

# Small Cities Development Program (SCDP) 2025 Preliminary Proposal

## Public Facility Infrastructure Proposal

### Submission Deadline

Applicants must submit one original and one copy of the Preliminary Proposal to the Department of Employment and Economic Development (DEED) on or before 4:00 pm, Wednesday, November 27, 2024.

Faxed or emailed applications will not be accepted.

## Instructions

Applicants **must review** the Small Cities Development Program (SCDP) Application Guide from the [SCDP Website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp) (https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).

This preliminary proposal is **only** for a Public Facility project. Other eligible activity preliminary proposals are available on the [SCDP Website](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp).

## Overall Guidance

* Funds are used to reconstruct failing, outdated, public infrastructure projects that pose a threat or hazard to the health and safety of residents.
	+ Street work is limited to the area of the replacement effected by the public infrastructure project.
* The federal national objective used for public facilities (municipal wastewater and water activities) is to benefit low-and-moderate income people on an area basis (LMA).
	+ A low-and-moderate income (LMI) person resides in households with household incomes that are up to 80% of the county median income.
	+ The federal national objective can be met through U.S. Census data or conducting a community income survey.
* A community income survey must be conducted if city LMI is not at least 51%, LMI is over 51% but is not a city-wide project, or LMI is over 51% and residents outside of the city limits will benefit from the project. A sample community income survey form is available on the [SCDP website](https://mn.gov/deed/assets/scdp-survey-results-example_tcm1045-132499.xls).
* Funds cannot be used for projects anticipating future population growth.
* Funds should not be proposed for new construction, such as buildings to house treatment plants.
* Funds can only pay for service connections where a permanent easement, a housing rehabilitation activity is conducted, and housing quality standards are met (publicly-owned service connections are allowable).
* Attach a map of the city or community limits.
	+ If the project involves a specific benefit area, the map must indicate that area.
	+ If residents outside the community limits will benefit from the project, the map must indicate that area.

## Public Facility Preliminary Proposal

Applicant Name:

### Project Description

Provide a brief description of the activity:

Multi-community applications must include responses for all proposed communities.

* Primary community:
* Population of primary community:
* Partnering community #2 (if applicable):
* Population of partnering community #2 (if applicable):
* Partnering community #3 (if applicable):
* Population of partnering community #3 (if applicable):

### Community Questions

* What is the project area:

[ ]  City-wide

[ ]  Specific area within the city

[ ]  City and residents outside of city

### Need

* Was the federal objective met through U.S. Census data or a community survey? (Choose one)

[ ]  U.S. Census Data

[ ]  Community Income Survey (attach relevant documentation)

* Number of LMI residents in benefit area:
* Identify percentage LMI per census:
* According to the U.S. Census, is the LMI for the community at least 51%:

[ ]  Yes

[ ]  No

* If census data shows that the LMI is below 51% and a community income survey was conducted, was the LMI for the community at least 51%?

[ ]  Yes

[ ]  No

* Identify percentage LMI per survey:

Attach copies of the surveys and [provide spreadsheet tabulation](https://mn.gov/deed/government/financial-assistance/community-funding/small-cities.jsp). *(Apply Tab/SCDP Survey Results Spreadsheet – Example)*

* If there was a community income survey, describe how and when the surveys were conducted (door to door, mailed forms, online or other methods):

* Provide the [U.S. Census county and tract code](http://www.ffiec.gov/Geocode/default.aspx) of the proposed project. (http://www.ffiec.gov/Geocode/default.aspx)
	+ U.S. Census 3-digit county code:
	+ Tract code (XXXX.XX):
* Has a preliminary engineering report been completed?
	+ [ ]  Yes
	+ [ ]  No
* Is the proposed project on the state’s Project Priority List (PPL)?
	+ [ ]  Yes – if so, what is the PPL number:
	+ [ ]  No
* Will the system primarily benefit residential users?
	+ [ ]  Yes
	+ [ ]  No
* Have engineering services been procured by the city through a competitive process, using standard procurement methods (federal, state, or local, whichever is more stringent) for this activity?
	+ [ ]  Yes
	+ [ ]  No
* If applicable, provide the number of homes outside of city limits using proposed system?

* Provide the median household income of the community (U.S. Census data).

### Community Impact

* List proposed activities to be funded with SCDP funds (water lines, wastewater lines, water tower etc.)

* Describe the physical need for the proposed project:

* Age of facility:

* Condition of facility:

* What is the applicant’s plan to reach underserved groups in the community?

* Are there any critical health and/or safety issues? (sewer backups, high levels of contaminants, compliance/violations):

### Cost Effectiveness

* SCDP funds serve as gap financing for public facility projects. List all other funding sources that are/will be secured for the project prior to the SCDP full application submission.
* Does the project involve service connections to individual households and properties?
	+ [ ]  Yes
		- If yes, how will the connections be paid for?
	+ [ ]  No
* Discuss the history of actions taken to finance operation, maintenance, and repair including rate increases.

* Explain how the system’s operation, maintenance, and repair will be financed over the life of the system.

### Estimated Project Cost

In addition to completing the estimated project costs below, please complete the additional budget for public facilities in the master budget.

|  | Current  | Estimated future  |
| --- | --- | --- |
| Annual system debt service | $      | $      |
| Annual operating and maintenance cost (do not include depreciation) | $      | $      |
| Total | $      | $      |
| **Number of residential households (billed individually)** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Other residential (multi-family, other residential facilities)** | Current | Estimated future |
| Connections  |       |       |
| Equivalent Residential Units (ERU) |       |       |
| Percentage of system use |      % |      % |

|  |  |  |
| --- | --- | --- |
| **Nonresidential** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Total Users** | Current | Estimated future |
| Connections  |       |       |
| Equivalent residential unit (ERU)  |       |       |
| Percentage of system use: |      % |      % |
| **Average System Cost Per Household** | Current | Estimated future |
| Average user rates per household - annual | $      | $      |
| Average user rates per household - monthly | $      | $      |

## Proposed timeline

Enter the information as applicable below. All dates should be entered with the month and year each line is proposed to be completed.

* Date all engineering work completed:
* Does community have site control? [ ] Yes [ ] No
	+ Date secured:
	+ If the community does not have site control, when will it be secured?
* All necessary permits obtained:
* Completion of SCDP Environmental Review:
* Bid process conducted:
* Award construction contract:
* Facility operational:
* All construction (including turf restoration) complete: