

# HENNEPIN COUNTY MINNESOTA

## 2025 Request for Applications

### Transit Oriented Communities (TOC) Program



*Juxtaposition Arts, Minneapolis*

Application period opens: **Thursday, January 30, 2025**

Applications due: **Thursday, February 27, 2025, BY 3 p.m.**



# TOC Program Guidelines

## BACKGROUND

Transit Oriented Development (TOD) is an alternative to auto-oriented development patterns that have dominated the American landscape for over 70 years. When done well, TOD development projects and adjacent public realm infrastructure incorporate details that prioritize people, by supporting or creating walkable, mixed-use, and human-centered communities that leverage transit service: a transit-oriented community (TOC).

Transit-oriented communities do not happen by accident. They happen through good planning, strategic investments, and a series of thoughtful steps by public and private partners. TOD is grounded in a commitment to compact development and efficient land use, building forms that are human scaled, reduced or shared automobile parking, streets that prioritize people over cars, and a mix of uses. Transit-oriented communities reflect an investment in quality of place and quality of life. Designing and building high-quality, pedestrian-engaging places results in more people walking, biking, and taking transit to access daily needs, services, and “third places.” Living and working where walking, biking, and transit are easier and more enjoyable options lowers combined housing and transportation costs, improves connections to employment and service destinations, reduces vehicle miles traveled and the need to drive and own a car, and provides public health benefits. Transit-oriented communities attract and retain both talent and businesses, offering a more diverse mix of housing, employment, and commercial real estate options. Compact, walkable districts are more economically productive, competitive, and resilient, by providing more productive land use and reduced infrastructure costs. These communities are also more resilient to climate stressors, preserving green space and agricultural land and offering opportunities for district energy and stormwater systems and localized climate adaptation strategies.

The Transit Oriented Communities (TOC) program is a key lever in Hennepin County’s strategy to address disparities by race, place, and income to foster vibrant, sustainable communities where all people and businesses prosper. The TOC program supports hard construction costs of transit-oriented development real estate projects and public infrastructure projects soon to get underway. Since 2003, Hennepin County has awarded approximately \$44.5 million to over 160 projects along key Hennepin County light rail transit corridors and other high frequency and express bus routes. These investments have created or retained more than 13,000 housing units, 3,300 jobs, and more than 2.5 million square feet of commercial space across the county.

## TOC FUNDING AVAILABLE

Approximately \$2,200,000 is available for award in 2025 through the Hennepin County Housing and Redevelopment Authority (HCHRA) TOC Program. The program is highly competitive and regularly oversubscribed. Additional funds may be available at the HCHRA Board's discretion.

1. Prior awards have generally ranged from \$250,000 to \$600,000.
2. HCHRA reserves the right to offer either grants or deferred, low interest loans to approved applicants.
3. Funds are available on a reimbursement basis for actual costs incurred for activities approved in the TOC award contract.
4. Only approved activities that occur after the date of TOC award are eligible for reimbursement.

## ADDITIONAL FUNDING AVAILABLE

Hennepin County ("County") offers additional funding opportunities for projects that meet specific criteria. Projects in designated Community Works Corridors may be eligible for additional funding consideration by submitting a TOC application in 2025. This funding is restricted to certain project types and to local government entities only. Hennepin County will determine project eligibility, funding sources, and total funding amounts. Awards will be in the form of a grant and available on a reimbursement basis for approved activities that occur after date of grant award.

Projects that meet Community Works qualifications will be evaluated in that category. In the event Community Works requests are oversubscribed, eligible project types may be considered for funding in the TOC program.

### 1. Bottineau Community Works (BCW) and Southwest Community Works (SWCW)

Projects will be evaluated on the degree to which they advance BCW or SWCW goals and the priorities below. More information on each program can be found on the [Bottineau Community Works](#) and [Southwest Community Works](#) web pages.

#### *Eligibility*

- Projects must be within a [TOC Eligible Area](#) along the Blue Line or Green Line Extension
- Applicants must be a local government agency
- Only hard costs for construction/installation of permanent infrastructure are eligible, such as:
  - Bike trails, sidewalk connections, street extensions, improving station area connectivity
  - Infrastructure to support new TOC projects, such as regional stormwater management systems
  - Streetscaping, lighting, or wayfinding related to station connectivity

#### *Priorities for funding consideration*

- Readiness for the project to proceed within a two-year period, considering milestones such as status of site control, necessary construction drawings, and other funding committed
- Degree to which the project:
  - Improves pedestrian and bike connectivity to a station
  - Expands the ridership area via last mile connections
  - Supports climate mitigation or adaptation strategies

## 2. HOME and Affordable Housing Incentive Fund (AHIF)

Through a separate application process, HOME and AHIF funds are available for affordable housing projects. HOME funds are available to projects located in suburban Hennepin County, while AHIF funds are available for projects located throughout the entire county. More information on this application process can be found on the [Development Requests for Proposals](#) web page.

## 3. Environmental Response Fund (ERF)

Through a separate application process held on a biannual basis, ERF supports the assessment and cleanup of contaminated sites where conditions present a threat to human health or the environment. More information on this program can be found on the [Environmental Response Fund](#) web page.

## 4. Building reuse grants

Hennepin County has several funding opportunities for property owners and developers seeking to salvage, reuse, and recycle materials when undergoing a construction or demolition project.

- **Deconstruction grant programs:** Funding available for projects that reuse and recycle building materials as an alternative to mechanical demolition in the removal, alteration, or renovation of a building. Property owners and developers can receive up to \$5,000 for residential properties and up to \$10,000 for commercial properties to help offset the additional time and labor costs associated with deconstruction.
- **Used building material installation:** Property owners and developers of residential or commercial properties can receive up to \$5,000 to help offset the additional time and costs associated with installing used building materials into projects.
- **Structural move grants:** Hennepin County has funding available for projects that physically relocate a building to another location, avoiding demolition waste and preserving the cultural and historical integrity of the building. Property owners and developers can receive up to \$15,000 (up to \$5 per square foot) based on eligible expenses for full structural move projects.

More information on these programs can be found on the [Building Reuse Grants](#) and [Managing Building Materials](#) web pages. Additionally, Hennepin County has developed the [Project Manager's Guide to Material Reuse in Commercial Buildings](#) for owners, architects, and contractors to help them build with reclaimed materials on a commercial scale.

## REQUIREMENTS

### GENERAL REQUIREMENTS

1. Submission of completed application and required attachments **by 3:00 pm February 27, 2025**. Applications **must** be submitted via Hennepin County's online grant management system accessed via the [Hennepin County TOC webpage](#). Incomplete applications and applications submitted outside of the required grant system may not be reviewed.
2. The project must be located within a municipally designated Redevelopment Area, or the municipality must express its intent to establish a Redevelopment Area at time of application. Applicants should note the Redevelopment Area in their application, and program staff will confirm status as part of the application review process. The Redevelopment Area does not need to be established at time of application; however, it must be established before an award agreement will be signed.
3. The municipality in which the project is located must agree to enter into a multi-jurisdictional agreement with the HCHRA for any project receiving an award, if applicable. The HCHRA must receive a resolution from the City in which the project is located showing approval of the project before an award agreement will be signed. Applicants without a council resolution at the time of application should submit documentation that demonstrates awareness and support of the redevelopment project by the governing body of the municipality.
4. Eligible costs must be incurred by December 31, 2027.
5. Projects must comply with the Hennepin County Construction and Demolition Waste Policy. See "Construction and Demolition Reuse and Recycling Policy" section below.

### ELIGIBLE APPLICANTS

- For-profit developer
- Nonprofit developer or organization
- City, county, or housing/development/port authority

### ELIGIBLE LOCATIONS

The project must be located in Hennepin County within a [TOC Eligible Area as shown on this map](#).

*Note: Suburban areas with transit service where it can be demonstrated the project area is transitioning to a more transit-oriented community area through policies, planning efforts, and/or other investments may be considered at the discretion of County staff.*

### ELIGIBLE PROJECTS & USES

1. **Real Estate Development/Redevelopment**
  - a. *Eligible Projects*
    - i. New development or redevelopment of mixed-use, commercial/industrial, or residential buildings

- ii. Rehabilitation or renovation of vacant multi-tenant, non-residential buildings

*Priority projects are mixed-use, diversify land uses in the transit area, and provide opportunities for local small business development, affordable commercial spaces, community services, and/or jobs and community ownership opportunities in low-income communities. For projects awarded funding that include affordable housing and/or affordable commercial space, HCHRA may require a declaration of covenants and restrictions be recorded against the property to secure affordability for a period of up to ten (10) years.*

*Commercial only projects with fewer than three (3) tenant spaces, multifamily residential only projects with fewer than six (6) units, and projects that include drive-throughs are **not** eligible.*

*b. Eligible Uses*

- i. Hard construction costs related to the completion of the real estate development project, including but not limited to:
  - 1. Site preparation
  - 2. Demolition or deconstruction of existing buildings
  - 3. Building rehabilitation and new construction
  - 4. Adjacent public realm improvements, such as a public plaza, site integrated transit shelters, or stormwater management features

**2. Comprehensive Public Infrastructure**

*a. Eligible Projects*

- i. Comprehensive public infrastructure investments by a local government agency that are distinct from individual development projects and related to improving walkability and transit-oriented development potential in select situations. Only government agencies are eligible to receive funding for this type of project.

*Examples of potential projects include new streets to improve intersection density and create better development parcels; street reconstruction and associated infrastructure such as sidewalks; district stormwater or energy systems. Standalone activities such as just landscaping or lighting are **not** eligible.*

*b. Eligible Uses*

- i. Public infrastructure improvements distinct from an individual development project, such as:
  - 1. New streets that improve connectivity and provide demonstrated benefit to pedestrians
  - 2. Sidewalks, lighting, landscaping related to new streets, or street reconstruction
  - 3. District stormwater or energy systems
  - 4. Publicly owned and accessible plaza, as central feature of neighborhood or commercial node or transit station
  - 5. New streets that improve connectivity and provide demonstrated benefit



- to pedestrians
- 6. Sidewalks, lighting, landscaping related to new streets, or street reconstruction
- 7. Pedestrian and bicycle facilities that contribute to high-quality, pedestrian-engaging environments and improve safety

### 3. Strategic Site Acquisition

#### a. Eligible Projects

- i. Strategic acquisition of real property, by a local government agency or community-based landholding organization, for the purpose of preserving a TOD opportunity and removing, preventing, or reducing blight, blighting factors, or the causes of blight. Eligible only in some cases where a non-TOD project is likely. Only government agencies are eligible to receive funding for this type of project.

#### b. Eligible Uses

- i. Site acquisition

**Ineligible uses of funds include** project administration or other financing applications; conceptual and predevelopment design services; other soft costs such as fees, permits, attorneys fees, and taxes; refinancing of existing debt; working capital, impermanent items, inventory, equipment, or motor vehicles; billboards. The assessment and cleanup of contaminated properties is generally an ineligible use of funds; however, the use of TOC funds toward these activities may be considered for projects and/or applicants who are not eligible for other existing site cleanup and assessment programs.

## PROGRAM PRIORITIES

Projects are evaluated on the extent to which they demonstrate the following:

### District and community

- a. Contribute to a more transit-oriented community by diversifying uses, housing options, public realm improvements, or improved pedestrian and bicycle connections
- b. Incorporate site and building construction strategies that advance climate mitigation and adaptation best practices (e.g., stormwater reuse, renewable energy, “green building” techniques, reuse and waste management, resource efficient materials and processes etc.)
- c. Intensify land use and emphasize the pedestrian environment and transit service



*The Artery, Hopkins*

with transition from auto-oriented landscape

- d. Support high quality, diversified, and employee-intensive businesses that create or retain jobs for area residents
- e. Provide new opportunities for local small business development, arts/cultural-based businesses, affordable commercial space, community services, and/or community ownership
- f. Stimulate additional transit-oriented development and private investment in the surrounding area
- g. Align with the Affordable Housing Incentive Fund priorities, if affordable housing is included

## Design

- a. Support a high-quality, pedestrian-engaging environment that advances TOD design principles (e.g., building orientation and articulation, active first floor space, reclaiming underutilized space, placing parking behind buildings, limiting curb cuts, etc.)
- b. Promote bicycling (e.g., providing obvious bike parking, short-term and long-term, includes bike repair facilities, etc.)
- c. Provide or make available attractive, comfortable, and accessible transit facilities
- d. *For public infrastructure projects:* support and catalyze transit-oriented development and improve connectivity in the transit area

## Need for funding

- a. Demonstrate other private and public resources are insufficient to close financial gap and that the project or project elements will not move forward without TOC funding
- b. Request public financing commensurate with anticipated public benefit

## Readiness

- a. Demonstrate the likelihood of moving forward and completing the eligible activities within the award period
- b. Align with plans, policies, or ordinances by the municipality that support such development
- c. Demonstrate the impact of an award at this point in the project's development process
- d. *For site acquisition without a specific development project:* demonstrate the threat that a non-TOD project may be constructed in a TOC eligible area

## REQUEST FOR APPLICATIONS (RFA) PROCESS

Applications will only be accepted through the online grant program accessed on the [Hennepin County TOC webpage](#). The application is a web-based form, and all required attachments will be uploaded to the same system.

- To apply, you must first register at the application website.
  - Only submit requested materials; do not submit additional, unlisted documents or additional sheets for expanded narrative.



- Applicants are urged to be as complete with their application as possible, with the understanding that projects may change. Clear and concise responses are appreciated, and bulleted points are encouraged.
- Applicants are strongly encouraged to make their submissions well in advance of the application due date as the process may take some time to complete. Failure to submit an application on time may be grounds for rejection of the application; however, the County reserves the right, in its sole and absolute discretion, to accept applications after the time and date specified.

## **INQUIRIES**

Questions concerning this RFA should be submitted in writing via e-mail no later than 3:00 pm CST on February 13, 2025, with the subject line **2025 Transit Oriented Communities RFA** to the following:

To: Ian Clobes  
Email: [ian.clobes@hennepin.us](mailto:ian.clobes@hennepin.us)

Copy to: Zack Avre  
Email: [zack.avre@hennepin.us](mailto:zack.avre@hennepin.us)

Applicants shall not communicate, verbally or otherwise, with any Hennepin County personnel or boards or relevant consultant(s) concerning this RFA, except for the persons listed in this section. This restriction may be suspended or removed by the authority and direction of the persons listed above. If any Applicant attempts or completes any unauthorized communication, Hennepin County may, in its sole and absolute discretion, reject the Applicant's proposal.

## **APPLICATION EVALUATION AND RECOMMENDATION FOR SELECTION**

An evaluation panel including HCHRA staff and additional contributors, as needed, will review applications and may request additional information. The HCHRA may elect to allocate funding to eligible projects that best meet TOC program criteria and may not allocate funding if projects do not meet program priorities as outlined above. Evaluation consideration is also given to geographic distribution of projects, demonstrated need for TOC funding, and likelihood of completing eligible activities with the award period. Staff anticipates presenting funding recommendations to the HCHRA Board in June 2025.

The County and HCHRA may require the entities selected to participate in negotiations to submit fiscal, technical, or other revisions of their applications that may result from negotiations.

This RFA does not commit the County to award a contract. Submission of a proposal shall neither obligate nor entitle an Applicant to enter into a contract with the County. The County reserves the following rights, to be exercised in the County's sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFA; 2) to seek clarification or additional information from any Applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Applicant or vendor; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel or amend by addenda this RFA, in part or entirely; 7) to award multiple contracts to Applicants; and/or 8) award a contract to a respondent that did not submit an application.

## **ADDENDA**

The County reserves the right to modify the RFA at any time prior to the application due date. If the RFA is modified, addenda to the RFA will be provided to all applicants known to have received a copy of the RFA. It is the responsibility of each prospective applicant to assure receipt of all addenda.

The County will modify the RFA only by formal written addenda. The application should be based on the specifications herein and any formal written addenda from the County, not oral or other interpretations or clarifications.

## **COUNTY'S RIGHT TO WITHDRAW, CANCEL, SUSPEND AND/OR MODIFY RFA**

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFA for any reason and at any time with no liability to any prospective applicant for any costs or expenses incurred in connection with the RFA or otherwise. Hennepin County and the HCHRA reserve the right to accept or reject any or all applications received, to accept or reject any late applications, to rescind the request for applications, to request additional information as deemed necessary to review any application, to negotiate with all qualified proposers, to use any or all proposer ideas and/or approaches presented, or to cancel in part or in its entirety this request for applications, if it is in the best interest of Hennepin County and the HCHRA to do so.

## **PROPOSER'S RIGHT TO EDIT OR CANCEL APPLICATION**

An application may be withdrawn on written request of the applicant prior to the application due date. Prior to the application due date, changes may be made, provided the change is submitted in writing and signed by an officer or authorized representative of the applicant. No modification, unless in writing, will be accepted.

## **APPLICATIONS WILL NOT BE RETURNED**

Upon submission, applications will not be returned.

## **PUBLIC DISCLOSURE OF APPLICATION DOCUMENTS**

Under Minnesota law, applications are private or nonpublic until the applications are opened on the application due date. Once the applications are opened, the name of the Proposer becomes public. All other data in the application is private/nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with a Proposer. At that time, all remaining data submitted by all Proposers is public with the exception of data classified as private/non-public trade secret data under Minn. Stat. § 13.37 of the Minnesota Government Data Practices Act.

Proposers must not submit trade secret material, as defined by Minn. Stat. § 13.37, as part of their application. The County does NOT consider cost or prices to be trade secret material, as defined by the statute. Proposers may present and discuss trade secret information during an interview or demonstration, if applicable.

The Proposer agrees, as a condition of submitting its application, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the application. The Proposer agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision. This indemnification survives the County's award of a contract. In submitting an application in response to this RFA, the Proposer agrees that this indemnification survives as long as the Application is in the County's possession. The County is required to keep all the basic documents related to its contracts, including RFA applications, for a minimum of seven years.

## **USE OF APPLICATION IMAGES**

By submitting any renderings, images, perspectives, sections, diagrams, photos, or other copyrightable materials (collectively, "copyrightable materials") with an application, applicant certifies that applicant's organization is the owner of the copyrightable materials or is fully authorized to grant permissions regarding the copyrightable materials and that those materials do not infringe upon the copyrights of others. Applicant also agrees that: 1) Hennepin County has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish any copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet; and 2) your organization will not hold Hennepin County responsible for the unauthorized use of the copyrightable materials by third parties. If applicant desires attribution on the copyrightable materials, you may include a discreet transparent watermark.

## **APPLICANT'S COSTS**

The County or HCHRA shall not be responsible for any costs incurred by applicant in connection with this RFA. Applicant shall bear all costs associated with application preparation, submission, and attendance at presentation interviews, or any other activity associated with this RFA or otherwise. These same costs are not eligible for TOC grant funding.

## **COLLUSION**

If the County determines that collusion has occurred among applicants, none of the applications of the participants in such collusion shall be considered. The County's determination shall be final.

## **CONFLICT OF INTEREST**

Applicant affirms that, to the best of its knowledge, its application does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFA. The applicant agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict and will advise the County whether it will or will not resign from the other engagement or representation. Further, the County may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by an applicant in all competitive procurements. To avoid an organizational conflict of interest by an applicant, the County

may utilize methods including disqualifying an applicant from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by an applicant, the County may use methods such as revising the scope of work to be conducted, allowing applicant to propose the exclusion of task areas that create a conflict, or providing information to all applicants to assure that all facts are known to all applicants. The County may, at its sole and absolute discretion, waive any conflict of interest.

## **DEFINITIONS**

- "Proposals" means "application" in this document and both words can be used interchangeably.
- "Proposer" means "applicant" in this document and both words can be used interchangeably.

## **CONSTRUCTION AND DEMOLITION REUSE AND RECYCLING POLICY**

All non-hazardous building material generated during the project should be sorted by material type for recycling or, if collected as mixed waste, sent to a facility that achieves a minimum 60% recycling rate. If sorting by material type, at a minimum, the following materials should be separated for recycling: concrete, metals, untreated wood, and roofing material. Removal of building materials for reuse is encouraged where feasible. New construction, renovation, rehabilitation, and remodeling projects are encouraged to incorporate reused and recycled content building materials in their designs.

## ADDITIONAL RESOURCES

The following resources are provided for reference purposes only.

Transit Oriented Development		
<a href="#">Metropolitan Council Transit Oriented Development Guide</a>	Policy and Planning Guide	Guide intended for planners, elected officials and planning commissioners which explains the roles and responsibilities of various levels of government in implementing TOD, and houses case studies and best practices to emphasize.
<a href="#">Institute for Transportation and Development Policy, What is TOD</a>	Best Practices and Scorecard	A policy brief providing core principles of inclusive TOD based on ITDP's Principles of Urban Development for Transport in Urban Life, and an assessment tool for plans and projects.
<a href="#">National Resources &amp; Technical Assistance for Transit-Oriented Development, FTA and Smart Growth America</a>	Guidebooks, Research Papers, Fact Sheets	The TOD Technical Assistance Initiative is a project of the Federal Transit Administration and Smart Growth America that provides technical assistance to support transit-oriented development, improve access to public transportation, and build new economic opportunities and pathways to employment for local communities.
<a href="#">Reconnecting America, Center for Transit-Oriented Development</a>	Best Practices Database	Collection of case studies, research, technical and policy documents on a variety of topics related to transit-oriented development and livable communities. Continuation of Best Practices database originally funded by the Federal Transit Administration.
<a href="#">Saint Paul Transit-Oriented Development Guidebook for the Central Corridor</a>	Guidebook	A reference guide including business tips, guiding plans, and design development principles for the Central Corridor in Saint Paul.

Community Engagement		
<a href="#">Metropolitan Council Community Engagement Resources</a>	Checklists, Presentations, Best Practices	A variety of community engagement resources compiled by the Metropolitan Council Community Development Division and Community Engagement staff. Resources include checklists, best practices, and planning worksheets
<a href="#">Metropolitan Council PlanIt Series –Workshops</a>	Workshop Presentations	Community Engagement presentations include Community Engagement Best Practices; Interactive Community Engagement; Re-Thinking Engagement Strategies; and Community Engagement

<a href="#">Community Engagement Institute Resources</a>	Assessment Tool, Background Guide	The Community Engagement Institute from Nexus Community Partners provides a series of trainings and additional resources to advance community engagement practice. A self-assessment tool helps teams determine how they currently do engagement and identify areas to expand.
<a href="#">Public Engagement Primer</a>	Introduction Guide	Overview of core principles of community engagement with examples of engagement strategies, including focus groups, stakeholder dialogues, and community conversations.
<b>Equitable Development</b>		
<a href="#">Twin Cities Equitable Development Principles and Scorecard</a>	Scorecard	The Scorecard offers guidance to assess a development project or potential project in the following areas: housing, transportation, land use, community engagement, and economic development.
<a href="#">King County Equity Impact Review Tool</a>	Project Toolkit	The Impact Tool guides project teams through a series of questions to assess the racial equity impact of their project.
<b>Complete Streets</b>		
<a href="#">New York City Active Design Guidelines</a>	Guidebook	Strategies for designing public spaces that encourage active transportation and recreation. Relationships between active living and sustainable design is also addressed.
<a href="#">Minnesota Complete Streets Coalition</a>	Toolkits, Design Guides, Policy Guides	Design toolkits, guides, and policy case studies are available. Example complete streets resolutions are also available.
<b>Hennepin County</b>		
<a href="#">Hennepin County Active Living</a>	Workshops, Tools, Policy and Planning Guides	The Hennepin County Active Living initiative provides a variety of resources on developing environments that promote active living. Resources include bike and pedestrian planning, design checklists, and workshop materials.
<a href="#">Hennepin County Bike Plan</a>	Planning Guide	The plan provides information on the County's build out of the bike network.



<a href="#"><u>Hennepin County Pedestrian Plan</u></a>	Planning Guide	This document guides the implementation of improved opportunities for walking within Hennepin County.
<a href="#"><u>Hennepin County Sustainable Landscape Guidelines</u></a>	Guidebook	A collection of best management practices for implementation tailored for specific County departments.

## **ATTACHMENTS**

Attachment 1: Required Attachments – Instructions

## ATTACHMENT 1: REQUIRED ATTACHMENTS – INSTRUCTIONS

The following document provides guidance on required attachments for the 2025 Transit Oriented Communities Request for Applications. Please consult this document prior to submitting your application.

Please do not “zip” attachments. Only upload the appropriate attachment per the application attachment name. If you believe multiple documents are necessary and applicable for one attachment category, we suggest combining documents of the same category into one file. Only one file per upload field (category) can be provided.

### ATTACHMENTS REQUIRED FOR ALL PROJECTS

- **Aerial map**
  - The map should show the project location with context and transit stops with route numbers. You may use Google Maps or another web mapping platform to create the map. Please upload a PDF.
- **Copies of any funding commitment(s), preliminary loan commitment(s), pledges of support, etc.**
  - Please combine all documents into a single PDF document. If the project received another source(s) of funding but you do not yet have the official notice from funder(s), please include an excerpt of a notice or other documentation from the funder(s) showing approval of the funding.
- **Council Resolution**
  - We will need a resolution from the City in which the project is located showing approval of the project before we can execute an agreement. However, it is not required at the time of application. If you do not have a council resolution, please upload documentation that demonstrates awareness and support of your redevelopment project by the municipality.
- **Detailed project schedule**
  - We recognize that some dates may be estimates at this time.
- **Redevelopment area map**
  - For the HCHRA to make an award, projects must be located within a municipally designated Redevelopment Area. The Redevelopment Area must be established before an award agreement will be signed. If a Redevelopment Area has already been established, please indicate that in your application and attach a map, if available. If a Redevelopment Area has not yet been established, you may indicate that you are working with the city to establish one. We confirm status as part of the application review process.
- **W-9**
  - Please upload the applicant’s W-9.

## REQUIRED ATTACHMENTS FOR DEVELOPMENT/REDEVELOPMENT PROJECTS

- **Site plan, perspectives, basic floorplans, and a section illustrating private /public realm interface, existing conditions photos**
  - Please combine documents into one file and note whether the design drawings are preliminary or final. Do not upload the entire design package for the project, e.g., layout for unit types. Program staff will reach out if more information is needed during the evaluation process.
- **Evidence of site control**
  - This may be a copy of the deed, long-term lease, and/or contract for purchase option or other documentation.
- **Development pro forma**
  - The development pro forma should include sources and uses, financing assumptions of any debt, debt service coverage ratio, loan-to-value, loan-to-cost, percent equity, and cash-on-cash return. Please upload an Excel spreadsheet.
  - Housing projects must upload the Minnesota Housing Multifamily Workbook instead [CLICK HERE](#) to download that template.
- **15-year operating pro forma**
  - The operating pro forma must minimally include revenue by type, operating expenses, operating income, debt service, reserves, and cash flow. Applicants should also clearly demonstrate how long-term maintenance and any future capital needs for the project will be funded. Please upload as an Excel spreadsheet.

## REQUIRED ATTACHMENTS FOR COMPREHENSIVE PUBLIC INFRASTRUCTURE PROJECTS

- **Design drawings**
  - Please combine documents into one file and note whether the design drawings are preliminary or final.
- **Project budget**
- **Information on existing, planned, and anticipated real estate development projects directly served by the proposed infrastructure if known**
  - Please include details such as the name, location, number of units, and whether market rate or affordable, square footage of commercial space, anticipated jobs created and retained, developer name, site square footage, and projected timeframe.

## REQUIRED ATTACHMENTS FOR STRATEGIC SITE ACQUISITION PROJECTS

- **Copy of property appraisal or Broker's Price Opinion**