



# Community Business Infrastructure Grants

## Application Manual

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## **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. §273.134.

## **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

## **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. Full-time equivalent (FTE) is defined by 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 are also available on the Iron Range Resources web site at [www.ironrangeresources.org](http://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, see 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, see page 4.
- 4) 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:        |      |