



**MINNESOTA**

**PUBLIC FACILITIES AUTHORITY**



**Small Community Wastewater Treatment Program  
Application for Technical Assistance  
April 2019**

Minnesota Public Facilities Authority

1st National Bank Building • 332 Minnesota St. • Suite W820 • Saint Paul, MN 55101-1378 • USA

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## GENERAL INFORMATION

This document contains application forms and information on the Technical Assistance grant funds for the Small Community Wastewater Treatment Program. All projects seeking Technical Assistance grant funds must be included on the Minnesota Pollution Control Agency's (MPCA) Project Priority List. Contact your PFA loan officer identified on the map at the back of this packet with any questions.

### Use Grant Funds

The Applicant is responsible to determine and select which business or organization(s) they want to work with on the Technical Assistance Grant. Many municipalities use a Request for Proposal (RFP) process to select their technical assistance provider. If you are interested in learning how other communities have done their RFPs, contact your PFA loan officer for information. Technical assistance funds can be used to:

- Contract with a licensed subsurface sewage treatment system business, a county, the University of Minnesota on-site sewage treatment program, a regional development commission or other qualified nonprofit organization for one or more of the following services:
  - Conduct site evaluations and prepare a report by a certified subsurface sewage treatment designer indicating the feasibility of installing new subsurface sewage treatment systems meeting the requirements of 115.55
  - Provide independent advice on the feasibility of subsurface sewage treatment system alternatives; and
  - Assist the municipality to develop the technical, managerial, and financial capacity necessary to build, operate, and maintain subsurface sewage treatment systems.

### RESOURCES

- A resource list and links are included in the back of this packet.
- Management Plan Guidelines for projects that move forward to construction.
- PFA Staff Map and Contacts

## GRANT PROCESS

### Before Grant Award

Complete and submit the following items to the PFA:

- General Information Form

- Project Budget and Schedule

- City Council or Township Resolution (example included in this packet)

- Copy of Scope of Work (draft or approved)

### Grant Award

Note: the grant agreement has an end date. All activities must be completed and disbursement form submitted prior to the end date.

- MPCA verifies the number of non-complying systems and provides information to PFA

- PFA prepares the Grant Agreement and sends to the grantee

- Grantee signs the agreement and returns to the PFA

- PFA provides a grant disbursement form to the grantee

### After Grant Award

Recipient submits a final Scope of Work if the one submitted with the application was a draft. No disbursements will be made until the scope of work is finalized.

Recipient submits a signed disbursement request form and supporting documents (copies of invoices). Disbursement requests are due by the 15th of the month for disbursement of funds by the end of that same month.

***Invoices must contain the following information:***

- Name and address of vendor

- Dates/period covered by work

- Description of project and work completed

- Value/amount of work done

Recipient provides the PFA with a copy of all written reports prepared with the Technical Assistance grant within 30 days of completion of the reports.

Recipient submits a copy of the Annual Financial Report to the PFA for each year the funds are disbursed. The Annual Financial Report may be an independent audit or the reporting form submitted to the Office of the State Auditor, whichever is required.

## APPLICATION FORMS

Note: The PFA recommends Communities interested in applying for Technical Assistance grants first review the Small Community Wastewater Treatment Construction Program application and Management Plan Guidelines for decentralized systems. These documents provides valuable program information.

Applicant Name Kandiyohi County on behalf of Big Kandiyohi Lake Association

Project Name (if different) Big Kandiyohi Lake South/Southwest CAR

County Kandiyohi

Township(s) Fahlun

Primary Contact Person Krista Krupa

Contact Person Title Kandiyohi County Environmental Specialist

Phone (320) 231-6229

E-mail krista.krupa@kcmn.us

Address 400 Benson Avenue  
Willmar, MN

Identify who is authorized to sign agreements

Authorized signer #1 Kelsey Baker

Authorized signer title #1 County Administrator

Authorized signer #2 Eric Van Dyken

Authorized signer#2 title Zoning Administrator

DUNS Number 099053332

Minnesota Vendor Number 0000197330

Using data provided to the Pollution Control Agency on the Project Priority List (PPL) Scoring Worksheet and Unsewered Needs Determination, provide the following:

Total number of existing systems 105

Number of residential systems 104      Number of non-residential systems 1

What type of entities do the non-residential systems serve (school, resort, manufacturer)?

Campground with RVs

Total number of non-complying systems 23

Residential 23      Non-Residential \_\_\_\_\_

Describe the condition of these systems and related problems or issues that need to be addressed.

Twenty-three properties were identified to have likely failure to protect groundwater (FTPG) SSTS based on record review, available desktop resources, off-property visual assessment, and professional judgment. SSTS that are FTGP do not provide adequate treatment of wastewater which creates a higher potential for adverse impacts to public health and the environment. Constituents of concern include pathogens (bacteria and viruses) and nutrients. Most of the noncompliant properties face site constraints that will limit options for SSTS replacement. A CAR study would provide greater accuracy and detail regarding current compliance status and future SSTS options to serve the properties.

Description what the technical assistance grant funds will pay for (soil testing, feasibility, community assessment report, independent advisor, etc.).

The funds would pay for a community assessment report that would investigate:

- 1) The likely compliance status of existing SSTS via on-property site visits including soil investigation
- 2) The likely best future SSTS option for each parcel
- 3) The need and feasibility of potential community soil-based cluster wastewater treatment options

**Minnesota Public Facilities Authority**  
**Small Community Wastewater Treatment Program**  
**Technical Assistance Grant - Project Budget**

Date 1/13/2025

**Applicant:** Kandiyohi County o/b/o Big Kandiyohi lake Association      **Project:** Big Kandiyohi South/Southwest CAR

Possible Eligible Activities For Technical Assistance Funds	Start Date (mm/yr)	End Date (mm/yr)	Amount Requested From PFA	Other Funding (source):	Total
1. Site Evaluation and Feasibility Study	08/01/25	05/01/26		n/a	
A. Soil Borings			15,000	n/a	15,000
B. Site Evaluation			15,000	n/a	15,000
C. Prepare Feasibility Study / Community Assessment Report			30,000	n/a	30,000
<b>Subtotal</b>			<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>
2. Independent Advisor Regarding SSTS Alternatives					
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
3. Develop Technical, Managerial, Financial Capacity <sup>(1)</sup>					
A. Assist with preparation of RFPs and contracts					-
B. Assist with preparing and obtaining voluntary utility easements <sup>(2)</sup>					-
C. Assist with filing easements and property declarations <sup>(2)</sup>					-
D. Assist with preparation of sewer ordinances <sup>(2)</sup>					-
E. Assist with preparation of user charge system and rates <sup>(2)</sup>					-
F. Assist with preparation of management plan / O&M manual <sup>(2)</sup>					-
G. Assist with establishing and implementing financial systems					-
H. Other:					-
<b>Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Technical Assistance Total</b>			<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>

Notes:  
(1) These activities may continue into project construction  
(2) Required with construction application or prior to construction funding

**RESOLUTION NO. 2019-70**

**TO APPROVE KANDIYOHI COUNTY TO SUBMIT  
A TECHNICAL ASSISTANCE GRANT APPLICATION TO  
MINNESOTA PUBLIC FACILITIES AUTHORITY  
FOR BIG KANDIYOHI LAKE (SOUTH-SOUTHEAST)**

RESOLUTION AUTHORIZING THE County of Kandiyohi TO SUBMIT A SMALL COMMUNITY WASTEWATER TREATMENT PROGRAM TECHNICAL ASSISTANCE GRANT APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY (PFA).

WHEREAS, the Small Community Wastewater Treatment Program, established in Minnesota Statutes, Section 446A.075 provides funds for Technical Assistance Grants, and;

WHEREAS, the County of Kandiyohi is hereby applying to the Minnesota Public Facilities Authority for a funds to be used for eligible costs for eligible technical assistance costs, and;

WHEREAS, the County of Kandiyohi has the legal authority to apply for the funds.

NOW, THEREFORE BE IT FURTHER RESOLVED that the County of Kandiyohi is hereby authorized to submit a Small Technical Assistance Grant application to the Minnesota Public Facilities Authority and Director of Environmental Services and the Zoning Administrator are authorized to sign the Small Community Technical Assistance Grant Agreement.

I CERTIFY THAT the above resolution was adopted by the Kandiyohi County Board of Commissioners on December 3, 2019.

ATTEST:

Mark Thompson  
County Auditor

Date: 12/3/19

BY THE BOARD:

Robb L. Nissen  
County Board of Commissioners

Date: 12/3/2019

SEAL

# **Big Kandiyo Lake South/Southwest CAR**

## **Draft Scope of Work**

### **1. Pre-Site Evaluation Coordination**

- ▲ Review/obtain existing SSTS permit records
- ▲ Send survey letter to residents jointly with Lake Association to explain the CAR process
- ▲ Review/obtain homeowner surveys
- ▲ Obtain parcel data from County and import into GIS to create base map (see deliverables for additional information)
- ▲ Identify and assess potential suitable community treatment sites

### **2. Site Evaluation**

- ▲ Visit each participating property to complete a site evaluation to evaluate the likely compliance status of existing SSTS. Note, it is assumed that likely SSTS compliance would be determined without tank pumping.
- ▲ Identify future SSTS type (Type I-IV) that each property could support
- ▲ Assess SSTS on nonparticipating properties through available desktop information, county records, and known site conditions
- ▲ Assess up to three potential suitable shared or community wide cluster treatment sites

### **3. Deliverables**

- ▲ CAR
  - ▲ Summarize data and findings
    - ▲ Narrative on findings
    - ▲ Spreadsheet with individual property SSTS site evaluation information
    - ▲ GIS figures representing the findings, including potential cluster treatment sites
  - ▲ Alternatives analysis with opinion of probable construction cost estimates
    - ▲ Individual SSTS to serve the properties
    - ▲ Shared community cluster treatment system(s)
    - ▲ Regionalization