

# Treasure State Endowment Program

Grant Application Submission  
Guidance

Application deadline June 12, 2020

<http://comdev.mt.gov/Programs/TSEP>



# Impacts due to COVID-19

- *Due to the repercussions of COVID-19, the Montana Department of Commerce received many public comments expressing concern over the initially proposed May 1, 2020 TSEP Construction application deadline.*
- *Commerce has: (1) extended the application deadline to June 12, 2020; and (2) will allow all TSEP Construction Application public meeting documentation to be submitted any time up until August 3, 2020.*



# Applicants & Projects

## Eligible Applicants:

- Incorporated Cities or Towns
- Counties
- Consolidated Government
- Water and/or Sewer, or Solid Waste District
- Tribal Government

## Eligible Projects:

- Drinking Water Systems
- Wastewater Treatment Systems
- Sanitary Sewer or Storm Sewer Systems
- Solid Waste Disposal and Separation Systems
- Bridges



# How much grant can I apply for?

- Based on Median Household Income (MHI) of Applicant
- Target Rates
- User rates charged at end of project

<https://comdev.mt.gov/Resources/Financial/TargetRate>

<http://comdev.mt.gov/Programs/TSEP/ProjectGrants/ApplicationForms>

If there is no MHI published for your project location, please contact staff at (406) 841-2770



# Applications

- One (1) application per project per applicant
- Maximum grant available dependent on percent of Target Rate met by community at end of project
  - Infrastructure
    - \$750,000 grant = 150% target rate
    - \$625,000 grant = 125% target rate
    - \$500,000 grant = 100% target rate
  - Bridges
    - Generally limited to \$500,000
- Dollar for Dollar match requirement



# Application Submission

- Deadline: Friday, June 12, 2020
- One electronic copy of uniform application, TSEP statutory priority responses, preliminary engineering report (PER), any supplemental information or appendices
- Application delivery -- by close of business on June 12, 2020
  - Electronic submission via File Transfer Service



# Electronic Application Submission

- Electronic application information submitted via the State's File Transfer Service
  - <https://transfer.mt.gov>
  - Secure and Free system
  - Easy to use
  - No file size (MB) limitations
  - Applicant creates file transfer account, uploads files. Send email to [DOCCDD@mt.gov](mailto:DOCCDD@mt.gov)
  - CDD staff receives message from File Transfer Service
  - CDD staff retrieves files for review
- Please consolidate files for submission into no more than three or four documents.



# Required Documents

- Complete Application
  - Preliminary Engineering Report (PER)
  - Uniform Application
  - TSEP Statutory Priority Responses
  - Environmental Review
  - Any supplemental information
- Authorization to submit Application
  - Signature by Authorized Official
- Environmental Review — public participation documentation, as applicable — submitted by August 3, 2020
- Preliminary Budget
- Preliminary Implementation Schedule

*\* Applications lacking any one of these items will not be considered \**





# Preliminary Engineering Report

- Executive Summary
- Project Planning
- Existing Facilities
- Need for Project
- Alternatives Considered
- Selection of Alternative
- Proposed Project
- Conclusions and Recommendations
- <https://comdev.mt.gov/Programs/TSEP/ProjectGrants/ApplicationForms>
- *Due to impacts from COVID-19 and the ability to hold standard public meetings, public hearing documentation for the adoption of the PER must be submitted by August 3, 2020*



# Preliminary Engineering Report for Bridge projects

- Executive Summary
  - Problem Definition
  - Alternative Screening
  - Alternative Analysis
  - Description of Preferred Alternative
  - Recommendations and Implementation
- 
- *Due to impacts from COVID-19 and the ability to hold standard public meetings, public hearing documentation for the adoption of the PER must be submitted by August 3, 2020*



# Additional Documentation

- A variety of documents may be used to support the information provided in PER or for any Statutory Priority:
  - Administrative Orders
  - Citation Letters
  - Resident reports of failures/effects
  - Operation failure logs
  - Advertising/Public Notice
  - Code Citations
  - Inspection Reports/Photos
  - Itemized Costs Estimate



# Uniform Application

- Provides the basic information for the proposed project
  - Certification to apply
  - Summary of applicant
  - Project contacts
  - Summary and history of project
  - Financial information, budgets and narrative
  - Debt/asset summary
  - System and hookup information
  - Calculation of projected rates after project completion



# Proposed Funding Sources

EXAMPLE OF A COMPLETED PROPOSED FUNDING SOURCES SUMMARY				
Source	Type of Fund	Amount	Status of Commitment	Loan Rates and Terms
TSEP	Grant	\$ 625,000	Submit application June 2020. Funding determined during 2021 Legislative Process	
RRGL	Grant	\$ 125,000	Submit application June 2020. Funding determined during 2021 Legislative Process	
Local	Cash	\$ 50,000	Available upon request	
SRF	Loan	\$ 1,057,500	Submit application Summer 2021. Funds Available Fall 2021	3.5 %, 40 years (subject to change)
<b>TOTAL</b>		<b>\$ 1,857,500</b>		



# Environmental Review

- Complete the Environmental Review
  - Environmental checklist
  - Must include a signature
  - Must include responses to six questions
- Include a Public Process — documentation by August 3, 2020
- Make a Determination at a Public Meeting
  - Category Exclusion
  - Environmental Assessment
  - Environmental Impact Statement
- Local Government Action taken to accept level of determination



# Environmental Public Process

- Public Notices posted in accessible locations (example: newsletters, newspapers, website, community centers, post office, etc.)
- Public Comment Period prior to final adoption by the local government
- Public Meeting to accept final environmental determination
- Approval by local government with authorization
- *Due to impacts from COVID-19 and the ability to hold standard public meetings, public hearing documentation for the approval by the local government of the environmental documents and process must be submitted by August 3, 2020*



# TSEP Statutory Priorities

- Seven (7) Statutory Priorities
  - MCA 90-6-710
- Each priority for every application is ranked and scored on information provided
- Each Statutory Priority has a maximum point value
- All documents cited or used to validate details provided for a priority must be included with the application





# Statutory Priorities

- **Statutory Priority #1** Urgent and Serious Health or Safety Problems, or Compliance with State or Federal Standards
- **Statutory Priority #2** Greater Financial Need
- **Statutory Priority #3** Appropriate Design and Long Term Solution
- **Statutory Priority #4** Long Term Planning and Management
- **Statutory Priority #5** Obtains Funds from Other Sources
- **Statutory Priority #6** Long-term, Full-time Jobs, Business Expansion, Tax Base
- **Statutory Priority #7** Community Support



# Statutory Priority 1

- Projects that solve urgent and serious public health or safety problems, or that enable local governments to meet state or federal health or safety standards.



# Statutory Priority 2

- Projects that reflect greater need for financial assistance than other projects:
  - Millage Assessed in comparison to median household income (MHI)
  - Target rate comparison to user rates at end of project
  - Applicant tax revenues in comparison to number of households
  - Poverty
  
  - If, these factors do not accurately reflect the applicant's financial commitments, or ability to provide matching funds, please provide additional explanation of extenuating circumstances
  
  - Commerce gathers the data for this priority – applicant does not need supply information beyond filling out the Uniform Application



# Statutory Priority 3

- Projects that incorporate appropriate, cost-effective, technical design and that provide thorough, long term solutions to community public facility needs.



# Statutory Priority 4

- Projects that reflect substantial past efforts to ensure sound, effective long-term comprehensive land use planning, long term fiscal planning and management of public facilities and that attempt to resolve the infrastructure problem with local resources.
  - Long term planning and previous efforts for improvements
  - Project prioritization
  - Reasonable operation & maintenance budgets and practices



# Statutory Priority 5

- Projects that enable local governments to obtain fund from sources other than TSEP.
  - Serious efforts to seek out and secure alternate funding sources (both private and public)
  - Is TSEP participation essential to obtaining alternate funds?
  - Does the applicant have available other types of revenues that could be used for the project?
  - How does applicants prior experience demonstrate a capacity to manage grant funds?



# Statutory Priority 6

- Projects that provide long-term full-time job opportunities for Montanans, that provide public facilities necessary for the expansion of a business that has a high potential for financial success, or that maintains or encourages expansion of the tax base.
  - Long term job opportunities
  - Business growth
  - Tax base expansion



# Statutory Priority 7

- Projects that are high local priorities and have a strong community support.

- Are the residents aware of the project and the impacts it will have on them?
- Timely completion of past projects

Newspaper articles

Posted Flyers

Inserts with Utility Bills

Letters of Support

Website posts

Board Meeting Minutes

Public Survey

Needs Assessment

Public Hearing

Community meetings

- Provide documentation of public involvement efforts
- *Due to impacts from COVID-19 and the ability to hold standard public meetings, public hearing documentation for presentation of project details to the public must be submitted by August 3, 2020*





# Preliminary Project Budget

## EXHIBIT B -- XYZ Project Budget

ADMINISTRATION	TSEP	RRGL	SRF	Local	TOTAL
Personnel Cost				\$500.00	\$500.00
Office Cost				\$500.00	\$500.00
Grant Administration	\$1,000.00		\$1,000.00		\$2,000.00
Legal Costs	\$500.00		\$500.00		\$1,000.00
Audit Fees				\$100.00	\$100.00
Travel & Training	\$500.00				\$500.00
Interim Interest			\$500.00		\$500.00
Bond Costs			\$500.00		\$500.00
<b>TOTAL ADMINISTRATION</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,500.00</b>	<b>\$1,100.00</b>	<b>\$5,600.00</b>
<b>CONSTRUCTION RELATED ACTIVITIES</b>					
Land Acquisition	\$1,000.00			\$1,000.00	\$2,000.00
Basic Engineering Service	\$10,000.00				\$10,000.00
Engineering RPR	\$50,000.00		\$5,000.00		\$55,000.00
Construction	\$387,000.00	\$125,000.00	\$1,000,000.00		\$1,512,000.00
Contingency	\$50,000.00				\$50,000.00
<b>TOTAL ACTIVITY</b>	<b>\$498,000.00</b>	<b>\$125,000.00</b>	<b>\$1,055,000.00</b>	<b>\$1,000.00</b>	<b>\$1,679,000.00</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$500,000.00</b>	<b>\$125,000.00</b>	<b>\$1,057,500.00</b>	<b>\$2,100.00</b>	<b>\$1,684,600.00</b>



# Preliminary Implementation Schedule

City/Town/County/District									
PROJECT IMPLEMENTATION SCHEDULE									
TASK	QUARTERS, 20xx				QUARTERS, 20xx				
	1st J F M	2nd A M J	3rd J A S	4th O N D	1st J F M	2nd A M J	3rd J A S	4th O N D	
<u>PROJECT DESIGN</u>									
Commence Final Design									
Complete Project Design									
Submit Plans to DEQ									
Prepare Bid Documents									
Finalize Acquisition									
<u>ADVERTISEMENT FOR CONST. BID</u>									
Review Contract Requirements									
Public Bid Advertisement									
Open Bids & Examine Proposals									
Request Contr. Debarment Review									
Select Contractor & Award Bid									
Conduct Pre-Const. Conference									
Issue Notice to Proceed to Contractor									



# Summary of Complete Application

- Please submit all components of the application:
  - Preliminary Engineering Report
  - Uniform Application information
  - Completed Environmental Review
  - Statutory Priority Responses
  - Preliminary Implementation Schedule
  - Any supplemental information

*\*Applications lacking any of these items may not be considered\**



# Submission and Questions

Please provide one electronic copy to:

<https://transfer.mt.gov>  
[DOCCDD@mt.gov](mailto:DOCCDD@mt.gov)  
406-841-2770

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Community Development Division  
Department of Commerce  
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Helena, MT 59620-0523

<http://comdev.mt.gov/Programs/TSEP>

