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 our website.

1. Go to the 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

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

Commercial Redevelopment

Program Contact: Chris Terni, 218-730-8100, Chris.Terni@state.mn.us

The Commercial Redevelopment Grant Program assists cities, townships, and counties in demolishing dilapidated commercial or industrial buildings and clearing up circumstances located within the Iron Range Resources and Rehabilitation service area. Redevelopment of previously used commercial sites into viable development sites as well as the removal of blighted and unsafe buildings is essential to the viability and economy of the service area.

Nigeria agreements: Cities, townships, counties, and townships of government, non-organization collaboration is welcome.

Funding: The Commercial Redevelopment Grant Program is funded at $500,000 for FY 2019. The maximum grant award is $200,000.

- The agency accepts 2-1 million per project.
- Projects must be planned to be completed within 12 months of award.

Evaluation criteria:
1. Economic impact - new development - 50%
2. Economic impact - new development (agreement in place for new development) - 50%
3. Potential for new development (agreement in place) - 50%
4. Permanent job creation and wages - 50%
5. Total project investment - 50%
6. Project readiness and timeliness - 18%
7. Date of anticipated demolition - 18%
8. Project financing is in place - 18%
9. Removed site - 8%
10. Wages in agreement with community's comprehensive plan - 8%
11. Program funding has not been awarded in the past 2 fiscal years - 8%

Alternative scoring for projects with urgent health and public safety concerns:
1. Unanticipated urgent health and public safety concerns - 75%
2. Degree of safety concerns - 25%

Application process and review:
- Applications will be accepted beginning July 8 through July 28, 2019. All completed 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 agency. Applications submitted after July 28 through the end of the fiscal year (June 30, 2019) 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 agency’s Grant Team.
- Project funding is subject to Commissioner final approval. Project must be determined to meet objectives, priorities, and policies established by the Commissioner.

Application checklist:
- Project narrative - MUST address
- Economic impact criteria
- New development
- Date of anticipated demolition
- Project financing is in place
- Potential for new development
- Permanent job creation and wages
- Total project investment
- Application materials pertinent to project
- Pre-demolition photographs
- Demonstration 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.
- Upon receiving a grant award, if the project is under $100,000, two (2) written quotes are required. If the project is over $100,000, it must be publicly bid. Contractor is required to be bonded and insured.
- If a grant is awarded, the grantee may be required to have available, additional documentation to include the MPCA intent to Demolition form, utilities disconnected form, assurance of asbestos waste removal, current tax statement for property, and commitment letter for matching funds.
- If the grant period exceeds 12 months, a progress report will be required.
- A final report is required before final payment (to include photographs of removed site, deed creation, reversion, and matching funds status).

The Department of Iron Range Resources and Rehabilitation works to improve economic opportunities for diversity and inclusion in our service area.

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).

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 the Grant Program Administrator and a Full Application is provided to you***.
6. You will also need to click “Submit”.

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

8. The applicant will then receive an e-mail notification with an invitation to complete a “Full Application” if the project is eligible under the program, 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.
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.

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

<table>
<thead>
<tr>
<th>Project Timetable - Anticipated Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Posting</td>
</tr>
<tr>
<td>Bid Opening</td>
</tr>
<tr>
<td>Start project demolition</td>
</tr>
<tr>
<td>Complete project demolition/site clean-up</td>
</tr>
</tbody>
</table>

Property Type (select all that apply)

- Public owned
- Industrial
- Commercial
- Brownfield

Does a redevelopment proposal for this site exist?

- Yes

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

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

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

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.

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.