



Iron Range Regional Production Incentive Program Checklist

Form

04

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The following checklist is a general guide on the process and required documentation throughout the production.



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Submit Applications To:
Upper Midwest Film Office (UMFO)
www.uppermidwestfilmtv.org
Admin@uppermidwestfilmtv.org

1. SUBMIT APPLICATION (By Production Company)

Requirements			Description
<input type="checkbox"/>	A	Application	Complete application. Incomplete applications will not be reviewed.
<input type="checkbox"/>	B	W-9 Form (IRS)	Attach to application a current signed and dated W-9 Form. www.irs.gov/forms-pubs/about-form-w-9
<input type="checkbox"/>	C	State of Incorporation and Certificate of Good Standing	Attach to application the State of Incorporation and Certificate of Good Standing from the state of incorporation and must all be in the same production company name.
<input type="checkbox"/>	D	Script	Attach to application a detailed script, storyboard, or synopsis of proposed production.
<input type="checkbox"/>	E	Policy	Attach to application the written code of conduct and/or non-discrimination/non-harassment policy.
<input type="checkbox"/>	F	Disclosures	Attach to application any disclosures required to be made regarding Creditors-Bankruptcy, Claims-Litigation, and Charges-Convictions.
<input type="checkbox"/>	G	Budget	Attach to application the production proposed budget including service area spend.
Application Reminders			
<input type="checkbox"/>	Completed Applications		Complete applications with required attachments. Incomplete applications will not be reviewed.

2. REVIEW (Application Review by Program Administrator)

Application Review: The Program Administrator (UMFO) will review and score each completed application. Once review is completed, the Program Administrator will notify the applicant if project will be certified or rejected.

3. CERTIFICATION (Provided by Program Administrator)

Certification Letter: The Program Administrator will provide a "Certification" letter by email or mail. Certification reserves rebate funds based on a project's estimated service area production expenditures. Reserved funds are not available to any other production unless the certified project withdraws or is disqualified from certification for any reason. Expenses incurred and/or payments made before project certification (the date on the project certification letter) will not be eligible for reimbursement. Reimbursement is limited to one grant per project per production company.

4. BEFORE PRODUCTION (By Production Company)

Requirements		Description
<input type="checkbox"/>	A Proof of Funding	Provide proof of funding that shows 100% of IRRR Service Area projected spend is secured and this proof is required 30 days prior to principal start date. If the application is within 30 days of application, proof must be provided at time of application.
<input type="checkbox"/>	B Workers Compensation	Provide proof of compliance with Minnesota Workers Compensation. All approved applicants that meet the definition of an “employer” under the Minnesota Workers’ Compensation law (Minnesota Statutes Chapter 176) must provide proof of their compliance with workers’ compensation insurance coverage requirements in order to receive reimbursement.
<input type="checkbox"/>	C Insurance	Provide proof of insurance. In order to receive reimbursement, all approved applicants will be required to provide a certificate evidencing insurance coverage as set forth in the Program Guidelines, effective during the time in which eligible expenses were incurred.
Before Production Reminders		
<input type="checkbox"/>	Project Kickoff Meeting	Schedule a project kick-off meeting to discuss details of production expectations, rebate amounts, reimbursements, and guidelines. Key people responsible for preparing the Rebate Expenditure Report (RER) should participate in this kick-off meeting.
<input type="checkbox"/>	Review Eligible Expenditures	Review list of eligible expenditures for reimbursement. If there are any questions about expense reimbursement, contact the Program Administrator.
<input type="checkbox"/>	Review Rebate Expenditure Report (RER)	Review the “Rebate Expenditure Report (RER) to become familiar with required information and process to request reimbursement.
<input type="checkbox"/>	Prevailing Wage	Review Prevailing wage requirement in guidelines.
<input type="checkbox"/>	COVID Preparedness Plan	The state of Minnesota requires that all businesses have a COVID-19 preparedness plan in place.

5. DURING PRODUCTION (By Production Company)

Requirements		Description
<input type="checkbox"/>	A Daily Call Sheets	Provide daily call sheets, production logs or equivalent.
<input type="checkbox"/>	B Contact	Provide name and contact information of the unit publicist or person responsible for interfacing with media (if available).
<input type="checkbox"/>	C Set Visits	Allow ability to arrange set visits for officials from the Department of Iron Range Resources & Rehabilitation.
<input type="checkbox"/>	D Video Footage	Allow ability to arrange for behind-the-scenes video footage to be taken and used for marketing.
During Production Reminders		
<input type="checkbox"/>	Receipts	Keep all paid receipts of expenditures in IRRR service area to validate total service area spend and to calculate rebate amount for reimbursement. The Program Administrator will need to review these receipts to validate reimbursable expenditure. Track and record as production starts.

6. AFTER PRODUCTION (Before Reimbursement Are Required To) (By Production Company)

Requirements		Description
<input type="checkbox"/>	A Pay Expenses	Pay all expenses incurred in IRRR Service Area in full before submitting final RER paperwork.
<input type="checkbox"/>	B Expenses Documents	Provide proof that all expenses incurred in the IRRR service area are paid in full. Copies must be legible.
<input type="checkbox"/>	C Submit Rebate Expenditure Report (RER)	Submit the Rebate Expenditure Report (RER) in the electronic format (Excel), with attachments. RER must be submitted with legible attachments that match RER report in order to receive reimbursement.
<input type="checkbox"/>	D Crew List	Provide a final crew list including contact information (phone and/or email).
<input type="checkbox"/>	E Locations	Provide location(s) breakdown list.
<input type="checkbox"/>	F Production Stills	Provide 3-5 production stills in electronic format with rights cleared for promotional use by UMFO and the MN Department of Iron Range Resources & Rehabilitation
<input type="checkbox"/>	G Poster Art	Provide poster art.
<input type="checkbox"/>	H Video	Provide a minimum 60 seconds of video from production.
<input type="checkbox"/>	I Interview	Provide at least one producer/talent for local media promotion/interviews (if requested).
<input type="checkbox"/>	J Files	Provide all files in electronic format.

	<input type="checkbox"/>	K	Prevailing Wage	Relative to construction: In order to be eligible for reimbursement, all wages on construction projects must have been paid in accordance with the prevailing wage rates for commercial construction in the Iron Range Resources and Rehabilitation's service area then in effect. Prevailing wage rates are available at the Minnesota Department of Labor and Industry website (www.doli.state.mn.us) or by calling (800) 342-5354. Documentation of wages may be required from approved applicants, and payroll records must be maintained.
	After Production Reminders			
	<input type="checkbox"/>		Documentation	Documentation not submitted in the requested format will be returned and reimbursement may be delayed.
	<input type="checkbox"/>		On-Screen Credits	All projects with onscreen credits must include the MN Iron Range Resources & Rehabilitation Board and Upper Midwest Film office logos, and permit MN IRRRB and UMFO to identify the production in their marketing and promotional materials.