



Community Business Infrastructure Grants

Application Manual

September 2008

For More Information Contact:

Dick Walsh
Iron Range Resources
Development Strategies Division
4261 Hwy 53 South
P.O. Box 441
Eveleth, Minnesota 55734-0441

218-744-7345

1-800-765-5043

218-744-7402 (Fax)

Dick.Walsh@state.mn.us

www.ironrangeresources.org

PURPOSE

Community Business Infrastructure grants fund capital expenses for public infrastructure that supports the expansion or creation of new development, impacts the creation or retention of jobs and increases the tax base.

I. APPLICANT ELIGIBILITY

Eligible applicants are cities and townships in the region statutorily defined as the Taconite Assistance Area (TAA) M.S. §273.1341.

II. PROJECT ELIGIBILITY

Projects eligible for funding must benefit a business that fits one of the following categories:

- Manufacturing or assembly industry
- Technologically innovative industries that manufacture goods or provide a service that is primarily exported from the region

Publicly owned infrastructure can include: wastewater collection and treatment, drinking water, storm sewers, utility extensions, site improvements and streets that support business development.

III. FUNDING

It is the intent of Iron Range Resources to limit grant awards to a maximum of \$350,000; however, the agency reserves the right to grant awards higher than this amount should circumstances warrant.

IV. EVALUATION AND CRITERIA

(A) JOB CREATION OR RETENTION – *Priority #1*

The proposed project should create or retain full-time equivalent jobs at a minimum of \$10.00 per hour. A full-time equivalent (FTE) is defined as the total yearly hours worked, plus paid leave, divided by 2080. Retained jobs are defined as FTE positions directly related to the proposed project that will be lost if the project is not undertaken.

(Construction and construction related jobs are not counted as FTE's). The application narrative should identify:

- The number of full-time jobs created or retained
- Job wage levels and benefits

(B) IMPACT – *Priority #2*

The applicant must demonstrate its ability to meet the following impact criteria:

- Ability to attract future development
- Attracts new investment
- Broadens the local tax base
- Creates new development

(C) LEVERAGE – Priority #3

Loans, grants, equity or other financial incentives, from sources other than Iron Range Resources, must be leveraged at a minimum of 2:1.

(D) PROJECT READINESS – Priority #4

The project should be ready for construction no longer than a year after the grant award. Additionally, the applicant must provide a statement relating to the timely and successful implementation of the project and a statement certifying that all financing is in place.

V. INELIGIBLE PROJECTS

Retail and service industry developments are ineligible in this category. Administrative costs, including grant writing expenses, are ineligible under this program.

VI. APPLICATION PROCESS

Once an applicant has reviewed the eligibility, identified needs, structured a project, demonstrated ability to meet the criteria and secured all necessary local authorizations, a project application must be submitted. Please submit completed applications to the Agency address on the front cover of this manual. Project application forms also are available on the Iron Range Resources web site at www.ironrangeresources.org.

All projects submitted for funding are evaluated on an individual basis. **Project funding is subject to Commissioner, Board, and Governor Approval.** Projects are reviewed as to how well the outlined criteria are addressed in Section IV., Evaluation and Criteria.

Iron Range Resources accepts applications for Community Business Infrastructure on an on-going basis throughout the year. Applications are reviewed quarterly, so please contact staff for upcoming review deadlines.

The project application must include:

- 1) A completed Project Application Cover Sheet, page 3.
- 2) A narrative description that defines how the project meets the Job Creation/ Retention, Impact, Leverage, and Readiness criteria as described in Section IV. More than one narrative may be included per page.
- 3) A Project Budget and Timetable, page 4.
- 4) Business plan and any other exhibits, reports or studies that support the application.

Community Business Infrastructure Grants

Project Application Cover Sheet

Date Submitted: _____

Project Description: _____

Applicant's Legal Name: _____

Address: _____

Contact Person: _____

Title: _____

Phone #'s: Home: _____

Work: _____

Fax: _____

Email Address: _____

Geographic Area Served by Applicant: _____

Population Served by Applicant: _____

Applicant's Legal Representative: _____

Applicant's Governing Body (Mayor, City Council, Town Board Chairman, Supervisors):

SIGNATURES

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, in addition to disqualifying the applicant from future consideration for financial assistance, may also subject the applicant to the penalty provision of M.S. §609.645."

Applicant: _____

By: _____ Title: _____ Date: _____

Attest: _____ Title: _____ Date: _____

Project Budget and Timetable

USES	SOURCES (Be Specific)						
Detailed Project Costs	Applicant	IRR	Other	Other	Other	Other	Total
Estimated Project Costs							

Timetable

Please indicate anticipated dates for the following actions:

ACTIONS	DATE
Commencement of Engineering:	
Bid Opening:	
Commencement of Construction:	
Completion of Project:	