -	\$ -	
<b>Total Project Costs</b>			<b>\$ -</b>	<b>\$ -</b>	

Total PSIG Eligible Cost x EPC%: \$ -

Estimated PSIG Grant:  
(PSIG Eligible Cost x EPC% x 50%, \$3 million max) \$ -

Additional funding needed (total project cost minus PSIG grant): \$ -

Other funding: 

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Other funding: 

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Other funding: 

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Total: \$ -

**Notes:**

**ESSENTIAL PROJECT COMPONENT PERCENTAGE:** The EPC % represents the portion of the project needed to meet existing needs vs. growth, which may reduce the PSIG eligible costs. Must enter an estimated EPC % in the box above in order to calculate the estimated PSIG grant. The MPCA will determine the final EPC percentage.

**COLUMN A:** For each activity, identify the **START DATE** on which eligible costs were, or are expected to be, incurred. On Form 4b (see tabs below), identify specific prior incurred costs for which the recipient will request reimbursement based on invoices. Items not identified on this form will not be considered for reimbursement. PFA may limit PSIG reimbursement for costs incurred prior to the grant award, even if identified on Form 4b. Contact your loan officer for more information.

**COLUMN B:** For each activity, identify the expected **END DATE** for which the work will be completed.

**COLUMN C:** Identify the **TOTAL PROJECT COSTS** (wastewater, stormwater or drinking water)

**COLUMN D:** Identify the **ESTIMATED PSIG ELIGIBLE COSTS** necessary to comply with the TMDL; to reduce the discharge of total phosphorus to one milligram per liter or less; to address the water quality-based effluent limits; or to meet a total nitrogen limit of 10 mg/L for land based treatment.

**ATTACH A DETAILED BREAKDOWN** of the estimated PSIG eligible construction costs on a separate sheet (see Form 6). The Minnesota Pollution Control Agency will determine the grant eligible portion of the total construction costs.

**COLUMN E:** The worksheet will calculate the estimated PSIG eligible percentage based on the estimated PSIG eligible costs in Column D compared to total project costs in Column C. This same percentage will be applied to construction contingencies and engineering/legal costs and other project costs.



MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grant Program  
Form 5 – Compliance with Laws, Rules and Regulations

Point Source Implementation grantees are required to comply and ensure their contractor(s) comply with certain state laws, rules and regulations including but not limited to those described below which will be invoked as a condition of the grant.

1. Minnesota Statutes, Section 16B.31, subdivision 2 requires that all project funding be in place prior to execution of grant agreement.
2. Minnesota Statutes, Section 181.59, discrimination on account of race, creed, or color prohibited in contracts. Minnesota Statutes, Section 363A.08 prohibits unfair discrimination practices related to employment or unfair employment practices.
3. Minnesota Statutes, Section 471.345 Uniform Municipal Contracting Law.
4. Minnesota Statutes Chapter 363 Minnesota Human Rights Act. Requires that all public services be operated in such a manner that does not discriminate against any person in the access to, admission to, full utilization of or benefit from such public service.
5. Minnesota Statutes, Sections 176.181 - 176.182. Requires recipients and subcontractors to have worker's compensation insurance coverage.
6. Minnesota Statutes, Sections 177.41-177.43, prevailing wage rate law. Requires contractors to pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects.
7. Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
8. Minnesota Statutes, Chapter 16C.285, as amended. Responsible Contractor Requirements. Solicitation documents must include the specified language for all contracts.  
<https://www.revisor.mn.gov/laws/?year=2015&type=0&doctype=Chapter&id=64>
9. Laws of Minnesota 2010 Chapter 361, article 3, section 5(b). Clean Water Fund sign posting requirements.

The \_\_\_\_\_ certifies that it has or will comply with the above requirements.  
(Name of Grantee)

\_\_\_\_\_  
(Signature of Authorized Official)

\_\_\_\_\_  
Date

*(If digital signature is not available, print, sign and return signed form with application)*

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**MINNESOTA PUBLIC FACILITIES AUTHORITY**  
**Point Source Implementation Grant**  
**Form 6 - Estimated Construction Cost Breakdown for Point Source Implementation Projects**  
(Attach additional sheets if needed)

If the total project involves more than PSIG related work, indicate how the construction categories (mobilization, buildings, etc.) are Point Source Implementation eligible.

Please use whatever format best documents the Point Source Implementation costs. Describe how the Point Source Implementation project costs are related to:

- an established TMDL wasteload allocation or permit limit
- a phosphorus concentration or mass limit
- other water quality-based effluent limit
- a total nitrogen limit of 10 mg/L or less for land-based treatment

Refer questions to your MPCA Engineer.

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**EXAMPLE**  
MINNESOTA PUBLIC FACILITIES AUTHORITY  
Form 7 - Point Source Implementation Grant  
Grant Application Resolution No.

RESOLUTION AUTHORIZING THE **(applicant)** TO SUBMIT A POINT SOURCE IMPLEMENTATION GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA) AND TO AUTHORIZE CITY OFFICIALS TO EXECUTE A GRANT AGREEMENT ON BEHALF OF THE **(applicant)** FOR THE **(name of project)**

WHEREAS, the Point Source Implementation Program, established in Minnesota Statutes 446A.073, as amended provides funds for construction projects; and

WHEREAS the **(applicant)** is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for the **(describe project)**.

BE IT RESOLVED that the **(name of applicant)** has the legal authority to apply for the grant, and the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED, that upon approval of its application by the PFA, **(applicant)** may enter into an agreement with the PFA for the above referenced project, and that **(applicant)** certifies that it will comply with all applicable laws and regulations as stated in all contract agreements described in the Compliance listing of the grant application.

NOW, THEREFORE BE IT FURTHER RESOLVED, that **(title of first authorized official)** and **(title of second authorized official)**, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the above project on behalf of the **(applicant)**.

I CERTIFY THAT the above resolution was adopted by the **(Governing Body)** on **(month, day, year)**.

SIGNED:  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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**MINNESOTA PUBLIC FACILITIES AUTHORITY  
Point Source Implementation Grants  
APPENDIX A**

**State of Minnesota Prevailing Wages**

Include this language along with the Minnesota prevailing wages in all construction contracts:

Pursuant to Minnesota Statutes 177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties. The applicable wage determination must be incorporated into proposals and all contracts.

**Payrolls/Records**

The contractor and subcontractor shall furnish to the OWNER copies of any or all payrolls not more than 14 days after the end of each pay period. The payrolls must contain all of the data required by Minnesota Statutes Section 177.30. Subcontractors must furnish payrolls to the contractor. The OWNER may examine all records relating to wages paid laborers or mechanics on work to which Minnesota Statutes Sections 177.41 to 177.44 apply.

**Posting of Wage Rates/Required Posters**

Each contractor and subcontractor performing work on a public project shall post on the project the applicable prevailing wage rates and hourly basic rates of pay for the county or area within which the project is being performed, including the effective date of any changes thereof, in at least one conspicuous place for the information of the employees working on the project. The information so posted shall include a breakdown of contributions for health and welfare benefits, vacation benefits, pension benefits, and any other economic benefits required to be paid.

For more information regarding prevailing wage and its application, contact:

Minnesota Department of Labor and Industry  
Prevailing Wage unit  
443 Lafayette Road N.  
St. Paul, MN 55155  
Phone: (651) 284-5091  
E-mail: [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us)  
Web: [www.DOLI.state.mn.us](http://www.DOLI.state.mn.us)

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**MINNESOTA PUBLIC FACILITIES AUTHORITY**  
Point Source Implementation Grant Program  
Appendix B - Clean Water Legacy Sign

This project is financed by the Minnesota Public Facilities Authority including funds from the Clean Water, Land, and Legacy Amendment

