

**Drinking Water State Revolving Fund  
Lead Service Line Replacement Projects**

**APPLICATION FORMS AND INSTRUCTIONS**

March 2025

Applicant: **Duluth**  
System type: **Lead Service Line Replacement**  
IUP project ID: **1690011-18**  
IUP status: **IUP Part A**  
IUP project descr: **LSLR-Phase 6**

MPFA Loan Officer contact info: **Peter Bradshaw**  
**Peter.Bradshaw@state.mn.us**  
**651.259.7689**

**Minnesota Public Facilities Authority**

1<sup>st</sup> National Bank Building • 332 Minnesota St. • Suite W820 • Saint Paul, MN 55101-1378 • USA  
651-259-7469 • 800-657-3858 TOLL FREE • MN Relay 711 • 651-296-8833 FAX

[mn.gov/pfa](https://mn.gov/pfa)

*An equal opportunity employer and service provider*

## Table of Contents (sheets in this Excel workbook)

*note: these TOC listings are hyperlinked; however, if you open this file in the web browser the hyperlinks won't work; use the desktop app whenever you can*

Hyperlink	Description
<a href="#">ReadMe</a>	General Information and Application Process Deadlines
<a href="#">CheckList</a>	Applicant Checklist
<a href="#">Form01</a>	Applicant Information
<a href="#">Form02</a>	Project Information
<a href="#">Form03</a>	Project Costs: Sources and Uses
<a href="#">Form04</a>	Project Costs: Detail of Costs Incurred Prior to MPFA Award
<a href="#">Cert01</a>	Compliance Certification as to General Federal and State Laws, Rules, and Regulations
<a href="#">Cert02</a>	Compliance Certification as to Disadvantaged Business Enterprise (DBE) Required Procurement and Contract Conditions
<a href="#">Cert03</a>	Compliance Certification as to No Conviction of Felony Financial Crime by a Principal
<a href="#">SampleRes</a>	Sample Resolution of Application to the MPFA
<a href="#">SampleNoteRes</a>	<i>The Sample Resolution and Form of Grant Anticipation Revenue Note to the Authority is under development; we will post on your SharePoint site when ready.</i>
<a href="#">LO Summary</a>	Application Write-Up and Approvals [for MPFA use]

## General Information and Application Process Deadlines

### General information:

The applicant must be the entity that will issue the Grant Anticipation Revenue note to the MPFA as security for the loan.

Total financing of a project must be assured before the MPFA will issue a financing agreement.

A Unique Entity Identifier (UEI) number is requested on Form 01. The UEI replaces the DUNS number. See:  
[SAM.gov | Home](#)

For additional information on SRF program requirements and resources, refer to these MPFA websites:  
[Clean Water and Drinking Water Revolving Fund Guidance and Information](#)

For documents to be included in bid specifications and construction contracts, refer to this MPFA website:

N/A yet on the website; please contact your loan officer.

Contact the MPFA LSLR loan officer below with any questions:

[Peter.Bradshaw@state.mn.us](mailto:Peter.Bradshaw@state.mn.us)

Note for use of enclosed application forms in this Excel workbook:



yellow highlighted cells are for free-form entry.



blue highlighted cells will have drop-down choices.

You may type more text into a cell than will display. The cells are a fixed size for display, but all the text will be usable by MPFA staff.

### Deadline for plans and specifications submittal

Submit plans and specifications to the Minnesota Department of Health by the end of March 2025.

### Items Required Before Funding:

MPFA needs 1) a complete application, 2) as-bid costs and 3) Minnesota Department of Health technical certification for the project before LSLR funding can be awarded.

## Applicant Checklist

*Please complete the check boxes below  
when those items are submitted*

This application consists of a sample *Resolution of Application*, multiple forms, and three certification documents concerning compliance. This checklist identifies which items are required by the application deadline, and which that must be submitted when they are available.

### Items required by the application deadline:

#### Forms in this workbook to be completed by the applicant:

- Form 01: Applicant Information
- Form 02: Project Information
- Form 03: Project Costs: Sources and Uses
- Form 04: Project Costs: Detail of Costs Incurred Prior to MPFA Award

#### Certifications in this workbook to be completed by the applicant:

- Cert 01: Compliance Certification as to General Federal and State Laws, Rules, and Regulations
- Cert 02: Compliance Certification as to Disadvantaged Business Enterprise (DBE) Required Procurement and Contract Conditions
- Cert 03: Compliance Certification as to No Conviction of Felony Financial Crime by a Principal

### Other Items required for a complete application:

- ☒ Box Resolution of Application (see example in this workbook): [SampleRes](#)
- ☒ Box Drinking water enacted ordinances and system service fee schedules as applicable
- ☐ Box Documentation of all non-MPFA funding sources for the project (commitment letters, grant agreements, bond sale resolution or Official Statement, etc.)
- ☒ Box Project map showing areas of LSLR project activities.
- ☐ Box As-bid costs and engineer's letter of recommendation accepting bids.
- ☐ Box Final, updated MPFA forms (Forms 03 and 04).

### Items that must be submitted after MPFA contract award:

Recipients are responsible for submitting required forms during the construction phase of the project and for project closeout including but not limited to:

- ☐ Box Labor Standards Notice of Contract Award.
- ☐ Box List of labor standards activities that will be conducted by consultant, or excerpt from agreement.

### To be completed by the MPFA Loan Officer:

- ☐ Date of MDH project certification.
- ☐ Pre-Award Risk Assessment
- ☐ Signed certifications 01, 02, and 03 received
- ☐ Form 03 Sources and Uses reviewed for consistency, allowable costs, ...
- ☐ Form 04 Costs Incurred Prior to Contract reviewed

## Form 01 Applicant Information

### Applicant ID (Must be the entity that will issue the Revenue note to the Authority)

Name	Duluth
Primary County	Saint Louis County
UEI Number (12 char/digits) ( <a href="https://sam.gov">SAM.gov</a>   <a href="#">Home</a> )	S3MZFK8JXGJ3
MN SWIFT Vendor ID No. (10 digits)	0000197681
MN SWIFT Vendor Suffix No. (3 digits) (determines where funds will be sent)	001

### Mail Address:

PO Box or bldg no. and street name	411 West First St
City, state and 5 or 9-digit ZIP	Duluth, MN 55802-1102

### Primary Municipal Contact:

Name	Aaron Soderlund
Title	Senior Engineer
Phone	218-730-5083
Email	asoderlund@duluthmn.gov
PO Box or bldg no. and street name	411 West First Street, Room 240
City, state and 5 or 9-digit ZIP	Duluth, MN 55802

### Applicant officials authorized to sign legal documents:

1. Name	Alyssa Denham
Title	City Clerk (interim)
Email (unique to Name #1)	adenham@duluthmn.gov
2. Name	
Title	
Email (unique to Name #2)	
3. Name	
Title	
Email (unique to Name #2)	

If a Public Utilities Commission (PUC) or other public entity is legally responsible for setting or adjusting user rates, and/or operation and maintenance of the project, this entity may also need to sign the MPFA financing agreement. If so, please identify:

Name of PUC or other Entity	Duluth Public Utilities Commission
Contact Name:	Jim Benning
Title	Director of Public Works
Phone	218-730-5200
Email	jbenning@duluthmn.gov
PO Box or bldg no. and street name	411 West 1st St
City, state and 5 or 9-digit ZIP	Duluth, MN 55802-1102

### Consultants and Advisors:

## Form 01 Applicant Information

### Consulting Engineer:

Company Name

Engineer's Name

Phone

Email


### Bond Counsel:

Company Name

Attorney's Name

Phone

Email

Fryberger, Buchanan, Smith & Frederic, P.A.
Mia Thibodeau
218-725-6873
mthibodeau@fryberger.com

### Municipal (Financial) Advisor:

Company Name

Advisor's Name

Phone

Email

Ehlers Public Finance Advisors
Jason Aarsvold
651-697-8512
jaarsvold@ehlers-inc.com

### Persons responsible for compliance monitoring:

American Iron and Steel (AIS), Build America Buy America (BABA):

Company Name

Contact's Name

Phone

Email

City of Duluth
Aaron Soderlund
218-730-5083
asoderlund@duluthmn.gov

Prevailing Wage related requirements:

Check box if same as above: ☐

Company Name

Contact's Name

Phone

Email

City of Duluth
Angela Herbert
218-730-5081
aherbert@duluthmn.gov

### MN Department of Health Engineer:

Name

Phone

Email

Corey Mathisen
651.201.4494
<a href="mailto:corey.mathisen@state.mn.us">corey.mathisen@state.mn.us</a>

System type	Lead Service Line Replacement
Project title (max 30 char):	LSLR-Phase 6

**Project description (please discuss the problem/need and the proposed solution/project):**

The project scope includes replacing existing lead or galvanized water service lines with new HDPE service lines in Chester Park Dr Alley and Raleigh Street in Duluth, Minnesota. 19 homes are included in two separate projects. Both aforementioned lead replacement projects are planned in conjunction with street and utility improvements. The lead replacement portion of the projects are limited to replacement of the private lead water service from the curb stop to the house. All costs for replacement of the service from the main to the curb stop and surface restoration and

**Project the service area (describe addresses, street names, or area(s)):**

General description:

The projects are in Chester Park Dr Alley from N 17th Ave W to N 18th Ave W and Raleigh Street from 59th Ave W to 63rd Ave W in Duluth, MN. Individual addresses for each residence ("SITE") are included in the Plans. 7 Residences are identified in the Raleigh St project and 12 residences are identified in the Chester Park Dr Alley project.

**Identify each local governmental jurisdiction (cities and townships) in the project service area (provide additional sheets if needed):**

Jurisdiction 1	Duluth
Jurisdiction 2	
Jurisdiction 3	
Jurisdiction 4	

Please use the space below to identify if other jurisdictions are included, and attach map of the service area.

**Project scope:**

Will the project be done as part of a larger infrastructure project that will be included in the same bid, share road construction costs, etc.?

☒ ~~Yes~~    ☐ ~~No~~    If yes, please describe how the projects are related:

Both Chester Park Dr Alley and Raleigh St have planned street and utility improvement projects that include replacement of the water main and public portion of the water services. All costs for the watermain, public water service up to and including the curb stop, and restoration in the right of way will be borne by other funding sources. Funding for replacement of the private lead water services and associated costs (plumbing connections, restoration on

Estimated bid date:	April-2025
Estimated year that construction will start:	2024 & 2025
Estimated year that construction will end:	2025

## Form 02 Project Information

### Project site ownership / rights of way:

Please provide a link to (or attach a copy of) the code and ordinances that identify ownership of the water service lines:

See attached ordinance.

### Authority to undertake LSL replacement work on private property:

Please provide a link to (or attach a copy of) the code and ordinances provide this authority:

The City has signed work authorization agreements with each property owner. A sample is attached.

### Describe the factors the City used to select the area for the LSLR project including health equity and efficient use of funds:

The City has identified that there are 19 LSLs in these two project areas that will experience an imminent threat to public health due to the disturbances that will be caused by replacement of the public water services. Failure to replace the private water services during would result in partial service line replacements. By expanding the projects to replace the private lead water services, these health risks will be eliminated. Additional, a cost savings will be

### Describe the community outreach that will be used for the LSLR project:

The City has conducted extensive outreach during project planning including mailings, sight visits, acquiring signed work agreements from each property owner, offering pitcher filters, and distributing public education materials. During construction the City will distribute pitchers, water sampling kits, and additional public education materials. 100% of the residences with lead services in the project area are enrolled in the project.

### Describe the planned contracting method, e.g.: all work under one main construction contract, by individual property owners selecting their own contractor, other:

All work will be performed by a single contractor under one main construction contract administered by the City.

### Project Sign and Project Funding Notice:

MPFA will provide a Funding Notice upon award. MPFA requests posting the Funding Notice on the Recipient's website and/or in other public locations.



**Whenever this form is updated, please complete the date and source.  
 A revised version must be submitted after as-bid costs are known.**

**Date updated:** 04/03/25

**Source:** ☒ Current estimate  
☐ As-bid costs

**Estimated Number of Lead Service Lines to be replaced:** 19

**Applicant's allocation of split between public and private share of each line:**  
 (please enter a whole number between 0 and 100 as the public share percentage)

Public	Private
0%	100%

**Sources:**

Requested MPFA Financing  
 Other

**Total Project Cost Sources:**

Total Costs	Public Costs	Private Costs
315,593	-	315,593
545,300	-	545,300
860,893	-	860,893

**Uses:**

Non-Construction Costs: Planning  
 Design  
 Inspection/Other Engineering  
 Attorney/Financing Related Fees  
 Marketing / Project Implementation

Other: Filter Pitchers, Test Kits

Construction Costs:  
 Contingencies (10% of construction):

**Total Project Cost Uses:**

Total Costs	Public Costs	Private Costs
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-
2,643	-	2,643
284,500	-	284,500
28,450	-	28,450
315,593	-	315,593

**Average annual user \$ rate for residential HH using 5,000 gallons/month:** \$521.04

Notes on allowable and unallowable uses (NOT comprehensive):

per MN Statutes §446A.077 subdivision 4. Eligible uses:

An eligible recipient may use a grant provided under this program for:

- (1) removing and replacing lead drinking water service lines;
- (2) repaying debt incurred for the purposes described in clauses (1), (3), and (4);
- (3) providing information to residents on the benefits of removing lead service lines; or
- (4) performing necessary construction activities required for and associated with removing and replacing lead service lines.

MPFA LSLR grant agreements will limit eligible costs to direct expenditures related to LSLR project implementation or to LSLR program outreach to residents about the benefits of LSLR.

MPFA will not allow:

- Any overhead costs
- Work by individuals that are not directly involved in the LSLR program
- Preparation of grant/loan applications, or disbursement requests
- Post-completion audits or monitoring
- Travel/mileage, food
- Computers, phones, equipment
- General office supplies (except costs specifically for LSLR outreach)
- Rental payments for staff space or meetings



**Cert 01**      **Compliance Certification as to General Federal and State Laws, Rules, and Regulations**

As a condition of receiving funding, Recipients must comply with certain federal and state laws, rules and regulations, including but not limited to those identified in this certification which will be invoked as a condition of the MPFA loan in both the Bond Purchase and Project Loan Agreement and the General Obligation bond to be executed by the recipient.

**Important:** By signing this certification, applicant acknowledges that the MPFA Contract Packet, applicable State of Minnesota Prevailing Wages and Federal Davis Bacon Prevailing Wages, Build America, Buy America and American Iron and Steel contract language will be physically included in bid solicitations and incorporated into the contract(s) between the MPFA applicant and selected contractor(s).

**Review the compliances and have the applicant's authorized representative sign and date this certification form.**

- (1) Safe Drinking Water Act (P.L. 93-523).
- (2) Lead service lines must be replaced in their entirety.
- (3) National Environmental Policy Act (P.L. 91-190 (1970)); National Historic Preservation Act (P.L. 89-665 as amended, 80 Stat. 917 (1966)); Archeological and Historic Preservation Act (P.L. 93-291(1974)); Protection of Wetlands, Executive Order No. 11990 (1977), as amended by Executive Order No. 12608 (1997); Flood Plain Management, Executive Order No 11988 (1977), as amended by Executive Order No. 12148 (1979); Farmland Protection Policy Act (P.L. No 97-98 (1981)); Coastal Zone Management Act (P.L. 92-583 (1972), as amended); Coastal Barriers Resources Act (P.L. 97-378, 96 Stat 1653 (1982)); Wild and Scenic Rivers Act (P.L. 90-542, 82 Stat. 913 (1968)); Endangered Species Act (P.L. 93-205 (1973), as amended); Essential Fish Habitat Consultation Process under the Magnuson-Stevens Fishery Conservation and Management Act (P.L. 94-265 (1976), as amended) and; Clean Air Act Conformity (P.L. 95-95 (1977), as amended).
- (4) Title VI of the Civil Rights Act of 1964 (P.L 88-352), Section 13 of the Federal Water Pollution Control Act Amendments of 1972 (33 U.S.C. Sec. 1251), Section 504 of the Rehabilitation Act of 1973 (P.L. 93-1123, 87 Stat. 355, 29 U.S.C. Sec. 794), The Age Discrimination Act of 1975 (P.L. 94-135 Sec. 303, 89 Stat. 713, 728, 42 U.S.C. Sec. 6102), and subsequent regulations, ensures access to facilities or programs regardless of race, color, national origin, sex, age or handicap.
- (5) Federal Executive Order 11246, as amended by Executive Orders 11375 and 12086 and subsequent regulations. Prohibits employment discrimination on the basis of race, color, religion, sex or national origin. Inclusion of the seven clauses in Section 202 of E. O. 11246 as amended by E. O. 11375 and 12086 are required in all project related contracts and subcontracts over \$10,000.
- (6) Federal Executive Orders 11625, 12138 and 12432; 40 CFR part 33 Participation by Disadvantaged Business Enterprises in Procurement under Environmental Protection Agency (EPA) Financial Assistance Agreements; Section 129 of P. L. 100-590 Small Businesses Reauthorization & Amendment Act of 1988; Public Law 102-389 (42 U.S.C. 437d); a 1993 appropriations act ; Public Law 101-549, Title X of the Clean Air Acts.
- (7) Amendments of 1990 (42 U.S.C. 7601 note). Encourages recipients to award construction, supply and professional service contracts to minority, women's business enterprises (MBE/WBE's) and small businesses and requires recipients to utilize affirmative steps in procurement.

**Cert 01**      **Compliance Certification as to General Federal and State Laws, Rules, and Regulations**

- (8) Federal Executive Orders 12549 and 12689, Subpart C of 2 CFR Part 180 and 2 CFR Part 1532 entitled “Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons).” Prohibits entering into contracts or sub-contracts with individuals or businesses that are debarred or suspended. Borrowers are required to check and keep a record of the status of all contractors (construction and professional services) and must require contractors to check and keep a record of the status of subcontractors for contracts expected to be equal to or over \$25,000 via this internet address below (or search the internet for System for Award Management):  
[SAM.gov | Home](https://sam.gov)
- (9) Minnesota Statutes, Section 16C.285, responsible contractor requirement defined; subdivision 3 (6):  
MPFA recipients must verify that contractors are not currently suspended or debarred by the federal government or the state of Minnesota or any of its departments, commissions, agencies, or political subdivisions that have authority to debar a contractor. See the website linked below:  
[Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](https://mn.gov/suspended-debarred-vendors/)
- (10) 2 CFR part 200, Subpart F, which establishes audit requirements for state and local units of governments receiving federal funds.
- (11) 2 CFR part 200.216 which prohibits the use of certain telecommunications and video surveillances services or equipment.
- (12) 40 CFR Part 35, Subpart L, Section 35.3550(i) require Borrowers to maintain project accounts in accordance with generally accepted government accounting standards (GAAP), and to issue annual financial statements that include the reporting of infrastructure assets in accordance with GASB 34.
- (13) Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), Minn. Statutes 1990, Chapter 363 Minnesota Human Rights Act. Requires that all public spaces and programs be designed and constructed to be accessible to the physically handicapped.
- (14) The Recipient will post a physical sign at the project site during the construction phase to inform the public that the project funding was made available by the State of Minnesota and the Federal Infrastructure Investment and Jobs Act.
- (15) Section 1450(e) of the Safe Drinking Water Act (42 U.S.C. 300j-9(e)). Requires that all laborers and mechanics employed by contractors or subcontractors be paid wages at rates not less than those prevailing for the same type of work as determined by the U. S. Secretary of Labor in accordance with the federal Davis-Bacon Act (46 Stat. 1494; 40 U.S.C., sec. 276a through 276a-5). Reorganization Plan Numbered 14 of 1950 (15 F.R. 3176) and section 2 of the Davis-Bacon Act of June 13, 1934, as amended (48 Stat. 948; 40 U.S.C. 276c).
- (16) Minnesota Statutes, Section 181.59, Discrimination on account of race, creed, or color prohibited in contract.
- (17) The Safe Drinking Water Act, as amended by America’s Water Infrastructure Act of 2018 that requires all of the iron and steel products used in the CWSRF and DWSRF Projects are to be produced in the United States (“Use of American Iron and Steel Requirement”), unless (i) the Borrower has requested and obtained a waiver from the Environmental Protection Agency pertaining to the Project or (ii) the MPFA has otherwise advised the Borrower in writing that the American Iron and Steel Requirement is not applicable to the project.

**Cert 01**      **Compliance Certification as to General Federal and State Laws, Rules, and Regulations**

- (18) Federal Build America, Buy America (BABA): The Recipient is subject to the Buy America Sourcing requirements under the BABA provisions of the Infrastructure Investment and Jobs Act (IIJA) (P.L. 117-58 §§70911-70917) unless the project has been granted a waiver from the EPA.
- (19) Minnesota Statutes, Section 471.345, Uniform Municipal Contracting Law.
- (20) Minnesota Statutes, Section 16C.285, Responsible Contractor Requirements. Solicitation documents must include the specified language for all contracts advertised after January 1, 2015.
- (21) Minnesota Statutes, Section 574.26 to 574.32, the Public Contractors' Performance and Payment Bond Act, as applicable.
- (22) Minnesota Statutes sections 176.181 – 176.182. Requires recipients and subcontractors to have worker's compensation insurance coverage.
- (23) Minnesota Statutes, sections 177.41 – 177.43 (prevailing wage rate law). Requires that contractors pay laborers and mechanics prevailing wages established by the Minnesota Department of Labor and Industry for public works projects. Contractors or subcontractors failing to comply may face civil or criminal penalties.
- (24) Minnesota Statutes 290.9705. Requires that 8 percent of payments made to out-of-state contractors be withheld once cumulative payments made to the contractor for work done in Minnesota exceed \$50,000 in a calendar year, unless an exemption is granted by the Department of Revenue.
- (25) Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act.
- (26) Minnesota Statutes Chapter 363A, the Minnesota Human Rights Act.
- (27) Minnesota Statutes Sec. 363A.36 Subd. 1a, Minnesota Department of Human Rights' (MDHR) affirmative action plan. PFA Recipients are encouraged to prepare and implement an affirmative action plan for the employment of people with disabilities, people of color, and women, and submit the plan to the commissioner of Human Rights.
- (28) Minnesota Statutes Section 16B.98, subdivision 1. The recipient must agree to minimize administrative costs. For these LSLR agreements with the MPFA, no administrative costs will be allowed without prior MPFA approval.

***see next page for the Certification***

**Cert 01**      **Compliance Certification as to General Federal and State Laws, Rules, and Regulations**

**CERTIFICATION:**

The applicant certifies that it has or will comply with the above general federal and state laws and requirements. Additionally, the applicant will include the MPFA Contract Packet and applicable Davis-Bacon and Minnesota prevailing wages in bid solicitations and incorporate the MPFA Contract Packet into all construction contracts.

Applicant name:

Signer Name:

Signer Title:

Signed by authorized official: 

*Note: this form is not capable of digital signatures. To officially demonstrate approval of this certification, the official "signer" must send an email to the MPFA loan officer. Please copy-paste the subject line and body of the email from below:*

**loan officer email:** Peter.Bradshaw@state.mn.us

**copy into email subject line:**

**copy into body of email:**

RE: Duluth -IUP Part A: 1690011-18 LSLR-Phase 6  
  
By this email I hereby certify that Duluth has or will comply with the requirements on MPFA's Cert 01-Compliance Certification as to General Federal and State Laws, Rules, and Regulations. Additionally, Duluth will include the MPFA Contract Packet and applicable Davis-Bacon and Minnesota prevailing wages in bid solicitations and incorporate the MPFA Contract Packet into all construction contracts.

**Cert 02**      [Compliance Certification as to Disadvantaged Business Enterprise \(DBE\) Required Procurement and Contract Conditions](#)

As a condition of receiving funding, Recipients must comply with federal requirements concerning DBEs (i.e. Minority and Women's Business Enterprises (M/WBE) and Small Businesses in Rural Areas (SBRA)) with respect to procurement activities and contracts. The required contract conditions (see the Contract Packet) must be physically included in all bidding and contract documents. Additional information is in the Guidance Document linked on the "ReadMe" sheet in this file.

**GOOD FAITH EFFORTS:**

MPFA recipients and their prime contractors must follow, document, and maintain documentation of their good faith efforts as listed below to ensure that Disadvantage Business Enterprises (DBEs) have the opportunity to participate in the project by increasing DBE awareness of procurement efforts and outreach. This applies to procurement for construction, equipment, supplies and services.

- (1) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities; including placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitation for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (3) Consider in the contracting process whether firms competing for large contracts could be subcontracted with DBEs. This will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the U. S. Department of Commerce.
- (6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in numbers 1 through 5 above.

***see next page for the Certification***

**Cert 02**      [Compliance Certification as to Disadvantaged Business Enterprise \(DBE\) Required Procurement and Contract Conditions](#)

**CERTIFICATION:**

The applicant certifies that it has or will comply with the above DBE procurement requirements.

Applicant name: 

Duluth

Signer Name:

Signer Title:

Signed by authorized official: 

*Note: this form is not capable of digital signatures. To officially demonstrate approval of this certification, the official "signer" must send an email to the MPFA loan officer. Please copy-paste the subject line and body of the email from below:*

loan officer email: Peter.Bradshaw@state.mn.us

copy into email subject line: 

MPFA SRF Application Forms, Certification 02

copy into body of email: 

RE: Duluth -IUP Part A: 1690011-18 LSLR-Phase 6  
  
By this email I hereby certify that Duluth has or will comply with the requirements on MPFA's Cert 02-Compliance Certification as to Disadvantaged Business Enterprise (DBE) Required Procurement and Contract Conditions.



**Cert 03 Compliance Certification as to No Conviction of Felony Financial Crime by a Principal**

As a condition of receiving funding, Applicants must certify to the statement below.

Minnesota Statutes Section 16B.981 Subd. 2 (6) requires that no current principals of a recipient have been convicted of a felony financial crime in the last 10 years. A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this financial assistance opportunity or to determine how those funds are used.

**CERTIFICATION:**

The applicant certifies that no current principals have been convicted of a felony financial crime in the last 10 years. I have attached a list or chart of all principals.

Applicant name:

Signer Name:

Signer Title:

Signed by authorized official:

loan officer email:

copy into email subject line:

copy into body of email:

**Sample Resolution of Application to the MPFA**

RESOLUTION OF APPLICATION

BE IT RESOLVED that the \_\_\_\_\_ is hereby applying to the Minnesota Public Facilities Authority for a loan and/or grant from the Drinking Water Revolving Fund for a lead service line replacement project as described in the application.

BE IT FURTHER RESOLVED that the \_\_\_\_\_ estimates the MPFA-Financed amount to be \$\_\_\_\_\_ or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the \_\_\_\_\_ has the legal authority to apply for the loan and/or grant, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

I CERTIFY THAT the above resolution was adopted by the \_\_\_\_\_ on \_\_\_\_\_ (month, day, and year).

Signed:	_____	Witnessed:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____

[Sample Resolution Authorizing the Issuance of the Grant Anticipation Revenue Note to the Authority](#)

***The Sample Resolution and Form of Grant Anticipation Revenue Note to the Authority is under development; we will post on your SharePoint site when ready.***



## Drinking Water State Revolving Fund - Lead Service Line Replacement Program

### Application Write-Up and Approvals, page 1: Project Info

Applicant: Duluth

MDH Project ID: 1690011-18

Project title: LSLR-Phase 6

Project description: The project scope includes replacing existing lead or galvanized water service lines with new HDPE service lines in Chester Park Dr Alley and Raleigh Street in Duluth, Minnesota. 19 homes are included in two separate projects. Both aforementioned lead replacement projects are planned in conjunction with street and utility improvements. The lead replacement portion of the projects are limited to replacement of the private lead water service from the curb stop to the house. All costs for replacement of the

#### Project Summary:

Estimated number of lead service lines to be replaced 19

Applicant's allocation between public and private share of each line:

	Public	Private
		100.00%

		Public	Private	Total
Project Costs:	Construction (including contingency)	-	312,950.00	312,950.00
	Non-Construction	-	2,643.00	2,643.00
	Total project costs	-	315,593.00	315,593.00

		State	Federal	Total
MPFA Funding:	Loan for project costs	n/a	-	-
	Grant for project costs	-	315,593.00	315,593.00
	Total for project costs	-	315,593.00	315,593.00
	State grant to repay the loan	-	n/a	-
	Total Project Order encumbrance	-	315,593.00	315,593.00

*see page 2 for the Disadvantaged Community Calculation*

## Drinking Water State Revolving Fund - Lead Service Line Replacement Program

### Application Write-Up and Approvals, page 2: Disadvantaged Community Calculation

Applicant: Duluth  
 MDH Project ID: 1690011-18  
 Project title: LSLR-Phase 6

#### Cost to benefiting properties:

1. Average annual user rate for residential HH using 5,000 gallons/month		\$521.04
2. Estimated annual assessment over 10 years at 3%:		
Estimated total project cost	315,593	
÷ estimated number of lead service lines to be replaced	19	
= average cost per resident	16,610	
Annual assessment		1,947
total estimated annual cost		2,468

**Median Household Income from the 5-year ACS 2019-2023:** 66,263

**Cost as a percentage of Median Household Income:** 3.72%

If greater than 1.2%, then the applicant qualifies as a Disadvantaged Community: YES

loan officer notes:

*see page 3 for the Application Review Checklist and Application Approvals*

**Drinking Water State Revolving Fund - Lead Service Line Replacement Program**  
**Application Write-Up and Approvals, page 3: Checklist and Approvals**

Applicant: Duluth  
MDH Project ID: 1690011-18  
Project title: LSLR-Phase 6

**Application checklist:**

**work-in-process**

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

**Application Approvals:**

\_\_\_\_\_  
Peter Bradshaw, MPFA Loan Officer Senior

\_\_\_\_\_  
Date

\_\_\_\_\_  
Steve Walter, MPFA Executive Director

\_\_\_\_\_  
Date