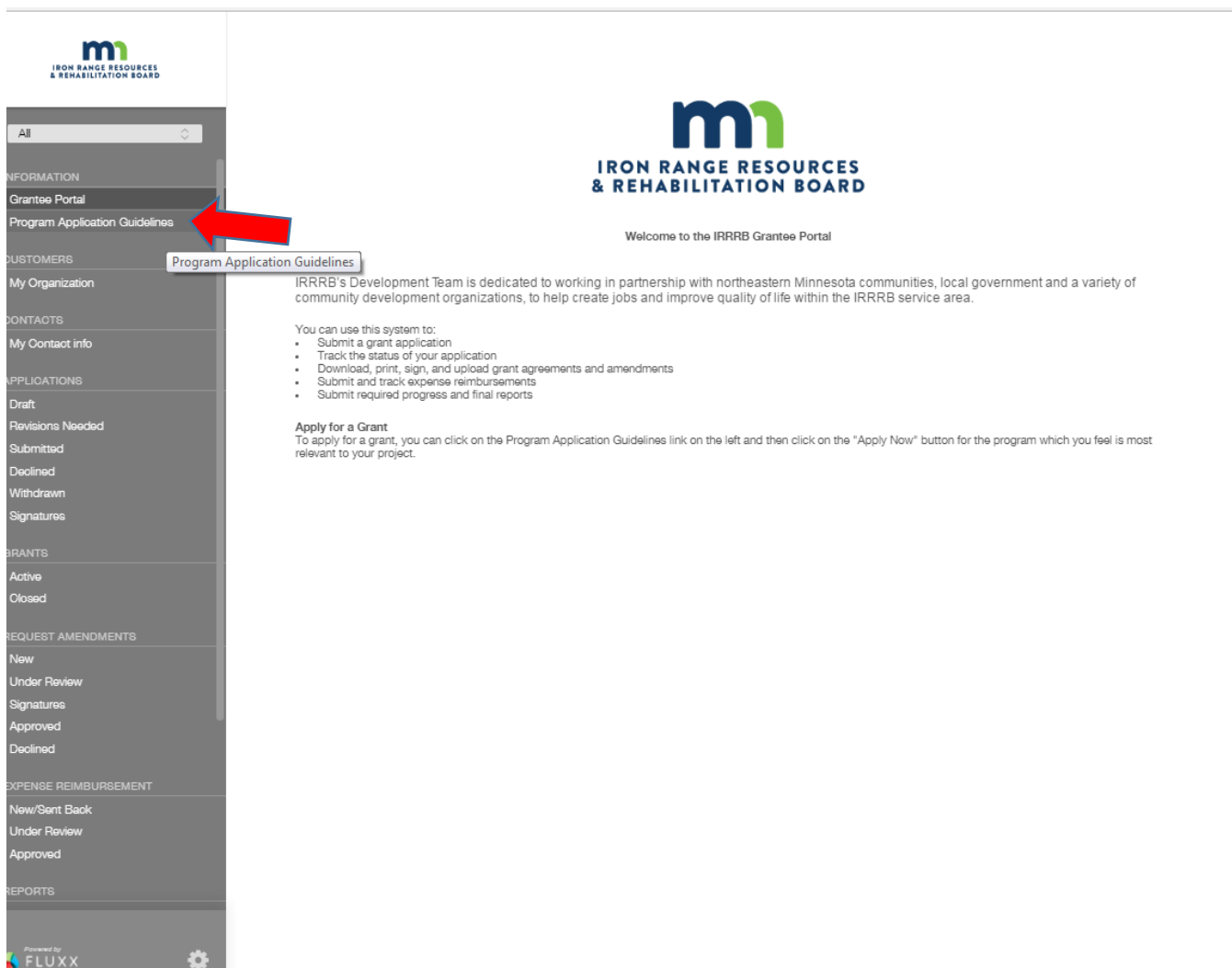


How to Submit a Grant Application

First you must register before following the steps below.

See *“How to Register and Create an Account in the Grant Portal”* instructions found on the IRRRB website

1. Go to the IRRRB Grants Portal located at https://irrrb.fluxx.io/user_sessions/new
2. Enter your user name and password under “Login Now:” and click “Sign In”
3. To apply for a grant, click on “Program Application Guidelines” on the sidebar



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IRON RANGE RESOURCES
& REHABILITATION BOARD

IRON RANGE RESOURCES
& REHABILITATION BOARD

Welcome to the IRRRB Grantee Portal

IRRRB's Development Team is dedicated to working in partnership with northeastern Minnesota communities, local government and a variety of community development organizations, to help create jobs and improve quality of life within the IRRRB service area.

You can use this system to:

- Submit a grant application
- Track the status of your application
- Download, print, sign, and upload grant agreements and amendments
- Submit and track expense reimbursements
- Submit required progress and final reports

Apply for a Grant
To apply for a grant, you can click on the Program Application Guidelines link on the left and then click on the "Apply Now" button for the program which you feel is most relevant to your project.

You will see a list of programs and as you scroll down, each program will list the program criteria, application process, and information regarding the application period.

3. To start the application, the you may select the program which is most relevant to your project, and click on the “Apply Now” button

Iron Range Resources & Rehabilitation Board

All

INFORMATION

- Grantee Portal
- Program Application Guidelines**

CUSTOMERS

- My Organization

CONTACTS

- My Contact info**

APPLICATIONS

- Draft
- Revisions Needed
- Submitted
- Declined
- Withdrawn
- Signatures

GRANTS

- Active
- Closed

REQUEST AMENDMENTS

- New
- Under Review
- Signatures
- Approved
- Declined

EXPENSE REIMBURSEMENT

- New/Sent Back
- Under Review
- Approved

REPORTS

- New/Sent Back
- Under Review
- Approved
- Close Out Acknowledge
- Close Out Review
- Close Out Closed

Powered by FLUXX

Commercial Redevelopment

Program Contact: Chris Ismil, 218-735-3010, Chris.Ismil@state.mn.us

Redevelopment of previously used commercial sites into viable development sites as well as the removal of blighted and unsafe buildings is essential to the vitality and economy IRRRB service area. The Commercial Redevelopment Grant Program assists in demolishing dilapidated commercial or industrial buildings and cleaning up brownfields.

Eligible applicants: Cities, townships, counties and tribal units of government. Multi-organization collaboration is welcome.

Funding: The Commercial Redevelopment Grant Program is funded at \$750,000 for FY 2017. The maximum grant award is \$200,000.

- IRRRB requires a 2:1 match per project.
- Projects must be planned to be completed within 12 months of award.

Evaluation criteria:

Projects are evaluated in one of two categories.

- New development
- Urgent health and public safety concerns

1. Economic impact – new development – 80%
 1. Enables new development (agreement in place for new development)
 2. Potential for new development (no agreement in place)
 3. Permanent job creation and wages
 4. Total project investment
2. Project readiness and timeliness – 20%
 1. Date of anticipated demolition
 2. Project financing is in place
3. Removes blight – 10%
 4. Aligns with community's comprehensive plan – 10%

Alternative scoring for projects with urgent health and public safety concerns

1. Unanticipated urgent health and public safety concerns – 80%
 1. Location is immediate risk to community
 2. Degree of safety concerns

Application process and review:

- Applications will be accepted beginning August 8 through August 31, 2016. All eligible applications received during this time period will be reviewed and grants may be awarded to the most competitive applications based on criteria established by the IRRRB. Applications submitted after August 31 through the end of the IRRRB's fiscal year (June 30, 2017) may be awarded funding on a rolling basis subject to the availability of remaining program funds.
- All applications are evaluated and scored on an individual basis
- Applications are reviewed by the IRRRB Grant Team

Application checklist:

- Project Narrative
- Current Tax Statement for Property
- Two (2) written quotes for demolition must be submitted for each structure to be demolished by a contractor. Contractor is required to be licensed, insured and pay Minnesota Prevailing Wages. OR The project must be publicly bid.
- Resolution authorizing applicant to apply for and accept funds.
- Pre-demolition photographs
- Document of compliance with Minnesota Historical Society procedures for treatment of historical sites (if applicable).

Other information:

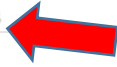
- Demolition CANNOT BEGIN prior to execution of grant contract.
- Progress reports are required if project timeline exceeds 12 months.
- A final report is required before final payment including photographs of restored site.
- Awarded projects must meet Minnesota Prevailing Wage Statutes and IRRRB Board Policy.
- Project information is subject to Minnesota Data Practices Act, Minnesota Statute Chapter 13.

[Apply Now \(Commercial Redevelopment\)](#)



4. A pop-up will appear, prompting you to fill out a Pre-Application (you can click “Program Application Guidelines” to see the guidelines as you fill out the pre-application).

▸ Program Application Guidelines



▼ Application

Project Title

Organization

Location

Primary Contact

Primary Signatory

Project Summary

Project Start Date

Project End Date

Amount Requested

Total Project Cost

Cancel ABC Save



5. Once you complete the Pre-Application, the you will then click “Save” and the screen will show the completed Pre-Application.

*****Please not that you will not be able to upload attachments or provide additional information until the Pre-Application is reviewed by a IRRRB Grant Administrator and a Full Application is provided to you***.**

6. You will also need to click “Submit”.


Aitkin, City of
RCR-1607-01028 | Commercial Redevelopment | \$25,000.00
Demo of old Church
Created by: TEST Jeri TEST Venne (7/28/2016)

Status New

▸ Program Application Guidelines

▼ Application

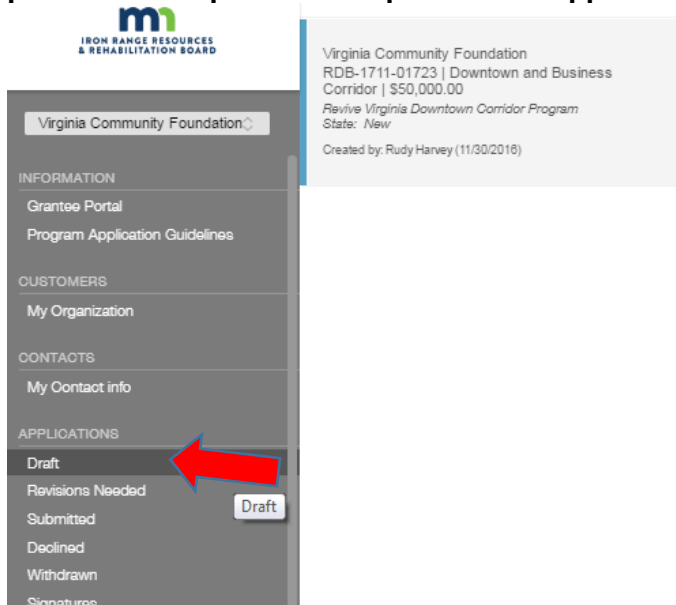
Project Title:	Demo of old Church
Organization:	Aitkin, City of
Location:	Aitkin,
Primary Contact	TEST Jeri TEST Venne
Primary Signatory	TEST Jeri TEST Venne
Project Summary:	Demo old church to make way for new manufacturing facility
Project Start Date:	9/1/2016
Project End Date:	10/31/2016
Amount Requested:	\$25,000.00
Total Project Cost:	\$85,000.00

[Submit](#) 

7. The Status will change to “Under Review” and the IRRRB Grant Administrator will receive a notification of a new Pre-Application. The Grants Administrator can either approve or decline the pre-application, depending on project eligibility.

8. The applicant will then receive an e-mail notification of approval with an invitation to complete a “Full Application” for the project OR an e-mail notification of decline with an explanation.

9. The Applicant will log back into the Grants Portal and click on “Draft” under Application, where they are provided the option to complete a Full Application.



The screenshot shows the Grants Portal interface. At the top left is the logo for the Iron Range Resources & Rehabilitation Board. The main content area displays details for a Virginia Community Foundation application: RDB-1711-01723 | Downtown and Business Corridor | \$50,000.00. The status is 'New' and it was created by Rudy Harvey on 11/30/2018. On the left, a navigation menu is visible with categories: INFORMATION (Grantee Portal, Program Application Guidelines), CUSTOMERS (My Organization), CONTACTS (My Contact info), and APPLICATIONS. Under APPLICATIONS, the 'Draft' option is highlighted with a red arrow, and a 'Draft' button is visible next to it.

10. Any pre-applications that were approved to complete a full application will be listed. Click on the project to complete a full application (or the applicant can also withdraw the application)

11. The grantee must click on "Edit" to fill in and complete the application

Search...

Aitkin, City of
RCR-1607-01028 | Commercial Redevelopment | \$25,000.00
Demo of old Church
State: Draft
Created by: TEST Jeri TEST Venne (7/28/2016)

Aitkin, City of
RCR-1607-01028 | Commercial Redevelopment | \$25,000.00
Demo of old Church
Created by: TEST Jeri TEST Venne (7/28/2016)

Status Draft

Program Application Guidelines

Application

Project Title: Demo of old Church

Organization: Aitkin, City of

Location: Aitkin,

Primary Contact: TEST Jeri TEST Venne

Primary Signatory: TEST Jeri TEST Venne

Project Summary:
Demo old church to make way for new manufacturing facility

Project Start Date: 9/1/2016

Project End Date: 10/31/2016

Amount Requested: \$25,000.00

Total Project Cost: \$85,000.00

Budget

1 - 1 of 1

Withdraw Submit

Edit

12. Complete the budget and expense section (program applications will vary so below example may not be the same for all applications)

Budget

Please list out all the funding sources for this project as well as the details about all of your expenses below.

Other Funding Source 1

Other Funding Source 2

Other Funding Source 3

▼ Expense 1

Detailed Expense Description

Funding Sources: Applicant

Funding Sources: IRRRB

Funding Sources: Other - 1

Funding Sources: Other - 2

Funding Sources: Other - 3

Total Funding: \$0.00

▶ Expense 2

▶ Expense 3

▶ Expense 4

Delete

Cancel

ABC
✓

Save

13. Complete the Project Timetable and answer all the remaining questions

Project Timetable - Anticipated Dates

Bid Posting 

Bid Opening 

Start project demolition 

Complete project demolition/site clean-up 

Property Type (select all that apply)

Public owned Industrial Commercial Brownfield	>	
	<	

Does a redevelopment proposal for this site exist? ▼

Please Describe

14. Upload the required documents as indicated below. When you click on the + sign, a pop-up will prompt you to upload or drag the files. Once you locate or drag the file, click "Start Upload". Once it is complete it will say "Upload Complete". Click the "X" to exit out of the pop up.

Documents

Project Narrative

Please upload your project narrative. Please see application guidelines for the project narrative requirements

Project Narrative



Resolution Authorization

Please upload your resolution authorization.

Resolution Authorization



Quotes for Demo

Two (2) written quotes for demo of each structure OR the project must be publicly bid

Bid Sheets or Quotes



Photographs

Photograph(s) of structure(s) to be demolished

Photos



Use the additional documents section below to upload other required documents listed in the Application Guidelines under "Application Checklist" that will further support your application.

Additional Documents



Sign Off

I declare that any statement in this application, or information provided herein is true and complete to the best of my knowledge and hereby acknowledge that I have read and understand the following statement:

"The State of Minnesota and its agents have the right to verify information provided in this application. False information may disqualify the applicant from future consideration for financial assistance."

Signature



Title

July 28, 2016

Cancel

ABC
✓

Save

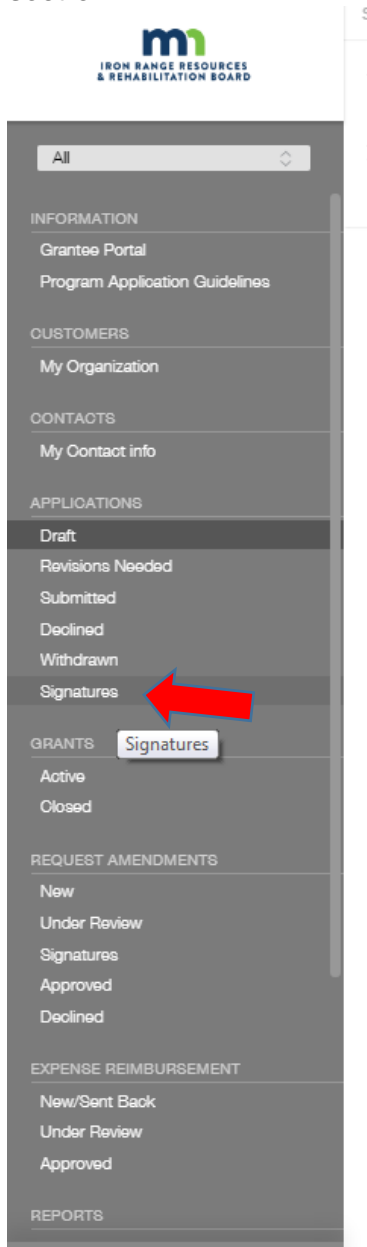
15. Once you upload all of the documents, you can check the sign off box and enter your Full Name and Title, and then click "Save". You can review and/or edit the application. If you are ready to submit, click the "Submit" button at the bottom of the application. If any required docs or fields are missing, you will receive an error message.

16. The Application status will change to “Under Review” and you will receive an e-mail notification that your application has been submitted.

17. The application will go through a review and evaluation process and if a final approval is authorized by the Commissioner, the status will change to “Application Approved”

18. The applicant will then receive an e-mail notification shortly thereafter to log into the IRRRB grant portal to print and the grant agreement for signatures

19. The grant agreement will be found on the left hand side under in the “Signatures Tab” in the Applications section



20. The grantee will download and print the grant agreement for proper signature; Exhibit(s) are also present for review.

21. The grantee will then upload the signed grant agreement by clicking the + sign to the right of “Signed Grant Agreement”, where it will prompt you to upload the file.

Status

Pending Signature

Signed Grant Agreement



Grant Agreement

Comments and Follow Up Questions

▸ Program Application Guidelines

▸ Application

22. The grantee will then click “Submit” at the bottom right corner of the screen

23. The grant administrator will review the signed grant agreement and “Promote to Grant”

24. The application will then move to the “Active” tab under the Grants section



All

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- New/Sent Back
- Under Review



Active