

Contamination Cleanup Application Submittal Checklist

Logistics

- | | |
|--------------------------|---|
| ☐ | Two complete paper copies (complete copies include all attachments) |
| ☐ | Two complete electronic copies (i.e. two flash drives, emailed applications will not be accepted) |
| ☐ | All the above submitted to DEED by 4:00 p.m. on May 1 or November 1 |

Application Form Content

- | | |
|--------------------------|--|
| ☐ | Applicant Information Cover Page |
| ☐ | I. Site Identification and History |
| ☐ | II. Contamination |
| ☐ | III. Cost Analysis: Investigation, Cleanup, and Project Budget (Completed Budget Spreadsheet Attachment and Construction Sources and Uses table) |
| ☐ | IV. Development Plan After Cleanup |
| ☐ | V. Cleanup and Project Schedule |
| ☐ | VI. Payment Information (Applicant's State SWIFT Vendor Number, Location Code, and Address) |
| ☐ | VII. Resolutions (Statutory Cities must authorize Mayor and Clerk) |
| ☐ | VIII. Applicant Disclosures and Certifications (Conflict of Interest and Pre-Award Risk Assessment) |

Application Attachments

- | | |
|--------------------------|--|
| ☐ | Project Summary |
| ☐ | Appraisal or Assessor's Valuation (all parcels must have a current value) |
| ☐ | Site maps and photographs illustrating ALL features requested in Question 4 |
| ☐ | Response Action Plan (RAP) and MPCA approval(s) |
| ☐ | Additional environmental reports such as site assessments or other relevant documents |
| ☐ | Completed Budget Spreadsheet Attachment |
| ☐ | Invoices for eligible costs incurred (if applicable) |
| ☐ | Council action/minutes or other documentation demonstrating local approvals/entitlements |
| ☐ | Construction financing commitments, terms sheets, or letters of interest |
| ☐ | HUD 'Invitation to Apply' letter (if applicable) |
| ☐ | Current property tax statements for each parcel |
| ☐ | Developer letter or commitment or development agreement |
| ☐ | End-user or business tenant letter(s) of commitment (if applicable) |
| ☐ | Resolution from applicant agency (Statutory Cities MUST authorize Mayor and Clerk)
MUST BE SUBMITTED AT TIME OF APPLICATION |
| ☐ | Resolution from municipality in which the site is located (if different from applicant agency) |
| ☐ | Conflict of Interest form completed and signed by the applicant |
| ☐ | Pre-Award Risk Assessment completed and signed by the applicant (attached org chart) |

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

651-259-7451 or toll free at 1-800-657-3858

Address:

Brownfields and Redevelopment Unit
Great Northern Building
180 East Fifth Street, Suite 1200
St. Paul, MN 55101

INSTRUCTIONS

PURPOSE/BACKGROUND:

The Contamination Cleanup Grant program was established by the 1993 legislature and Minn. Stat. §§ 116J.551 - 116J.558 gives the Minnesota Department of Employment and Economic Development (DEED) authority to award grants to investigate and clean contaminated sites to allow for redevelopment. The purpose of the Contamination Cleanup Grant Program is to reduce the potential threat to public health and the environment, create new jobs, increase the tax base, and provide other public benefits by redeveloping polluted and unproductive sites.

APPLICATION DEADLINES:

The Contamination Cleanup Grant Program operates on a semi-annual grant cycle. Deadlines for submitting applications are **May 1** and **November 1 by 4:00 p.m.** each year. If these days fall on a weekend, the deadline will be the following business day. **Four complete sets of applications are required for each project: 2 paper copies and 2 electronic copies (on separate flash drives).** An applicant may apply for more than one project, but separate applications must be completed and submitted for each site.

NOTE: Emailed applications will not be accepted. Please fill out the entire application. All applications must be complete upon submission to qualify for a grant. This includes the fully signed, required resolutions. Applications should be in a binder or bound with attachments clearly marked and tabbed.

GRANT ELIGIBLE COSTS:

The Contamination Cleanup Grant can pay up to 75% of the cost of cleaning contamination defined under the Minnesota Superfund law (Minn. Stat. § 115B.02), as well as petroleum contamination. Types of petroleum costs that may be eligible under this program are cleanup of rail yards, scrap yards, bulk oil storage facilities, and under and above-ground storage tanks that are not eligible for reimbursement under the Minnesota Petrofund (see Minn. Stat. § 115C.01). See the required cleanup budget section of these instructions for examples of eligible and ineligible costs.

GRANT FUNDING AVAILABILITY:

The total legislative appropriation for this grant program is approximately \$15 million for the biennium. Since the program runs on a semi-annual grant cycle, the funds will be divided among the four cycles run during the biennium. Up to \$500,000 of this funding can be awarded per fiscal year for DEED's Investigation and RAP (Response Action Plan) Development Grants.

The legislature has designated that at least 35% of available funds be spent on remediating sites located outside of the 7-county metropolitan area unless sufficient applications are not received. This allows the grant program to assist with cleanup efforts statewide.

If this application is awarded, there is a mechanism for development authorities or municipalities to recover costs from a responsible party. See [Minn. Stat. § 116J.557](#) for further details.

ELIGIBLE GRANT APPLICANTS:

Eligible applicants for this program are statutory or home rule charter cities, economic development authorities, housing and redevelopment authorities, counties, or port authorities. While these are the eligible applicants, the site can be either privately or publicly owned.

GRANT ELIGIBLE QUALIFYING SITES:

A site must meet each of the following criteria to qualify for a Contamination Cleanup Grant:

- 1) A grant may not be given to a municipality in the Twin Cities Metropolitan Area unless it is participating in the Metropolitan Council Local Housing Incentives Program. For information on participating in the Local Housing Incentives Program, visit <https://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA-Participating-Communities.aspx>.
- 2) A site may not be scheduled for funding under the Federal Superfund Program (United States Code, title 42, section 9601 et seq.) or the Minnesota Environmental Response and Liability Act (Minn. Stat. §§ 115B.01 to 115B.24) under the current or next fiscal year.
- 3) A site must contain contaminants, pollutants or hazardous substances as referenced in Minn. Stat. § 115B.02 or petroleum that is not eligible for reimbursement from the Minnesota Petrofund. A site must also have a Minnesota Pollution Control Agency (MPCA) approved RAP. Asbestos abatement in buildings does not qualify under this grant program unless it is part of demolition necessary for RAP implementation.
- 4) Finally, to qualify for this grant program, it is expected that the site will be improved with buildings or other improvements within a reasonable period of time, and that these buildings or improvements will provide **a substantial increase in the property tax base** or will be used for an important publicly owned or tax-exempt facility. The final development of polluted sites may include, for example, commercial, industrial, office or housing development.

REQUIRED APPRAISALS OR ASSESSMENTS FOR GRANTS:

- 1) Attach an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value (pre-cleanup) of the property, separately considering the effect of the contaminants on the market value. This value should include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after cleanup and development.
- 2) Or submit the assessed value of the property for the latest year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. If a property is publicly owned, its value should still be assessed. Along with the assessed value, please include the projected value after cleanup and development.

REQUIRED CLEANUP BUDGET:

A detailed cleanup budget and a Sources and Uses table for redeveloping the site must be submitted. While the redevelopment of the site is considered in the application and must be outlined in Section V. Cleanup and Project Schedule, grant funds can only be used toward site remediation. The cleanup budget spreadsheet attached to this application should include only eligible remediation costs, which are the statutorily defined as “cleanup costs” and “project costs.”

Budget estimates should be as accurate as possible. If additional work not anticipated in the current application is necessary, this is the responsibility of the applicant. A second application for cost overruns may be submitted, but cleanup work must stop and there is no guarantee of a supplemental grant award. On the same note, the budget should not be inflated but rather should be based on careful investigation and planning.

Cleanup Costs: Includes the costs of developing and implementing a response action plan but does not include implementation costs incurred before the award of a grant unless the application for the grant was submitted within 180 days after the response action plan was approved by the commissioner of the pollution control agency.

Project Costs: Includes the cleanup costs for the site (see above definition), and the cost of related site acquisition, demolition of existing improvements, and installation of public improvements, if necessary, for the applicant to implement the response action plan.

Examples of eligible and ineligible costs include:

- Eligible Costs, if necessary, to implement the Response Action Plan (RAP)
 - Investigation – match only, and if not already funded under a DEED Investigation and RAP Development Grant or another grant source
 - Cleanup - Contaminated soil, ground water or vapor mitigation
 - Public Acquisition - match only
 - Environmental Consulting Fees
 - Demolition – see question 9 in the application
- Ineligible Costs
 - Project/Grant Administration
 - Costs of appraisals or other application costs
 - Development Costs
 - Asbestos Abatement in Buildings – unless included in building demolition required by RAP
 - Contingencies
 - Demolition necessary only for redevelopment purposes
 - Costs related to soils containing debris or geotechnically unstable soils

GRANT LOCAL MATCH REQUIREMENT:

It is required that the municipality or other local source pay for 25 percent of the project costs as a local match to obtain a cleanup grant. Of this local match, the municipality must pay an amount equal to 12 percent of the cleanup costs from the municipality’s general fund, a property tax levy or other unrestricted money available to the municipality. This 12 percent cannot include funds from other grant sources or Tax Increment Financing.

The rest of the local match may be paid with tax increments, regional, state, or federal money available for the redevelopment of brownfields or any other money available to the municipality.

GRANT AWARD CRITERIA:

Environmental contamination affects many communities throughout Minnesota; therefore, this program is competitive. The law allows DEED to make grants for sites that meet all the statutory requirements and for sites that provide the highest return in public benefits for the public costs incurred. DEED has cleanup grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grants funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project. **Be advised that if awarded, the application will be incorporated into the grant contract. The schedule provided in the application should be as accurate and realistic as possible. Significant changes to this schedule may result in grant termination.**

To evaluate the applications for public benefits with respect to the costs incurred, the law specifies priorities which DEED must consider. The legislative priorities listed below have been assigned maximum point values to systematically award grants in each cycle. Please note, an application must receive a minimum of 50 points to be eligible for funding.

- 1) The potential increase in the property tax base of the local taxing jurisdictions relative to the fiscal needs of the jurisdictions, which will result from developments that will occur because of completion of the approved response actions. *Maximum = 15 points*
- 2) The social value to the community that will result from cleaning up and redeveloping the site. Social value includes the project's time frame, the number of new jobs, the importance of the proposed public facilities and the removal of blight at the site, the readiness of the project, the development potential and the financial health of the project. *Maximum = 65 points*
- 3) MPCA review of the reduction or elimination of potential threat to human health and the environment due to cleaning the site. *Maximum = 25 points*
- 4) The likelihood that the site will be cleaned without use of government money in the reasonably foreseeable future by considering but not limited to the current market value of the site versus the cleanup cost. *Maximum = 25 points.*
- 5) The amount of cleanup costs for the site. *Maximum = 10 points*
- 6) The amount and level of the commitment of municipal or other local resources to pay for the cleanup costs. *Maximum = 5 points*

Please note that the DEED Review is a closed process. Reviewers may request clarification, but unanswered questions will not receive a score. Additional materials and required attachments will not be accepted after the application deadline without prior request or approval.



Brownfields and Redevelopment Unit

Contamination Cleanup Grant Application

Applicant (Public Entity) *		
Head of Applicant Agency (e.g., Mayor) <i>Name and Title</i>		
Address		
City		Zip Code:
Email of Agency Head		
If the applicant is a city, what form of government?	☐ Home Rule	☐ Statutory City
Project Contact for the Public Entity		
Phone		
Email		
Address		
City		Zip Code:
Project Manager for this project from the Public Entity, in the event of an award*		
Phone		
Email		
Application Author		
Phone		
Email		

*If awarded, please note that the applicant is responsible for administering the grant and ensuring all grant terms and conditions are met.

PROJECT SUMMARY - Please attach a summary of the project.

I. SITE IDENTIFICATION AND HISTORY

SITE INFORMATION

1. Name of Site/Project: Click or tap here to enter text.

Site Address: Click or tap here to enter text.

City: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Acreage of Site: Click or tap here to enter text.

Property Identification Number(s): Click or tap here to enter text.

Minnesota Legislative District in which the site is located # _____ A # _____ B

Note: The Minnesota Legislature has a tool to look up legislative district numbers. You must have a precise address and know the zip code of the site. Go to: [Legislative Website](#)

2. A. Current property owner(s): Click or tap here to enter text.

When was the property purchased? Click or tap here to enter text.

For what amount? \$ Click or tap here to enter text.

From whom was the property purchased? Click or tap here to enter text.

- B. Who will develop the site? Click or tap here to enter text.

Will the developer/affiliate own the property at any time? ☐ Yes ☐ No

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$ Click or tap here to enter text.

- C. Who will own the site after development? Click or tap here to enter text.

When was/will the property be purchased? Click or tap here to enter text.

For what amount? \$ Click or tap here to enter text.

- D. What is the relationship (if any) between the current owner, the developer, and/or the future owner(s)?

Click or tap here to enter text.

SITE VALUATION: ASSESSMENT OR APPRAISAL

3. DEED requires an appraisal or current assessed value as shown below. A current market value must be provided even for tax exempt properties without an assessed value.

Attach an appraisal completed by a qualified independent appraiser licensed under chapter 82B using accepted appraisal methodology which shows the current market value (pre-cleanup) of the property, separately considering the effect of the contaminants on the market value. This value should include both the value of the land and, if applicable, any buildings on the Site. Along with the appraisal, please include the projected value after cleanup and development.

Current Appraised Value	
Projected Value	

Or attach documentation showing the assessed value of the property for the latest year, as determined by the local assessor, shown on the most recent valuation notice used under Minn. Stat. § 273.121. Along with the assessed value, please include the projected value after cleanup and development.

Current Assessed Value	
Projected Value	

MAPS AND SITE FEATURES

4. Attach accurate and legible site and location maps, showing locations of prominent and relevant site features such as buildings, retaining walls, etc. Maps must include site boundaries, a north arrow and bar scale, and show the following:
- ☐ Current condition of the site including labeled structures.
 - ☐ Location(s) and depth of contamination.
 - ☐ Color-coded excavation depths.
 - ☐ Specifically, where and for what activities DEED money will apply.
 - ☐ Proposed development of the site including labeled structures.

Attaching Site photographs is recommended.

HISTORY

5. Provide the timeline and history of the site. This includes, but is not limited to, when the site was first developed, former uses and occupants of the site, known and/or suspected causes of contamination, etc. Also describe the current condition of the site and include a description of existing structures and current occupants of the site.

Click or tap here to enter text.

CURRENT AND FUTURE SITE USE

6. Zoning/Land Use:

A. Current: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use
☐ Other (Specify) [Click or tap here to enter text.](#)

B. After Cleanup: ☐ Industrial ☐ Commercial ☐ Residential ☐ Mixed-use
☐ Other (Specify) [Click or tap here to enter text.](#)

7. Current buildings on site:

	Number of buildings	How many are occupied?	If vacant, for how long?
Industrial			
Commercial			
Residential			

8. Year building(s) was/were constructed: [Click or tap here to enter text.](#)

9. Is demolition required for RAP implementation? ☐ Yes ☐ No

If yes, demolition must be addressed in the RAP and data showing soil contamination below buildings is required.

II. CONTAMINATION

10. Is the site enrolled in an MPCA Program? ☐ Yes ☐ No

Program	Site I.D.	Project Manager	Contact Information
VIC			
PBP			
Other			

11. Current environmental consultant:

Consultant Company: [Click or tap here to enter text.](#)

Consultant Name: [Click or tap here to enter text.](#)

Consultant Contact Information: [Click or tap here to enter text.](#)

Please attach the Response Action Plan (RAP) including any amendments or addendums and MPCA approvals of the reports.

12. What contaminants have been identified at the site?

Click or tap here to enter text.

13. What is the likely source of contamination?

Click or tap here to enter text.

14. Has the site been identified as a state or federal Superfund site? ☐ Yes ☐ No

15. Summary of Contamination Information:

- A. Describe the occurrence of the contamination across the site and how it is addressed in the RAP. Describe the sampling protocol and how the extent and magnitude of documented releases was determined. Also describe excavation areas including depths, volumes, concentrations, and rationale.

Click or tap here to enter text.

- B. Complete the following table for soil contamination (be sure to include areas of contamination that have been identified at the site but will not be treated or removed as part of the approved RAP):

General contaminant type (i.e., DRO, VOCs, metals, etc.)	Total volume of identified contaminated soil (cyds)	Total volume of identified contaminated soil to be remediated (cyds)	Remedy	RAP Cleanup Goal (i.e., residential SRVs, industrial SRVs, etc.)

- C. Complete the following table for groundwater contamination. If no or limited groundwater investigation has been conducted, indicate this. Also indicate if a groundwater investigation was conducted but no contamination was detected.

General contaminant type (i.e., DRO, VOCs, metals, etc.)	Affected aquifer (i.e., water table, deeper aquifers)	Approximate dimensions of contaminant plume on-site (Specify if the plume extends off-site)	Remedy

- D. List all compounds comprising the identified release in soil and the corresponding average and maximum concentration for each compound. Also include petroleum in the table. If distinct areas of contamination are present at the site, please describe separately.

It is acceptable to provide an overview with estimated average and maximum concentrations if the amount of analytical data is overwhelming. For PAHs, provide individual compound concentrations or Benzo(a)pyrene equivalent concentrations for the carcinogenic PAH compounds.

Compound	Tier I SRV (residential)	Average Concentration	Maximum Concentration

- E. Do the same as in D. for groundwater.

Compound	HRL	Average Concentration	Maximum Concentration

- F. If groundwater at the site is contaminated, note the geologic makeup of the affected aquifer (sand/gravel, till, lacustrine clay, etc.), and the estimated average linear velocity (be sure to indicate how this number was determined).

[Click or tap here to enter text.](#)

- G. Do the same as in E. for soil vapor.

Compound	ISV circle one: residential/commercial	33X ISV	Maximum Concentration

- H. Describe possible exposure scenarios posed by identified contamination at the site (i.e., ingestion or human contact with contaminated soil, consumption of contaminated groundwater, ecological impacts, etc.), and nearby receptors that could be affected by contaminants migrating from site (high value wetland/creeks/rivers, etc.).

Click or tap here to enter text.

III. COST ANALYSIS: INVESTIGATION, CLEANUP AND PROJECT COST BUDGET

16. Total cleanup costs as defined on Page iv: \$Click or tap here to enter text.
17. DEED request amount: \$Click or tap here to enter text.
(Up to 75% of the total cleanup cost is eligible)
18. Follow [this link](#) and choose the Forms tab to download the fillable Contamination Cleanup Budget Spreadsheet. This budget spreadsheet is a **REQUIRED** component of the application.
19. What is the breakdown of sources for the costs presented in the budget?

Source*	Restricted / Unrestricted	Amount	Status (committed, pending decision etc.)	Date
Total		\$		

*12% of the cleanup costs must be paid with unrestricted funds, as defined on page iv. Please indicate which source(s) will contribute to the unrestricted match.

20. If requesting project costs (e.g., demolition), explain how these costs are necessary to remediate the contamination.

Click or tap here to enter text.

21. If any of the activities listed in the budget are partially or fully completed, how were those activities financed? If work has occurred, attach the invoices for which reimbursement will be requested.

Click or tap here to enter text.

FINANCIAL INFORMATION

22. Is there a possibility the site will be cleaned up without a DEED Cleanup grant? ☐ Yes ☐ No

Explain your answer to the question above. [Click or tap here to enter text.](#)

23. Is anyone with a past affiliation to the site contributing to the cleanup? ☐ Yes ☐ No

If yes, explain: [Click or tap here to enter text.](#)

If no, why not? Explain any efforts made to address financial contribution to the cleanup:
[Click or tap here to enter text.](#)

IV. DEVELOPMENT PLAN AFTER CLEANUP

24. Provide a detailed description of the development plan for the site. Include information such as the number and size of buildings, any known future tenants, etc.:

[Click or tap here to enter text.](#)

25. Describe how redevelopment of this site will spur future development of adjacent sites by identifying nearby properties with redevelopment potential.

[Click or tap here to enter text.](#)

26. Have all the required local approvals/entitlements necessary for this project to proceed been obtained (planning commission, zoning, etc.)? ☐ Yes ☐ No

If yes, attach council action/minutes or other documentation to confirm.

If not, what approvals remain and what is the timeline for obtaining these approvals? Include this information in the Cleanup and Project Schedule in Section V.

[Click or tap here to enter text.](#)

27. What are the development's construction costs? Note the below tables should have the same total.

Total	\$
Public	\$
Private	\$

Construction sources and uses of funds for the development

Construction Activity	Cost	Source of Funds (List individually)	Date Funds Committed
	\$		
	\$		
	\$		
Total	\$		

Construction Activity: May include building construction or other non-cleanup costs.

Commitment Date: If the construction financing is pending, list the expected closing date.

28. Is all the construction financing in place for the development of the site? ☐ Yes ☐ No

If yes, attach any funding commitments. *

If not, what is the process and timeline to secure the funds and when is closing anticipated?

[Click or tap here to enter text.](#)

*Attach any letters of interest, term sheet(s) from lenders or other funding sources. In addition, include this information in the Project Schedule in Section V.

29. Is a HUD application being submitted? ☐ Yes ☐ No

If yes, have you received an "Invitation to Apply" from HUD?

☐ Yes. Please attach letter.

☐ No. Where are you in the HUD financing process? [Click or tap here to enter text.](#)

PROPERTY TAX INFORMATION

30. Current property taxes (as determined by the County or City Assessor) for the site:

[Click or tap here to enter text.](#)

Attach a current property tax statement for each parcel.

31. Projected property taxes after development is completed: [Click or tap here to enter text.](#)

How was this figure determined? [Click or tap here to enter text.](#)

JOB CREATION

32. Project the number of new full-time equivalent (FTE) jobs created after cleanup and development of the site. These should include permanent jobs that did not exist in Minnesota prior to development and do not include temporary or construction jobs.

Total New Jobs: [Click or tap here to enter text.](#) FTEs

New Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Expected Hiring/Start Date

JOB RETENTION

33. Project the number of retained FTE jobs after cleanup and development of the site. These should include permanent jobs that existed either on-site or elsewhere in Minnesota prior to development.

Total Retained Jobs: [Click or tap here to enter text.](#) FTEs

Retained Jobs Table

Position Title	Total # of Full-Time Jobs (FTE)	Total # of Part-Time Jobs	Part-time Hours Per Week	Former Location of Retained Jobs

HOUSING DATA

34. If the site will be redeveloped for residential use, provide the following data:

RENTAL:

Total number of units	
Monthly rental cost per unit	\$
Number of affordable units*	
Level of affordability	
Construction cost per unit	\$

OWNER OCCUPIED:

Total number of units	
Purchase price per unit	\$
Number of affordable units/homes*	
Level of affordability	
Construction cost per unit	\$

*for purposes of this program, DEED considers affordable housing to be at or below 60% area median income (AMI)

DEVELOPER/END-USER/TENANT COMMITMENT

35. If there is a developer, complete the following and **attach a letter of commitment.**

Developer	
Contact Person	
Title	
Phone Number / Email	

36. If there is an end-user or third party, such as a business tenant, complete the following and **attach a letter(s) of commitment.**

Third Party/Company Name	
Contact Person	
Title	
Phone Number / Email	

V. CLEANUP AND PROJECT SCHEDULE

37. Provide a detailed schedule outlining the individual tasks for both cleanup and development of the site. Indicate in the following table the expected month and year of individual tasks for the project. At a minimum, timelines should include local approvals, financing commitments, response actions/cleanup activities, demolition, construction start and end date, and any other project activities.

IMPORTANT NOTE: DEED has cleanup grant rounds every six months. It is expected that projects are ready to begin grant activities as soon as grants funds are available. If there are one or more grant rounds before grant activities are scheduled to begin, DEED strongly recommends applying in a future grant round that is closer to commencement of the project.

If awarded, this schedule will be incorporated into the grant contract. Be as accurate and realistic as possible. Significant changes to this schedule may result in grant termination.

Scheduled Tasks

Task	20__												20__												20__											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
																														</						

Cleanup Start date: [Click or tap to enter a date.](#)

Cleanup Completion date: [Click or tap to enter a date.](#)

Construction Completion date: [Click or tap to enter a date.](#)

Benefits achievement date: [Click or tap to enter a date.](#)

38. Please list any factors which would change or delay this schedule. [Click or tap here to enter text.](#)

VI. PAYMENT INFORMATION

39. Most grant payments take place through electronic funds transfer (EFT). To ensure payment, a SWIFT Vendor Number assigned by Minnesota Management and Budget is required.

Financial Contact Person	
Phone	
Email	
Applicant's SWIFT Vendor Number and Location Code	
Address Associated with SWIFT Vendor Number and Location Code	

State Vendor info may be found at: [Supplier Portal](#)

VII. RESOLUTIONS

40. Resolutions must be adopted prior to the application deadline and submitted with the application. The two required elements are:

1. A resolution from the governing body of the city where the project site is located, which approves the application.
2. A resolution from the applicant committing the local match and authorizing contract signatures.
Note: Pursuant to Minn. Stat. § 412.201, **Statutory Cities must authorize the Mayor and Clerk to execute all contracts.**

Blank resolution templates are included on the following pages. The applicant may choose to reformat or combine them, but the adopted resolution must include all the following statements. **Resolutions that do not contain all statements will not be accepted.**

RESOLUTION # 1 - Municipality Approving the Application

BE IT RESOLVED that the _____ (Municipality of project location) has approved the Contamination Cleanup grant application submitted to the Department of Employment and Economic Development (DEED) on _____ (Date), by _____ (Applicant) for the _____ (Site name) site.

I certify that the above resolution was adopted by the city council on _____ (Date)

Signed: _____ (Authorized Official)

Title: _____

Date: _____

Witnessed by: _____

Title: _____ Date: _____

*add this Section FOR METRO COMMUNITIES only:

BE IT FURTHER RESOLVED that the city of _____ is located within the seven county metropolitan area defined in section 473.121, subdivision 2, and is participating in the local housing incentives program under section 473.254.

RESOLUTION # 2 - Committing Local Match and Authorizing Contract Signature

BE IT RESOLVED that _____ (Applicant) act as the legal sponsor for project(s) contained in the Contamination Cleanup Grant Program to be submitted on _____ (Date) and that _____ (Title of Authorized Official) is 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 project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

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 above-referenced project(s), and that _____ (Applicant) certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the Clerk (for Statutory Cities), or Title of Authorized Official(s), are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Note: Do not include the name, only the title of the official(s).

Pursuant to Minn. Stat. § 412.201, Statutory Cities must authorize both the Mayor and Clerk to execute all contracts, whereas Home Rule Charter Cities or other public entities may differ.

I CERTIFY THAT the above resolution was adopted by the _____ (City Council, County Board, etc.) of _____ (Applicant) on _____ (Date)

SIGNED: (Authorized Official)

WITNESSED:

_____ (Signature)

_____ (Title & Date)

_____ (Title & Date)

VIII. Applicant Disclosures and Certifications

Applicant Conflict of Interest Disclosure Form

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict-of-interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest.

(Please describe): Click or tap here to enter text.

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: *Click or tap here to enter text.*

Signature: _____

Organization: *Click or tap here to enter text.*

Date: *Click or tap here to enter text.*

Applicant Pre-Award Risk Assessment

To comply with [Minn. Statute 16B.981](#), our agency must collect and analyze certain information before we can execute a grant contract agreement. Please answer the following questions and submit back to us with the required documentation.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Applicant Name:

Contact Name:

1. Describe your organization's experience administering grants?

Click or tap here to enter text.

2. What is your organization's history managing state or federal funds?

Click or tap here to enter text.

3. Has your organization been awarded funding from DEED in the past 5 years? ☐ Yes ☐ No

If yes, what DEED program(s) awarded the funding and what are the names of the projects?

Click or tap here to enter text.

4. Describe your organization's current staffing and budget capacity related to administering state grant funds.

Click or tap here to enter text.

5. [Minn. Stat. § 16B.981 Subd. 2\(6\)](#) requires that no current principals of a grantee have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

By signing here, I warrant that no current principal of my organization has been convicted of a felony financial crime in the last 10 years.

Attach an organizational chart or list of principals that you are certifying below.

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

I certify that this information is true, correct, and reliable.

Printed name: *Click or tap here to enter text.*

Signature: _____

Title and Organization: *Click or tap here to enter text.*

Date: *Click or tap here to enter text.*