

8895.0800 APPLICATION PROCESS.

Subpart 1. **Application submittal.** An application by an eligible applicant for program funds must be submitted to the commissioner and comply with subpart 2.

Subp. 2. **Information requirements.** An application must include, at a minimum, the following information:

- A. a formal request for assistance;
- B. the names of the eligible applicant's representatives who are authorized to sign forms or claims and who shall act as the applicant's contact persons for the project;
- C. the name of the organization, group, or person who will accept responsibility for operating and maintaining the proposed project after completion;
- D. documentation that the proposed project is consistent with the harbor development plan or with the comprehensive plan of the local government if plans have been adopted, along with a copy of those plans attached to the application;
- E. documentation of the source of the required matching funds in the amount specified in the assistance agreement;
- F. a financial statement, including a credit history;
- G. a description of the project that, at a minimum, must include:
 - (1) a detailed description of the work to be performed including schematic plans, drawings, and sounding reports;
 - (2) a description of the means by which the work is to be performed;
 - (3) a statement of justification and reasons for undertaking the project;
 - (4) a map, sketch, or other depiction of the project site and its surrounding area including all transportation access facilities;
 - (5) a statement of current ownership of the project site and facilities and of the ownership proposed upon completion of the project;
 - (6) a proposed time schedule for performing major project tasks; and
 - (7) an operating plan as required, when requested by the commissioner; and
- H. a full discussion of anticipated economic impacts, including:
 - (1) a detailed estimate of project costs, indicating the eligible applicant's cost share, amount of state funding requested, other sources or potential sources of funds, and a full description of timetables and conditions affecting funds other than funds already budgeted by the applicant;

(2) an estimate of project development costs, which may include, but is not limited to, the value of existing land and facilities, the cost of additional site development, and the cost of storage or transfer facilities;

(3) an estimate of the applicant's annual revenues from the project if completed, or of revenues lost if the project is not completed, and an estimate of the annual costs necessary to maintain the project property;

(4) an estimate of the dollar value to the local economy directly attributable to the proposed project, or of lost dollar value to the local economy if the project is not completed, including a detailed description of the assumptions and the bases for those assumptions;

(5) a list of commodities and a disclosure of the tonnage of waterborne commerce using the project property and expected to use the project property if the project is completed;

(6) a list of permits necessary for the project to proceed and, if the permits have not been obtained, a description of the actions taken or to be taken to obtain the permits;

(7) copies of required environmental documents; and

(8) how the applicant plans to repay a loan.

Statutory Authority: *MS s 457A.05*

History: *17 SR 570*

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