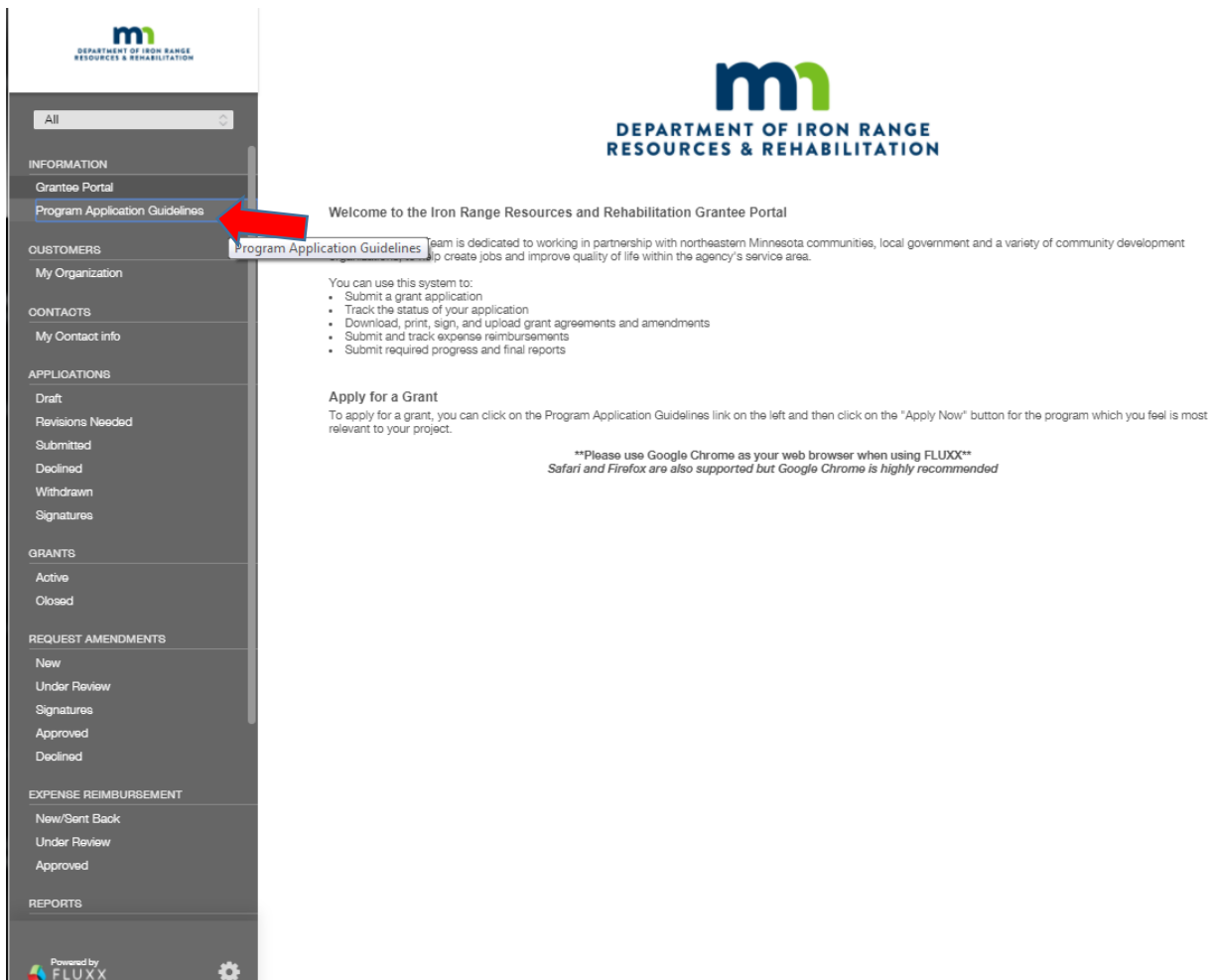



## How to Submit a Grant Application

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](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



  
DEPARTMENT OF IRON RANGE  
RESOURCES & REHABILITATION

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Withdrawn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

Powered by  
FLUXX

  
DEPARTMENT OF IRON RANGE  
RESOURCES & REHABILITATION

Welcome to the Iron Range Resources and Rehabilitation Grantee Portal

Program Application Guidelines

eam is dedicated to working in partnership with northeastern Minnesota communities, local government and a variety of community development to create jobs and improve quality of life within the agency's 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

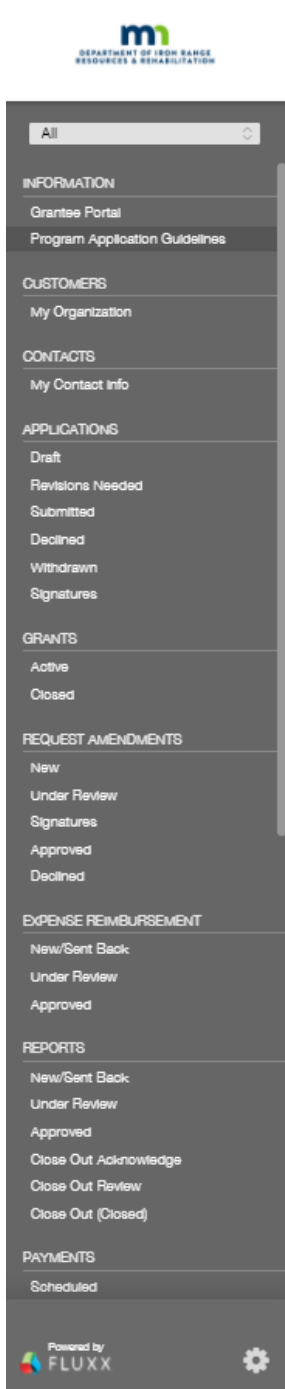
**Apply for a Grant**

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.

**\*\*Please use Google Chrome as your web browser when using FLUXX\*\***  
*Safari and Firefox are also supported but Google Chrome is highly recommended*

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



## Commercial Redevelopment

Program Contact: Chris Ismii, 218-736-3010, [Chris.Ismii@state.mn.us](mailto:Chris.Ismii@state.mn.us)

The Commercial Redevelopment Grant Program assists cities, townships and counties in demolishing dilapidated commercial or industrial buildings and cleaning up brownfields 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 vitality and economy of the service area.

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

**Funding:** The Commercial Redevelopment Grant Program is funded at \$800,000 for FY 2018. The maximum grant award is \$200,000.

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

#### Evaluation criteria:

1. Economic impact – new development – 65%
  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 – 18%
  1. Date of anticipated demolition
  2. Project financing is in place
3. Removes blight – 9%
4. Aligns with community's comprehensive plan – 9%
6. Program funding has not been awarded in the past 2 fiscal years - 9%

Alternative scoring for projects with urgent health and public safety concerns:

1. Unanticipated urgent health and public safety concerns – 73%
  1. Location is immediate risk to community
  2. Degree of safety concerns

#### Application process and review:

- Applications will be accepted beginning July 3 through July 28, 2017. 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 agency. Applications submitted after July 28 through the end of the fiscal year (June 30, 2018) 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:
  - the evaluation criteria above
  - how the matching fund requirements will be met
- Engineering Estimates
- 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.
- 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 licensed and insured.
- If a grant is awarded, the grantee may be required to make available, additional documentation to include the MPCA Intent to Demolition form, utilities disconnect form, assurance of hazardous 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 restored site, job creation, retention, and matching funds status).
- Project information is subject to Minnesota Data Practices Act, Minnesota Statute Chapter 13.

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).

▸ 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 the Grant Program 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

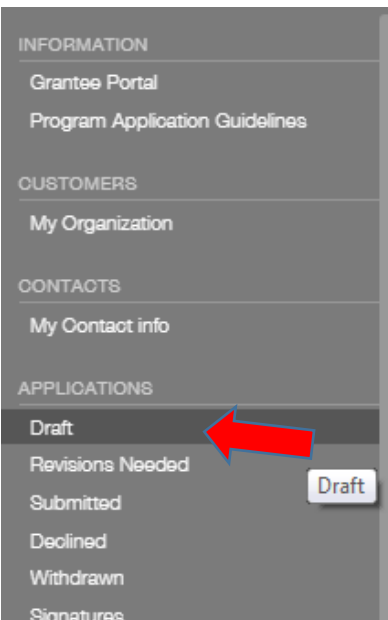
**Project Title:** Demo of old Church  
**Organization:** Aitkin, City of  
**Location:** Aitkin,  
**Primary Contact:** TEST Jeri TEST Venne  
**Primary Signatory:** TEST Jeri TEST Venne  
**Project Summary:**  
Demo old church to make way for new manufacturing facility  
**Project Start Date:** 9/1/2016  
**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 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*.**



The screenshot shows a vertical navigation menu with the following sections and items:

- INFORMATION**
  - Grantee Portal
  - Program Application Guidelines
- CUSTOMERS**
  - My Organization
- CONTACTS**
  - My Contact info
- APPLICATIONS**
  - Draft** (highlighted with a red arrow)
  - Revisions Needed
  - Submitted
  - Declined
  - Withdrawn
  - Signatures

A small 'Draft' button is visible next to the 'Submitted' item.

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

<b>Bid Posting</b>	<input type="text"/>	
<b>Bid Opening</b>	<input type="text"/>	
<b>Start project demolition</b>	<input type="text"/>	
<b>Complete project demolition/site clean-up</b>	<input type="text"/>	

#### Property Type (select all that apply)

<input type="checkbox"/> Public owned <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Brownfield	<input type="button" value="&gt;"/>	<input type="text"/>
	<input type="button" value="&lt;"/>	

**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.

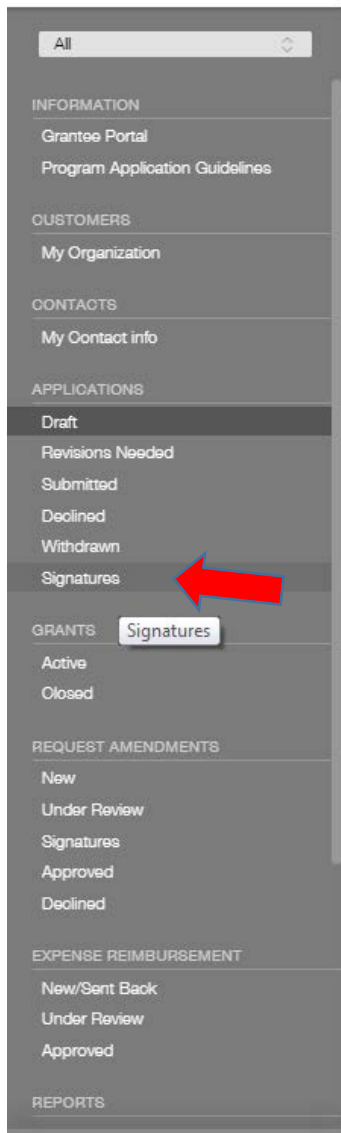


**16. The Application status will change to “Under Review” and you will receive an e-mail notification that your application has been submitted.**

**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

INFORMATION

- Grantee Portal
- Program Application Guidelines

CUSTOMERS

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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