

**REQUEST FOR FINANCIAL ASSISTANCE
FOR
CRITICAL CORRIDORS DEVELOPMENT & INFRASTRUCTURE SOLICITATION**

APPLICATION ATTACHMENT – PART 1

Application Round:	Fall 2023
Project Name:	
Project Location:	

Sections

1. Applicant Information
2. Funding Request
3. Site & Project Information
4. Timeline and Funding
5. Project Outcomes
6. Attachments

1. Applicant Information

Applicant	Organization: Contact person name: Address: Phone number: Email:
Applicant Type	<input type="checkbox"/> Local unit of government (e.g., city, watershed, park board) <input type="checkbox"/> Nonprofit <input type="checkbox"/> For-profit Certified through the Central Certification (CERT) Program as one or more of the following: <input type="checkbox"/> Women-owned Business Enterprise (WBE) <input type="checkbox"/> Minority-owned Business Enterprise (MBE) <input type="checkbox"/> Small Business Enterprise <input type="checkbox"/> Emerging Small Business Enterprise <i>The Central Certification Program (CERT) was created to promote market growth and increase the competitiveness of qualified small businesses. CERT makes it easier for participating businesses to access jobs and contracts available with participating counties and cities by providing a centralized certification process. The City of Saint Paul is currently the contact point for the CERT Program. Learn more here: https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development-1</i>

If the applicant is a municipality applying on behalf of a third party	
Third Party	Organization: Contact person name: Address: Phone number: Email:

Previous Projects

For nonprofit or for-profit Applicants, list any projects financed through the County in which Applicant (or officers or major stakeholders) has participated:

2. Funding Request

Request amount (\$500,000 maximum)	
Total development costs	
Funding request type	<input type="checkbox"/> Real Estate Redevelopment/Public Infrastructure Improvement – Complete Attachment Part 2A (separate document) <input type="checkbox"/> Strategic Property Acquisition* – Complete Attachment Part 2B (separate document) <i>*Only local units of government are eligible to apply for property acquisition funding</i>
Form of request	<input type="checkbox"/> Grant <input type="checkbox"/> Loan

3. Site & Project Information

Site Information

Property ID number(s)	
Site size (acres)	
Legal description of site	
Ramsey County Commissioner District	
Existing conditions: number of buildings, type, floors, square footage, age, date of demolition, years vacant	
Existing residential use(s) on the site	<input type="checkbox"/> Single-family <input type="checkbox"/> 2-9 unit Multifamily <input type="checkbox"/> 10+ unit Multifamily <input type="checkbox"/> Manufactured Home <input type="checkbox"/> Not applicable
Total number of existing residential units	
Existing non-residential use(s)	<input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Industrial/Commercial <input type="checkbox"/> Other _____ <input type="checkbox"/> Not applicable
Current zoning	
<u>Proposed land uses</u> : What are the proposed land uses and do they fit in the zoning regulations for this site?	
<u>Approval</u> : Has the project received all approvals from local jurisdiction? If not, describe the approvals needed and process for obtaining them.	
<u>Site control</u> : Does applicant own or have purchase agreement for the site? If so, provide date of ownership/purchase agreement	
<u>Contamination</u> : Has the site been found or suspected to be contaminated? If yes, describe the type of contamination.	
<u>Environmental assessments</u> : Check all that have been completed	<input type="checkbox"/> Phase I ESA <input type="checkbox"/> Phase II ESA <input type="checkbox"/> Response Action Plan (RAP) <input type="checkbox"/> Minnesota Pollution Control Agency (MPCA) RAP Approval <input type="checkbox"/> Hazardous Material Survey
Anticipated remediation costs	

Project Financial Information

Current property valuation	
Estimated future property valuation upon completion of redevelopment project	
Current property taxes	
Estimated future property taxes	

4. Timeline and Funding

Enter the anticipated or committed date for the following project milestones.

Milestone	Date
Municipal land use approvals obtained	
Construction bids	
Permits	
HUD review (if applicable)	
Site control	
Financial closing	
Remediation	
Demolition	
Begin construction	
Project complete	

	<i>Status (Applied, Anticipated, Committed)</i>	<i>Date</i>	<i>Amount</i>
First Mortgage			
Generated Partner Cash/Other Equity			
Syndication Proceeds			
TIF			
Deferred Loan			
Sales Tax/Energy Rebates			
Deferred Developer Fee			
Ramsey County Funding			
Met Council Funding			
DEED Funding			
Total Sources			

5. Project Outcomes

Number of permanent new jobs (FTEs) created upon project completion	
Number of retained jobs (FTEs) created upon project completion	
Number of construction jobs created as part of the project	
Square footage of new commercial space created	
Number of new housing units created	30% AMI
	50% AMI
	60% AMI
	80% AMI
	Market rate
	Total

SAMPLE

6. Attachments

Applications that do not include all required attachments and/or do not answer all questions in the attachments will be considered incomplete.

Required Materials

1. Critical Corridors Development & Infrastructure Application Attachment-**Part 1** (this document).
2. One of the following sets of narrative questions (*depending on project type**):
 - **Part 2A: Redevelopment Narrative** (download template on ZoomGrants) for real estate redevelopment or public infrastructure improvement projects.
 - OR**
 - **Part 2B: Acquisition Narrative** (download template on ZoomGrants) for strategic property acquisition (public agencies only)

**You do NOT need to fill out both sets of narrative questions. Upload either Part 2A or Part 2B and leave one of them blank.*

3. Map of proposed project area.
 - Show relevant site features such as buildings, retaining walls, public streets, etc. Map should include property boundaries, a north arrow, and a bar scale, and should show the current condition of the site including labeled structures.
4. Proposed site plan layout or renderings.
5. Financial proforma with the following information (MHFA multifamily workbook encouraged, otherwise Excel document preferred):
 - Detailed project budget.
 - Sources and uses.
 - Operating expense projections.
 - 15-year proforma projections.
 - Detailed housing unit breakdown, if applicable.
6. Project schedule.

Additional Materials

1. Waste management plan: required if project includes building demolition or deconstruction (download template on ZoomGrants)
2. Municipal resolution in support of the project (e.g. approved plan, rezoning, conditional use permit, variance, support of application to this program or other funding programs): if a municipal resolution associated with this project as already been adopted, please attach. If not, please be aware a resolution will be required for disbursement of funds. Sample template available for download on ZoomGrants.
3. Evidence of site control
4. Architectural drawings, if available
5. Market feasibility analysis, if available
6. Photos of project site, if available
7. Letters indicating community support, if available