

Minnesota Cleanup Revolving Loan Fund  
Annual Progress Report Form

Minnesota Department of Employment and Economic Development  
Loan Project

**DUE DATE: July 25**

- Annual Report (Due before, during and after cleanup)
- Final Development Report (Due after final development is completed)

***Please read the attached instructions and answer all questions as directed for specified report. You may attach additional sheets as needed.***

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**Section 1: General Information - REQUIRED FOR ALL ANNUAL REPORTS**

1. Borrower Name: \_\_\_\_\_
2. DEED Loan Number: \_\_\_\_\_
3. Project Title: \_\_\_\_\_
4. Period covered by report: from Loan Award Date through: \_\_\_\_\_
5. Amount of MCRLF funds received through end of above period:  
From DEED: \$ \_\_\_\_\_
6. Name and title of person completing this report: \_\_\_\_\_
7. Phone number of person completing this report: \_\_\_\_\_
8. Signature of person completing this report:

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(This signature certifies that the information contained in this report is true and correct)



### Section 3a: Cleanup Completion Information

Please note that cleanup work should be completed within one year of the start of work. If work is not completed, you are required to provide DEED with an explanation for the delay.

13. List the start date for the cleanup: \_\_\_\_\_
14. List the completion date for the cleanup (or the anticipated cleanup date): \_\_\_\_\_
15. Have there been any changes in the projected scope and budget of the cleanup since the loan application was submitted? If yes, please describe the changes and attach an updated budget sheet:
  
16. Has all cleanup work conducted at the site complied with applicable state and federal laws and regulations regarding employment and workplace safety?
  
17. For all contracted work paid for with MCRLF funds, did borrower meet the utilization goals of 2% for minority-owned businesses (MBE) and 2% for women owned businesses (WBE)?

Indicate the MBE utilization for DEED \_\_\_\_\_. Indicate the WBE utilization for DEED \_\_\_\_\_. Attach additional sheets to demonstrate these calculations. If the 2% combined goal for MBE/WBE utilization was not met, did borrower undertake good faith efforts to give opportunities for qualified small business enterprises, minority business enterprises and women-owned business enterprises to submit proposals, bids and provide services on contracts and subcontracts for services and supplies? Please describe these efforts (attach additional pages as necessary).

18. For all contracted work paid for with MCRLF funds, did borrower comply with the Davis-Bacon Act, requiring payment of Federal prevailing wage rates for construction, repair or alteration work? Please provide an affidavit to this effect and/or describe how payment at rates equal to or greater than Davis-Bacon wage rates was ensured (attach additional pages as necessary).

### Section 3b: Redevelopment Completion Information

19. What is the expected, or what was the actual, development start date? \_\_\_\_\_
20. What date is the development of the site expected to be complete? \_\_\_\_\_
21. Have there been any changes in the redevelopment plan since the loan application was submitted? If yes, please describe the changes (attach additional pages if necessary).

### Section 4: Market Value, Final Development Costs, Leverage and Benefit

#### REQUIRED ONLY IN YEAR THAT CLEANUP IS COMPLETE

22. What was the assessed market value of the site prior to cleanup (land and buildings if applicable)?  
\$ \_\_\_\_\_
23. What is the actual assessed value of the site after cleanup (prior to construction of the new development)?  
\$ \_\_\_\_\_

#### REQUIRED ONLY IN THE YEAR THAT REDEVELOPMENT IS COMPLETE

24. What was the development start date? \_\_\_\_\_
25. What date was the development of the site completed? \_\_\_\_\_
26. What is the actual increase in the assessed market value of the redeveloped site (land and buildings) due to the new construction? \$ \_\_\_\_\_
27. What were the final total site development costs (excluding cleanup)? \_\_\_\_\_  
How much was public? Federal \$ \_\_\_\_\_ State \$ \_\_\_\_\_ Local \$ \_\_\_\_\_  
How much was private? \$ \_\_\_\_\_
28. What is the site's actual tax increase due to the cleanup/redevelopment? \$ \_\_\_\_\_
29. How many FTE jobs (at forty hours per week) have been created as a result of the cleanup and redevelopment of the site? \_\_\_\_\_  
What entities created these jobs?

30. How many total housing units have been created on the site? \_\_\_\_\_
31. How many market-rate housing units have been created on this site? \_\_\_\_\_
32. How many affordable housing units have been created on this site? Please indicate the "level" of affordability (e.g. affordable to households earning 60% of the median municipal or regional income) of the units at the site. \_\_\_\_\_
33. How many acres of green-space or other public space have been created at the site? \_\_\_\_\_

## **Section 5: Compliance with Loan Agreement**

### **REQUIRED FOR ALL ANNUAL LOAN PROGRESS REPORTS**

#### **The following items require annual reporting:**

34. Please refer to Section V of the DEED loan contract for reporting requirements. Attach any additional required information that is not specifically addressed in questions 1-33 of this report.

## MCRLF Program Progress Report Instructions

### Section 1 Instructions - "General Information for All Annual Reports"

- Item 1: Enter borrower's name as it appears on the loan agreement
- Item 2: Enter the DEED loan number.
- Item 3: Enter the project title (site name) as it appears on the loan application.
- Item 4: Enter the month, day and year through which you are reporting.
- Item 5: Enter the total amount of MCRLF funds received DEED through the date indicated in Item 4.
- Item 6: Enter the name and title of person completing the report.
- Item 7: Enter the phone number of the person indicated in Item 6.
- Item 8: Enter the signature of the person indicated in Item 6.

### Section 2 Instructions: "Financial Information by Activity"

- Item 9: Enter the activities that you have paid for with MCRLF funds; these should be consistent with the activities listed in your MCRLF application and/or loan agreement.
- Item 10. Enter the budgeted cost for the each activity. The budgeted costs should be consistent with those submitted with the loan agreement. If the budget has changed since the execution of the loan agreement, a revised budget should be submitted to DEED staff, with an explanation of the changes to the budget, consistent with item 15, below.
- Item 11. Enter the amount of actual expenditures per funding source. For "Other Source" specify the source of funds (for example, private, HUD, TIF).
- Item 12. Enter any comments on the progress of the project activity. Completing this item is optional.

### Section 3a Instructions: "Cleanup Completion Information"

- Item 13. Enter the date when the cleanup actions were started at the site.
- Item 14. Enter the date when the entire cleanup of the site was completed.
- Item 15. Discuss any changes in the cleanup budget or activities since your loan agreement was executed or since you submitted a revised budget to DEED. Describe increases or reductions in line items or the project as a whole.
- Item 16. Describe any violations of state or federal laws and regulations regarding employment and workplace safety and why these violations occurred.
- Item 17. Provide the MBE/WBE utilization rate for all contracted work paid for with MCRLF funds. For example:  $\text{WBE utilization rate} = \frac{\$ \text{ paid to WBE contractor}}{\text{total } \$ \text{ paid for all contracted work under loan}}$ . Describe efforts undertaken to give opportunities for qualified small business enterprises, minority business enterprises and women-owned enterprises to submit proposals, bids and provide services on contracts for services and supplies. If you submitted similar information to support municipal, state or other federal financing, you may attach copy of that information to this report.

Item 18. Describe how payment at rates equal to or greater than Davis-Bacon wage rates was ensured and/or provide an affidavit to the effect that the borrower required payment of federal prevailing wage rates (or greater) for contracted work paid for with MCRLF funds. If similar documentation was required to support municipal, state or other federal financing, you may attach a copy of that information to this report.

### **Section 3b Instructions: "Redevelopment Completion Information"**

Item 19. Enter the date when the development is expected to begin.

Item 20. Enter the date when the development is expected to be completed.

Item 21. Discuss any changes in the redevelopment project since you submitted your application to DEED.

### **Section 4 Instructions: "Market Value, Final Development Costs, and Benefit"**

Item 22. Indicate the assessed market value of the site before cleanup was implemented, accounting for land and buildings.

Item 23. Provide the assessed market value of the land after cleanup (and prior to construction of the new development).

Item 24. Enter the date when the development of the site had begun. Item 25. State when the development is was completed.

Item 26. Provide the increase in assessed market value of the land and buildings now that cleanup and redevelopment are completed.

Item 27. Indicate the development costs of the site (excluding cleanup). Development costs include all non-cleanup costs incurred to achieve a new development.

Indicate how much of the total development costs were public. Indicate how much of the total development costs were private.

Item 28. List the actual tax increase created by the site calculated by using the actual site property tax amount prior to cleanup and comparing it to the current property tax on the site.

Item 29. Now that development is complete, enter the final total of full-time equivalent (FTE) jobs created and hired at this site. List the entities that hired persons at this site.

Item 30. Indicate the total number of housing units that have been created at the project site.

Item 31. Indicate the number of market-rate housing units created at the project site.

Item 32. Indicate the number of affordable housing units created at the project site and the level at which they are considered affordable.

Item 33. Indicate the acres of green-space or other public space created at the site.

### **Section 5 Instructions: "Compliance with Loan Agreement"**

Item 34. Please refer to Section V of your DEED loan agreement for the reporting requirements. Attach any required information that was not specifically addressed in this form.