



Board of County Commissioners Agenda Request

8A

Agenda Item #

Requested Meeting Date: October 24, 2017

Title of Item: Adopt Resolution to Apply for SCDG

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| <input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY | Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i> | <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* |
| Submitted by: Ross Wagner | | Department: Economic Development & Forest Ind |
| Presenter (Name and Title): Ross Wagner, Economic Development & Forest Industry Coordinator | | Estimated Time Needed: 20 Minutes |
| Summary of Issue: <p>The Minnesota Department of Employment and Economic Development (MN DEED) administers the Small Cities Development Program (SCDP) which is funded through the US Dept. of Housing and Urban Development. The SCDG program is generally used for housing rehabilitation loans and grants for low to moderate income households. The Economic Development Committee has reviewed the program and recommends that Aitkin County apply for SCDP funds for three townships along the Highway 18 Corridor in southern Aitkin County. There are 2 steps in the application process, a preliminary application which is due November 9th and if that is accepted a full application is due February 22, 2018.</p> <p>Lakes and Pines, Mora, MN offers their services to apply for the SCDP funds at \$750.00 per application and will administer the program if we are successful. The committee recommends going this route to save on staff time and because of the successful track record of Lakes and Pines and the SCDP process.</p> <p>Attached is a memo with more information, sample resolution, 2017 recipient list and a copy of the guidelines.</p> | | |
| Alternatives, Options, Effects on Others/Comments: | | |
| Recommended Action/Motion: Adopt a resolution to apply for Small Cities Development Program and contract with Lakes and Pines to apply for and administer the program. | | |
| Financial Impact: <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping?</i> \$ 750.00 <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Please Explain:</i> I recommend that the \$750.00 application fee come from the Tourism and Development Fund | | |

Legally binding agreements must have County Attorney approval prior to submission.

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: October 18, 2017

SUBJECT: Small Cities Development Program Housing Re-hab Grant Application

The Minnesota Department of Employment and Economic Development (MN DEED) administers the Small Cities Development Program (SCDP) which is funded through the US Dept. of Housing and Urban Development. The SCDG program is generally used for housing rehabilitation loans and grants for low to moderate income households. The Economic Development Committee has reviewed the program and recommends that Aitkin County apply for SCDP funds for three townships along the Highway 18 Corridor in southern Aitkin County. The program allows for a single application to include up to 3 communities per application. A township is considered a community. The initial assessment is ongoing at present so 3 townships have not been chosen. The townships being assessed are, Idun, Williams, Wagner, Lakeside, Seavey, Pliny and Millward. Lakes and Pines is conducting the assessment and will determine what 3 townships give us the best chance at submitting a successful application. Aitkin County would be the applicant with the 3 townships being the eligible area within the county to participate in the program. Specifically funds would be applied to;

"Funds are granted to local units of government, which in turn, lend funds for the purpose of rehabilitating local housing stock. Loans may be used for owner-occupied, rental, single-family or multiple-family housing rehabilitation. Loan agreements may allow for deferred payments or immediate monthly payments. Interest rates may vary, and loan repayments are retained by grantees for the for the purpose of making additional rehabilitation loans. In all cases, housing funds must benefit low and moderate income persons."

We would include businesses as well as housing units in the application. Home owners would be required to supply a 10% match and business owners 15%. Lakes and Pines would prepare the applications and administer the program if we are successful. They charge \$750.00 per application, so if we are approved after the preliminary application to submit a full application, there would be an additional \$750.00 application fee.

At this time I am recommending that the Board adopt a resolution to submit the pre-application with County Staff continuing to work with Lakes and Pines to develop the application so it can be submitted by the November 9th deadline.

Local Government Resolution

Applicant Name: _____

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for the project contained in the Application to be submitted on _____ (date) and that _____ (Title of First Authorized Official) and _____ (Title of Second Authorized Official) are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of _____ (Applicant).

BE IT FURTHER RESOLVED that _____ (Applicant) has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that _____ (Applicant) has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, _____ (Applicant) may enter into an agreement with the State of Minnesota for the approved project, and that _____ (Applicant) certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT 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 project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the _____ (governing body of Applicant) of _____ (Applicant) on _____ (date).

SIGNED:

WITNESSED:

(First Authorized Official)

(Signature)

(Title) (Date)

(Title) (Date)

(Second Authorized Official)

(Title) (Date)

2017 AWARDED PROJECTS

SMALL CITIES DEVELOPMENT PROGRAM

AWARD DATE: JUNE 29, 2017

The City of Alvarado is awarded \$487,340. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Alvarado and Middle River.

The City of Benson is awarded \$638,250. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Big Lake is awarded \$224,250. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Bovey is awarded \$524,400. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Bovey and Taconite.

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The City of Kenyon is awarded \$655,320. The funds to this grantee will be used for owner-occupied housing rehabilitation, rental housing rehabilitation, and commercial building rehabilitation.

The City of La Crescent is awarded \$372,900. The funds to this grantee will be used for owner-occupied housing rehabilitation.

The City of Madison is awarded \$642,295. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Maynard is awarded \$317,601. The funds to this grantee will be used for owner-occupied housing rehabilitation.

Mille Lacs County is awarded \$401,850. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation in the city of Isle and owner-occupied housing rehabilitation in the city of Wahkon.

The City of Minneota is awarded \$655,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Montevideo is awarded \$716,000. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of New Prague is awarded \$295,600. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.

The City of Red Wing is awarded \$407,000. The funds to this grantee will be used for rental housing rehabilitation.

The City of Sandstone is awarded \$588,800. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Vesta is awarded \$595,700. The funds to this grantee will be used for owner-occupied housing rehabilitation in the cities of Vesta, Lucan, and Morton.

The City of Waseca is awarded \$533,770. The funds to this grantee will be used for rental housing rehabilitation.

The City of Watertown is awarded \$511,750. The funds to this grantee will be used for owner-occupied housing rehabilitation and commercial building rehabilitation.

The City of Welcome is awarded \$481,505. The funds to this grantee will be used for owner-occupied housing rehabilitation and rental housing rehabilitation.



Small Cities Development Program (SCDP) 2018 Preliminary Proposal

Submission Deadline

Thursday, November 9, 2017 4:30 PM

Small Cities Development Program (SCDP) Program Concept – Applies to Preliminary Proposal and Application

PROGRAM GOAL

The goal of the SCDP is to develop viable, eligible communities and provide a suitable living environments by expanding economic opportunities that principally benefit low to moderate income households. This is accomplished by providing financial assistance to address the need for decent, safe, affordable housing, economic development and adequate public facilities.

BACKGROUND

The Community Development Block Grant (CDBG) Program is a federal program that provides funding for housing, community and economic development. In 1974, Congress passed the Housing and Community Development Act, Title I, which authorized the development of the CDBG Program. The Program, administered by the U.S. Department of Housing and Urban Development (HUD), consists of two components, an entitlement program that provides funding directly to urban (entitlement) areas and a Small Cities Development Program (SCDP) which provides funding to non-entitlement communities.

The Minnesota Department of Employment and Economic Development (DEED) is responsible for state administration of the CDBG program for non-entitlement communities statewide, per Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. This Program Concept is based on the rules outlined in Chapter 4300.

PROGRAM OBJECTIVE

All SCDP funded activities are intended to support community development activities that:

- Encourage and assist local governments to develop comprehensive economic development strategies which promote viable communities by providing economic opportunities for Low-to-Moderate Income Households;
- Encourage and assist local governments to develop comprehensive public facility improvement strategies in conjunction with Rural Development (RD), the Public Facility Authority (PFA), MN Pollution Control Agency (MPCA), etc., to make rural communities more viable. These actions must also primarily benefit Low-to-Moderate Income Households;
- Develop and implement strategies, which facilitate the coordination of CDBG Small Cities funding with other federal/state/local community development resources.

These community development activities must meet one of the following Federal Objectives:

- Benefit to low and moderate income (LMI) persons/households. LMI is defined as households whose total income from all members does not exceed 80% of the County Median Income, adjusted for household size as determined by HUD annually. The general SCDP activities that use the LMI federal objective are owner-occupied and rental housing rehabilitation, public facilities, assessment abatement, and homeownership assistance.
- Prevent or eliminate slum and blight conditions; generally the SCDP activity associated with this national objective is commercial rehabilitation.
- Alleviate urgent community development needs caused by conditions which pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available. The activities that meet this federal objective are generally associated with disaster recovery where an LMI federal objective cannot be satisfied.

For more information, go to the “Federal Objectives for Applicants” section of the SCDP A-Z Guide, found on our website.

ELIGIBLE APPLICANTS/MULTI-COMMUNITY APPLICATIONS

Eligible Applicants are cities with a populations under 50,000 and counties and townships with an unincorporated population under 200,000. In order to be considered eligible, an applicant must be in substantial compliance with all applicable state and federal laws, regulations and executive orders that pertain to the CDBG Small Cities Development Program.

Applications submitted jointly by communities must be approved by the governing bodies of all communities in the application. All communities must meet citizen participation requirements of the program and a cooperative agreement must be attached as an appendix to any Full Application. All participating communities must also meet all DEED contractual requirements. No more than three total communities can comprise one application. Eligible applicants must adhere to the application process instituted by DEED for the Program.

APPLICANT ELIGIBILITY REQUIREMENTS/RESTRICTIONS

Eligible Applicants may receive only one competitive award per grant year and no Eligible Applicant shall be included in more than one competitive application, whether as a primary applicant or as a

secondary applicant within a multi-city application. An Eligible Applicant may receive one federal Economic Development Grant (ED) from the Minnesota Investment Fund (MIF) in addition to a SCDP competitive grant each application year.

Eligible Applicants who received previous SCDP funding and/or administering entities managing SCDP projects are subject to a capacity and performance evaluation. Communities with past due monetary obligations, communities not current on all SCDP reporting, or communities with any federal audit findings, or findings from SCDP monitoring reports where findings are not being responded to in a timely manner, are not eligible to submit a preliminary proposal or application. Any administrative entity that is involved with a current SCDP project with SCDP findings that are not being responded to in an effective, timely manner are not eligible to be named as an administrator in a preliminary proposal or application.

CONTRACTING FOR PROFESSIONAL SERVICES WITH ADMINISTERING ENTITY (IES)

Federal procurement standards apply to the selection of administration of the CDBG funded projects. The Grantee and the administrator must enter into a written agreement and the agreement must remain in effect during any period that the administrator has a role with CDBG funds, including program income. Reference 24 CFR Part 570.503 and OMB Circular A-87 for guidance.

Applicants may not use SCDP funds or Program Income for professional services for the preparation of application materials.

Grantees are ultimately responsible for compliance with grant agreements and all environmental review requirements.

FUNDING AVAILABILITY

The annual amount of funding that is made available from HUD through DEED varies. It is DEED's intention to provide SCDP funds in accordance to the following approximate allocations:

- Thirty percent (30%) for Single Purpose Applications
- Fifty-five percent (55%) for Comprehensive Applications
- Fifteen percent (15%) is designated for DEED's Federal Economic Development set-aside – MN Investment Fund Program (MIF). Allocation percentages may be modified by the Commissioner of DEED if the Commissioner determines that there is a shortage of competitive applications in any category.

At least 70% of the annual SCDP allocation will be awarded to activities that meet a LMI federal objective.

SCDP funding may be made available in the event of an Urgent Community Development need or the occurrence of certain federal or state declared disasters. Please contact the DEED representative assigned to your region for further information.

FORM OF FUNDING (GRANT)

DEED provides funds to communities in the form of a grant. The grant is provided to the grantee on a cost reimbursement basis. Awardees have the ability to sub-provide funds in the form of grants, deferred loans and/or installment loans. Financing terms for these funds must be specified within the application.

TYPES OF APPLICATIONS/LIMITS

The ***Single Purpose Application*** is used for **housing projects** which include one or more housing activities designed to increase the supply or quality of dwellings suited for the occupancy of the individuals and families; **or public facilities projects** which include one or more activities designed to construct, reconstruct, or install buildings or infrastructure which serve a community or neighborhood area. Single purpose public facilities would include streetscapes and public aesthetic amenities that are part of a larger renewal or beautification plan. With the Single Purpose application, aggregate funding cannot exceed \$600,000.

The ***Comprehensive Application*** is used for projects that include a combination of at least two interrelated activities which are designed to address community development needs, which by their nature must be carried out in a coordinated manner and/or require a coordination of housing, public facilities, or community development/revitalization activities. A comprehensive application must contain at least one housing activity and at least one non-housing activity. Each proposed activity must provide a reasonable proportion of significance to the overall project. For multi-community applications, each community's proposed activities must meet the definition of a comprehensive project in order for multi-community applications to be eligible as a comprehensive project. These projects must be designed to benefit a defined geographical area. The aggregate funding amount cannot exceed \$1.4 million and each activity within the application is limited to a maximum amount of \$600,000 which includes administrative dollars.

ELIGIBLE USE OF FUNDS

Funds from the Small Cities Development Program can be used to address the following activities:

- Housing Rehabilitation. This includes owner-occupied, single family, rental/multi-family units, and conversion
- Commercial Rehabilitation
- Public Facility Improvements: (i.e., water systems, sewer systems, drainage facility construction or improvements, etc.)
- Community Center/Facility
- Streetscape
- Public Aesthetic Amenities
- Assessment Abatement (restricted to households at 50% or lower of county median only)
- Acquisition/Rehabilitation (generally associated with disaster recovery activities)
- Acquisition/Demolition (generally associated with disaster recovery activities)
- Relocation (generally associated with disaster recovery activities)
- Other (see SCDP A-Z Guide and consult with SCDP before considering)

PRELIMINARY PROPOSAL/APPLICATION REVIEW

The review process for the Small Cities Development Program Application Process is designed to ensure that the limited amount of Small Cities Program funds available are awarded to communities that, at a minimum:

- Meet a Federal Objective,
- Demonstrate a significant need, impact, and cost effectiveness for the proposed activity(s), and
- Document a strong degree of readiness for the activity(s) proposed within the application.

If during the review processes, it is determined that more information would be useful, or required items are missing from the preliminary proposal or application, the applicant will be contacted and given a specified amount of time to submit the items requested.

Applicants must use the format provided. All parts of the proposal or application that are relevant to the activity(ies) proposed must be completed. Insert the responses in the gray boxes provided.

Discard any pages that do not apply before submitting. Correspondence expressing support, interest statements, pictures, etc. may be added as attachments.

Responses to the questions should be clear and concise. Submission of an Application does not guarantee funding. All Applications will be evaluated using selection criteria established by policy outlined in Minnesota Administrative Rules, Chapter 4300, Community Development Block Grants. Applications will receive scores in the areas of Need, Impact, Cost Effectiveness and Demographics. Demographics are based on resident incomes and community tax capacity.

Additional program and reporting requirements can be found in the SCDP A to Z Guide and on the SCDP website.

TECHNICAL ASSISTANCE

Prior to the preliminary proposal and application deadlines, SCDP staff is available to provide technical assistance to questions regarding the application, program regulations, and program terms. These questions should be directed to the DEED representative assigned to the region where the project is proposed.

AWARD ANNOUNCEMENT PROCESS

Notice of funding awards will be announced and made available through DEED's website. Both awarded and non-awarded applicants will be notified of the decisions made within this application process.

SCDP APPLICATION TIME FRAMES

| | |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| June 2017 | SCDP Application Packet available on DEED web http://mn.gov/deed/government/financial-assistance/community-funding/ |
| November 9, 2017, 4:30 PM | Deadline date for Preliminary Proposal |
| December 14, 2017 | Preliminary proposal determination provided to applicants |
| February 22, 2018, 4:30 PM | Deadline date for SCDP Applications |
| June 2018 | Awards Announced |

APPLICATION SUBMISSION INFORMATION

The Application process for SCDP funding consists of two parts:

- Eligible applicants must submit **one original and one copy** of the preliminary proposal to the address listed below. The original and copy should be printed in color. SCDP staff will review and evaluate all preliminary proposals submitted to determine which projects are eligible and how competitive eligible projects would be in the application phase.

Minnesota Department of Employment and Economic Development
1st National Bank Building
332 Minnesota Street, Suite E200
St. Paul, MN 55101-1351
Attn. Community Finance Division, SCDP

Preliminary Proposals must be received by DEED on or before 4:30 pm, Thursday November 9, 2017. Faxed or e-mailed applications will not be accepted.

- Communities with preliminary proposals deemed Competitive or Marginally Competitive from the screening process will be permitted to submit an application. If a preliminary proposal is deemed Not Competitive through the review process, technical assistance with DEED concerning possible resubmission for future funding will occur after awards are announced. Following the preliminary proposal review, communities choosing to submit an application must submit **one original and one copy**, including necessary attachments, to the same address provided for the preliminary proposal submission.

Applications must be received by DEED on or before 4:30 pm on Thursday, February 22, 2018. Faxed or emailed applications will not be accepted. Application deadlines are firm, no exceptions.

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