



GUIDELINES

Iron Range Regional Production Incentive Program

Form

02

Rev 2/2023

This program offers financial assistance in the form of a production rebate to eligible applicants to encourage the creation of film, television, and digital media content production in the Department of Iron Range Resources & Rehabilitation’s service area (also known as the Taconite Assistance Area) as defined under Minnesota Statutes Section 273.1341. This program exists to help develop and maintain a strong production industry presence that will contribute substantially to the economy in the Iron Range Resources & Rehabilitation’s service area in northeastern Minnesota.

		Description
Program Goal	To help develop and maintain a strong production industry presence that will contribute substantially to the economy in the Iron Range service area in northeastern Minnesota by encouraging the creation of film, television, and digital media content production in the Iron Range Resource and Rehabilitation’s service area.	
Program Overview	Provide payments in the form of rebates to producers of films, television, episodic content, and/or commercials that are produced in the Iron Range Resources & Rehabilitation’s service area in Northeast Minnesota as defined under Minnesota Statutes Section 273.1341.	
Program Location	Iron Range Resources & Rehabilitation’s service area as defined under Minnesota Statutes Section 273.1341 (also referred to in these guidelines as “service area”)	
Financial Assistance	Financial assistance is in the form of a rebate where certified and approved applicants and projects receive cash back per program guidelines on eligible expenses.	
Who Can Apply	Applicants must be a corporation, limited liability company or partnership where the partners are a corporation and/or LLC, or limited partnership. Agencies may not apply. Consult with a tax advisor regarding tax implications of expense reimbursement.	
Eligibility Categories (Production and Post Production)	Eligible Categories	Ineligible Categories
	<ul style="list-style-type: none"> • Film • Television • Episodic Content • Commercials 	<ul style="list-style-type: none"> • News, current events, public programming, or programs that include weather or market reports • Talk shows • A sports event or sports activity • Gala presentation or awards show • Finished production that solicits funds • Home shopping programming • Game Shows • Local or regional television programming • Political issue/advocacy ads or content • Projects featuring candidates currently running for political office • Adult entertainment, pornography, or similar content • Branded content • Video games • One-time productions related to a national event being held (e.g., a sporting or national political event) • Production for which the Production Company is required under United States Code Title 18, section 2257, to maintain records with respect to a performer portrayed in a single-media or multimedia program • Any project deemed to potentially bring controversy to the Iron Range Resources & Rehabilitation’s service area.
If principal photography has already begun, the project is NOT eligible to apply. Program Administrator reserves the sole right to determine eligibility and ineligibility.		



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Budget Requirements	<p>Qualified minimum spend of \$20,000 in the Iron Range Resources & Rehabilitation’s service area (see map). UMFO reserves the sole right to determine final funding eligibility and amount.</p>
	<p>30 DAYS PRIOR TO PRINCIPAL PHOTOGRAPHY</p>
	<p>Applicant must provide proof of funding that shows 100% of IRRR Service Area projected spend is secured (signed bank letter and statement, completion bond, valid contract, or equivalent). This proof is required 30 days prior to principal start date. If the application is processed within 30 days of principal photography, the applicant must provide proof at the time of application.</p>
Reimbursement Amount	<p>Up to 20% of production and post production costs for qualifying projects subject to funding availability. *</p> <p>Reimbursement is limited to one grant per production company for a single production.</p>
Eligible Production Expenditures (for Reimbursement)	<p>Including but not limited to:</p> <ul style="list-style-type: none"> • Lodging and transportation expenditures within the Service area (including rentals and mileage – not to exceed federal U.S. General Services Administration and Internal Revenue Service guidelines – must submit mileage log, parking, fuel for generators and rental vehicles only). • Personnel, crew, and production personnel from the Service area labor force (including fringe benefits). • Legal fees paid to the service area law firms relating to production contracts. • Per diem and lodging allowances are reimbursable to all paid personnel, both The Iron Range Resources and Rehabilitation’s service area resident and non-resident, but only while working in the Iron Range Resources and Rehabilitation’s service area. If paid in cash, payee’s signature is required. Allowances per U.S. General Services Administration Per Diem rates for local area. • Payroll processing fees paid to a The Iron Range Resources and Rehabilitation’s service area payroll company. • Sets, props, and wardrobe including set construction, materials, purchases and rentals (including box rentals) paid to a Service area company. • Production office rental (short term only) in the Iron Range Resources and Rehabilitation’s service area, production office equipment rental and production office supplies paid to a service area company • Studio/soundstage rental paid to an Iron Range Resource and Rehabilitation’s service area company. • Equipment rental including camera, grip, lighting, and expendables paid to a Service area company. • Digital media and storage devices and related processing including film transfer and dailies paid to a Service area company. • Food and catering expenses including craft service, working meals and crew meals paid to a Service area company. Alcoholic beverages are not eligible for reimbursement. Itemized receipts are required. • Location expenses including location and permit fees paid to a Service area location. • Editing and related post production expenses, including legal fees relating to post production (e.g., labor contracts, licensing of music, etc.) paid to a Service area company. • Other direct costs of producing or post production work paid to a Service area company • Transportation limited to fuel and rental.



Ineligible Production Expenditures

Including but not limited to:

- Purchases outsources outside of the Iron Range Resources and Rehabilitation’s service area
- Airfare
- Alcohol and tobacco (even if purchased as props).
- Fees relating to development, marketing (promotions) or business set up (including legal fees)
- Permanent office space (rent) and related utilities (internet, phone, power, etc.). If the production has a permanent office operating in the Iron Range Resources and Rehabilitation’s service area, these expenses are not qualified as they are considered normal operating expenses.
- Fuel for personal vehicles.
- Online purchases with the exception of intermediary vendors such as Airbnb and Uber which are qualified as long as the overhead or service fee is deducted for Iron Range purchases. Receipt must include Iron Range Resources and Rehabilitation’s service area address (e.g., online order from local store for pick up).
- Capital equipment purchases.
- Purchases sourced outside of the Iron Range Resources and Rehabilitation’s service area (pass-through).
- Wrap parties, gifts, recreation, and entertainment.
- Festival submission fees or related costs.
- Expenses relating to illegal activities including, but not limited to tickets issued for parking or moving violations, towing fees, etc.
- Unpaid invoices.
- Damages due to accidents, loss or theft.
- Pass-thru expenses (e.g. internal invoices including but not limited to equipment rental or studio space)



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	During Production Are Required To:	Before Reimbursement Are Required To:
<p>Additional Requirements</p>	<p>Provide Program Administrator with:</p> <ul style="list-style-type: none"> • Daily call sheets, production logs or equivalent. • Provide the name and contact information of the unit publicist or person responsible for interfacing with media (if you have one). • Allow ability to arrange set visits for IRRRB officials. • Allow ability to arrange for behind-the-scenes video footage to be taken and used for marketing purposes. 	<ul style="list-style-type: none"> • Provide Program Administrator with: Proof that all expenses incurred in service area are paid in full. • Provide a final crew list to Program Administrator including contact information (phone and/or email). • Provide Program Administrator with a locations breakdown list. • Agree to provide Program Administrator with 3-5 production stills in electronic format with rights cleared for promotional use by UMFO. • Agree to provide UMFO with poster art. • Agree to provide UMFO with minimum 60 seconds of video from production. • Agree to provide at least one producer/talent for local media promotion/interviews (if requested). • All files must be provided in electronic format.
	<p>All projects with onscreen credits must include the Department of Iron Range Resources & Rehabilitation and UMFO credit/logos in the customary manner. In addition, projects agree to permit UMFO and the IRRR to identify the production in its marketing and promotional materials. Further, they agree to allowing the IRRR and UMFO to use all material provided to the UMFO under these guidelines for its said purposes.</p>	
	<p>Projects with budgets that exceed \$1,000,000 may be required to a review of expenditures by a Minnesota CPA approved by UMFO (UMFO will provide details).</p>	
	<p>Other Requirements</p>	
	<ul style="list-style-type: none"> • 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. • 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. • Insurance: In order to receive reimbursement, all approved applicants will be required to provide a certificate evidencing insurance coverage in at least the following minimum amounts, effective during the time in which eligible expenses were incurred: <ul style="list-style-type: none"> A. General Liability Insurance <ul style="list-style-type: none"> - \$500,000 when the claim is one for death by wrongful act or omission and \$500,000 to any claimant in any other case. - \$1,000,000 for any number of claims arising out of a single occurrence. - No Less Than \$1,000,000 Aggregate coverage. - Must include at least premises, operations, completed operations, independent contractors and subcontractors, and contractual liability and environmental liability. B. Business Automobile Liability Insurance <ul style="list-style-type: none"> - \$500,000 for claims for wrongful death and each claimant. - \$1,000,000 each occurrence. - Must cover owned, non-owned and hired vehicles 	



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<p>Combining Production Rebate Programs</p>	<p>Use of Iron Range Regional Production Incentive Program funds is allowed to be combined with other incentive programs but must adhere to each respective program requirements.</p>
<p>Rebate Expenditure Report (RER) (Required Documentation Before Payment)</p>	<p>Once certified Production/Post Production activity is complete, approved applicants must complete and submit Iron Range Regional Rebate Expenditure Report (RER) (provided to you) in order to receive reimbursement. Program Administrator will have a current list of requirements.</p>
<p>Application Process</p>	<p>Application must be complete and submitted no earlier than 6 months prior to the start of principal photography. No project or expenditures are eligible for reimbursement until production receives a certification letter from UMFO. Allow 2 weeks for certification.</p> <p>Application Process:</p> <ol style="list-style-type: none"> 1. Submit Application 2. Review of Application by Program Administrator 3. Certification (Approval) of Application by Program Administrator <p>Note: Submission and/or certification of an application does not in any way guarantee that a project will be reimbursed or that funds will be available. Applications are received and reviewed by the Program Administrator with final approval and reimbursement payment to follow after economic activity has occurred and all financial obligations in The Iron Range Resources and Rehabilitation's service area have been paid and verified.</p>
<p>Application Fee</p>	<p>No Fee</p>
<p>Applicant Requirements</p>	<ul style="list-style-type: none"> • Projects must meet program eligibility requirements in order to apply for reimbursement funds. • The application, W9 and Certificate of Good Standing from state of incorporation must all be in the same production company name. • The applying entity is responsible for any tax implications regarding reimbursement. • Only complete applications will be reviewed. • Projects will not be certified until ALL required materials are received and reviewed by Program Administrator. • Expenses incurred and/or payments made before project certification (the date on the project certification letter) will not be eligible for reimbursement. Submission of an application does not guarantee reimbursement. • Additional requirements may be required to determine project and production eligibility.
<p>Application Evaluation Criteria</p>	<p>UMFO will utilize a combination of a scoring system and/or first-come-first serve basis to evaluate each application. Criteria include service area economic impact (quality and quantity) as well as quality and quantity of hires from the IRRR service area.</p> <p>Additional consideration may be provided to projects that serve diverse populations including economically distressed communities, tribal nations, black, indigenous and people of color (BIPOC), veterans, low to moderate income neighborhoods and disabled individuals.</p> <p>The professional history, experience and reputation of the applicant and key players in decision making roles in the project will be taken into consideration regarding program eligibility. This includes issues relating to:</p> <ul style="list-style-type: none"> • Unpaid financial obligations • Cast, crew, or supplier mistreatment • Unrepaired damage to locations • Fraud, misrepresentation, or violations of the law



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Losing Eligibility or Disqualification	<p>A Project may lose rebate eligibility or be disqualified if:</p> <ul style="list-style-type: none">• The production entity falls out of good standing with the Secretary of State in the state where the entity is incorporated.• Production is delayed or suspended, funding is lost, or the production will no longer take place in the Iron Range Resources and Rehabilitation’s service area• Program Administrator determines that the production will not occur.• Program Administrator determines that the production is engaged in fraudulent or unlawful behavior (e.g., wage theft).• Production has not fulfilled financial obligations of using service area labor, vendors or goods and services.• The production no longer meets eligibility criteria.• Production fails to meet Rebate Expenditure Report submission deadlines. Extensions may be considered on a case-by-case basis.• Production no longer qualifies for any other reason.• Program Administrator determines that production is engaged in detrimental, unprofessional, indecent or acts in bad faith.• If principal photography does not start within 6 months of certification.
Production Delay	<p>A certified project must start principal photography within 6 months of certification. If a certified project is delayed beyond that, the project will be moved into “pending” status. While a project is in pending status, UMFO may make the incentive funds allocated to the pending project available for other active projects on the production waiting list.</p> <p>When the pending project is ready to begin principal production, and only if incentive program funds are still available, the certified project will move back to “active” status.</p> <p>If a certified project is delayed and does not start principal photography within 12 months of certification, it will lose eligibility.</p> <p>A certified project that loses eligibility or is disqualified due to significant production delays or loss of funding may reapply by completing and submitting a new project certification application with new attachments assuming project has not yet begun, and program funds are still available.</p>
Over-Subscription (Funding Availability)	<p>If applications received for the Iron Range Regional Production Incentive Program exceed the total amount appropriated by the program, the Program Administrator will maintain a waiting list. Projects that meet eligibility may be provisionally certified in amounts up to 20% in the event that funds become available. Submission and/or provisional certification of an application does not in any way guarantee that a project will be reimbursed or that funds will be available.</p>
Application Contact	<p>Shari Marshik, Executive Director Upper Midwest Film Office www.uppermidwestfilmtv.org admin@uppermidwestfilmtv.org 218.461.1628</p>