

EXHIBIT A

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

**2013 CLEAN WATER FUND INFLOW & INFILTRATION (I&I)
GRANT APPLICATION FORM**

NOTICE TO APPLICANTS: Submission of this application form confirms your city's intention to participate in the Metropolitan Council Environmental Services (MCES) 2013 Clean Water Fund I/I Grant program (Grantee Program).

Applicants must review the Program design and process details which, along with other valuable information on the MCES Inflow and Infiltration (I&I) Program, can be found at the following link:

[http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/MCES-Inflow-and-Infiltration-\(I-I\)-Program.aspx](http://www.metrocouncil.org/Wastewater-Water/Funding-Finance/Rates-Charges/MCES-Inflow-and-Infiltration-(I-I)-Program.aspx)

Pre-qualification of individual projects is mandatory and becomes the basis for determining initial grant agreement amounts. The pre-qualification information submitted, whether with this form or submitted separately, becomes a part of Exhibit A.

Grant agreements will be sent for signature 1) on December 15, 2013, 2) when your city submits at least 15 pre-qualification requests that meet the requirements for funding, or 3) when the total amount of funding available from the Clean Water Fund has been encumbered, whichever occurs first. Funds are available on a 'first qualified, first serve' basis.

MCES will accept and review pre-qualification requests from cities that have completed this application process until all of the funds appropriated in 2013 from the Clean Water Fund have been encumbered. After the initial grant agreement is signed, additional submittals will result in follow up letters from MCES which become part of this Agreement specifying the additional amounts the Council will encumber. Grant agreements include an Exhibit B which is the anticipated letter for readily adding additional pre-qualified projects (assuming funding is available).

CITY NAME: Saint Paul

The City's designated authorized representative (all correspondence and city responsibility regarding participation in the Grantee Program should be should be addressed to individual named below) is:

NAME: Richard O. Ekobena
TITLE: Regulatory & Records Engineer
STREET: 700 City Hall Annex, 25 West Fourth Street
CITY, ZIP: Saint Paul 55119
PHONE: 651-266-6253
EMAIL: Richard.Ekobena@ci.stpaul.mn.us

Please attach a city resolution confirming this individual's authority and certification that s/he has read the program details documents.

Once a city is approved to participate in the Program, the following information is required for each project submitted for pre-qualification:

- Owner name and building address
- Date and copy of contractor bid/estimate (date we will use in ranking first qualified, first served)
- Type of building (Single Family, Multi-family, Commercial)
- Type of work proposed
- Affirmative statement of the City that the building is in use.

MCES will email the City's authorized representative notification of the funding determination for each project submitted for pre-qualification within 10 working days of submission. This allows your city the option of remitting to property owners with the timing at your discretion and under your terms.

Work must be done and claims for pre-qualified projects must be submitted within one (1) year of contractor bid/estimate, unless, prior to expiration, MCES receives and approves a written justification for extension, including a new proposed completion date.

To receive payment for completed projects, cities must submit a claim (in a format of your choosing) that includes all of the following information:

- Owner name and building address
- Total project cost
- Date of city inspection (to certify work was completed)
- Statement attesting to retention of auditable records

Within 30 days of receipt of claim, MCES will remit to cities in amounts identifiable to specific projects, subject to limits as prescribed by program design and grant agreement (i.e. 1/3 of total eligible project costs to a maximum of \$2,000 per site).

Questions may be directed to the MCES Program Administrator:

John Atkins
MCES Budget Manager
390 Robert Street North
St. Paul, MN 55101-1805
Phone: (651) 602-1020
Email: john.atkins@metc.state.mn.us

QUICK REFERENCE FACT SHEET: I/I Clean Water Fund Grant Program
(this is for reference only; should anything herein be contradicted by the Agreement language, the Agreement terms prevail).

1. Community Eligibility:

- a) Communities eligible include:
 - o The 50 metro area communities eligible under the Public Infrastructure bond grant program offered in 2012(and ongoing)
 - o In addition, during 2013 and during the grant program any communities that receive an I/I surcharge notice for the first time from MCES and are required to take some action will also be eligible.

- b) Communities eligible per (a) above must also must pre-apply and sign a standard Council grant agreement, before any eligible expenses can be submitted for reimbursement. Agreements shall require that communities:
 - o Entirely pass through grants received (as is being done by MCES).
 - o Cooperate with pre-qualification requirements of MCES, and screening of eligibility.
 - o Sign certifications of work done to receive grants.
 - o Retain records, and cooperate with any audit.
 - o Do communications with retail applicants.
 - o Issue plumbing permits for all eligible repairs.
 - o Report quantitative info of fixes, for MCES reporting to state.

2. Repair Eligibility:

- a) Grants are only for non-municipal sewer infrastructure (i.e. municipally owned trunks and lateral pipes, lift stations and other related appurtenances are **not** eligible).

- b) A prequalification is mandatory. Retail applicants will submit a dated contractors bid/estimate for the repair to their City.

- c) Types of repairs eligible include:
 - i. Any rehabilitation or service line replacement, either in part, or in its entirety that is owned and maintained by the property owner (private, governmental, institutional), between its connection to the municipally owned trunk or lateral system and the first cleanout inside the building shall be eligible for grant reimbursement., and

 - ii. In addition, foundation drain disconnections will be eligible.

 - iii. City owned service laterals under ‘Right of Way’ qualify subject to all terms and conditions herein as long as the full connection to service line is repaired.

- d) The private service line or foundation drain must be active and serving an occupied building.
- e) All repairs and replacements must be made with materials and methods consistent with local codes.
- f) The completed improvement must be inspected and found acceptable *by the city* having jurisdiction for said improvements.

3. Eligible Costs:

- a. Eligible expenses are for out-of-pocket costs of a repair only, may not include any owner labor costs.
- b. Inspection costs are allowable **ONLY** if the service line inspected results in eligible repairs.
- c. Eligible expenses are eligible for reimbursement for work inspected no sooner than July 1, 2013.
- d. MCES grants are **1/3 of actual, reasonable and verifiable eligible repair costs**, but limited to \$2000 maximum per site. Note: Given the regional sewer, city sewer and private benefit, a City and private match are proposed so funding would be 1/3 regional, 1/3 municipal, and 1/3 private (if total cost is \$6000 or less). However, the City match is not mandatory (this does not change the MCES grant limit of 1/3 of eligible costs and max of \$2000 per site).

4. Process:

- a. Eligible cities need to first apply and be approved to participate in the program.
- b. Monthly, participating cities screen & submit requests in batch for prequalification of individual site work.
 - i. Each individual request must include the following information:
 - Owner name and building address
 - Date of contractor bid/estimate (for use in ranking first come, first served)
 - Type of building (Single Family, Multi-family, Commercial)
 - Type of work proposed
 - City affirmation that the building is being used
- c. MCES reviews technical details and approves by site, within 10 business days. MCES to encumber the amounts prequalified. MCES can only approve up to the full amount of the \$1 million appropriation. If within a month, qualified applications submitted to MCES exceed the amount available, the dates of the contractor bid/estimates will be used to determine the approvals (first qualified, first served) and the remaining projects will be put on waiting list for further funding when available. If there are multiple qualified

applications with contractor dates on the same day that cannot be fully funded, MCES will use a random assignment method to select those funded.

- d. Agreements will be sent to cities for signature and, upon return with the first requests for prequalification, signed by Council and executed copies returned to the City.
- e. Cities must notify retail applicants of approval decisions and that the approved amount is the maximum grant from MCES. In addition that following the work completion, that the applicant must submit actual receipts for work to get the rebate.
- f. Cities to send info to MCES, basically certifying that the work was done and records auditable.
- g. Within 30 days, MCES remits to Cities in amounts identified to specific individual site(s). Cities choose when to remit to property owner(s).
- h. MCES to reduce encumbrances. If claims are reimbursed in less than the prequalified amounts, the released funding will become available for next applications in line (by contractor date).