



2018 Redevelopment Incentive Grant Program Guidelines

I. PURPOSE

The Redevelopment Incentive Grant Program (the “RIG Program”) was created and funded by the Dakota County Community Development Agency (CDA) in September 2006. Additional funds for environmental assessments and site clean-up/remediation are provided by Dakota County Environmental Assessment Program for eligible activities. The goals of the RIG Program are to increase the tax base and improve the quality of life in Dakota County through two specific strategies: redevelopment and affordable housing development, as described below.

Redevelopment. Blighted and under-utilized areas do not maximize their potential economic value and can negatively impact the livability of a community. These areas often require additional service costs, especially for those sites that may require environmental remediation due to the presence or potential presence of a hazardous substance, pollutant or contaminant. The responsibility for creating redevelopment activities rests primarily with the cities. Although Dakota County cities have been proactive in promoting redevelopment, they may lack sufficient resources to adequately plan for and implement redevelopment activities. The RIG Program is intended to assist Dakota County cities with those redevelopment projects that may not be undertaken by the private market to achieve the goals stated in a Redevelopment Plan.

Affordable Housing. As part of a redevelopment program, the CDA strongly supports and encourages the development of affordable workforce and supportive housing. While the need for affordable housing continues to grow, the opportunities for the development and redevelopment of affordable housing are rare due to the cost and availability of properly zoned land. The inclusion of affordable housing in a Redevelopment Plan can provide benefits beyond the housing itself. Often affordable housing projects are the first to break ground in a redevelopment area and can be a catalyst for additional development. Furthermore, affordable and workforce housing units can provide both demand and potential employees for retail and commercial uses in a redevelopment area.

II. PROGRAM INFORMATION

Funding Available: Up to \$1,200,000 is available for grants provided under the RIG Program during this funding cycle. The CDA will reserve \$100,000 for Redevelopment Planning Grants. The maximum RIG Planning Grant amount is \$15,000. The remaining funds will be used for Redevelopment Incentive Project Grants. For those plans and projects that require an environmental assessment and/or environmental remediation and/or site clean-up, \$200,000 is reserved. The maximum RIG Project Grant amount is \$250,000.

Eligible Applicants: Eligible applicants for this program are any statutory or home rule cities in Dakota County. Only one application per city, for each grant type, will be accepted.

Application Instructions: It is the applicant’s responsibility to be aware of the submission requirements needed to prepare a complete application in accordance with this guide. The application consists of the RIG Program application form and all required attachments. The application form is available on the Dakota County website: www.dakotacda.org.

The applicant shall submit the application to the Dakota County CDA no later than 4:00 p.m. on Friday, January 19, 2018, at the Dakota County CDA. The applicant shall submit one (1) paper copy of the executed original application and all supporting documents to the CDA, and email the application and all attachments by the deadline.

Send one paper copy of the executed original application and attachments to the following:
Dakota County CDA
Attn: Margaret Dykes
Assistant Director, Community & Economic Development
1228 Town Centre Drive
Eagan, MN 55123.

Email the application and all attachments to mdykes@dakotacda.state.mn.us

In lieu of emailed attachments, an applicant may provide the attachments on a flashdrive or other similar data storage devices to the CDA. Applications must be emailed by the deadline to ensure it was received.

Applications determined by the CDA to be incomplete or not legible will not be accepted and will be returned to the applicant. No applications, attachments or documentation will be accepted after the application due date unless requested by the CDA. Applications will not be accepted by facsimile. The CDA retains the right to reject in whole or in part any application for any reason.

Contact Margaret Dykes, (651) 675-4464 or mdykes@dakotacda.state.mn.us, if you require assistance with submitting your application.

III. DEFINITIONS

Activity – Those components that will be completed as part of the Project. Activities do not in and of themselves comprise the Project for which Redevelopment Project Grant funds are requested.

Environmental Assessment – The assessment or evaluation of a property to identify potential environmental contamination and assess potential liability coming from that contamination and costs to clean up the site. It includes conducting due diligence to determine who previously owned the site and how it was used, assessing the current conditions at the property, and determining if those uses or conditions present an environmental concern.

Phase I Environmental Site Investigation - A historical review of the property’s use, previous ownership and current conditions.

Phase II Environmental Site Investigation - A subsurface site investigation that includes sample collection and analysis of soil, soil gas, and surface and groundwater, as appropriate.

Housing Affordability - “Affordable” is defined as: (a) rental – available to households at/below 50% of the area median income; (b) owner – available to households at/below 80% of the area median income.

Infill Development – Residential or non-residential development that occurs on vacant sites scattered throughout more intensely developed areas of municipalities. These sites may have been undeveloped due to size, configuration, or access to other more easily developable land.

Higher Wage Jobs – Employment that pays \$15 per hour or more in wages.

Project – The redevelopment component of the larger Redevelopment Plan for which Redevelopment Grant funds are requested.

Redevelopment – The reconstruction, re-use or change in use of any developed property that improves the economic use and value of property. Redevelopment is usually characterized by the clearance of existing structures and new construction, and the clean-up and remediation of a contaminated site. Redevelopment may also include infill development when such sites are part of a redevelopment area. The new use may be residential, commercial, retail, industrial or other use that the city supports.

Redevelopment Plan – A plan approved by the city council that identifies a redevelopment area, projects and activities to be undertaken within the area; the city objectives for the Redevelopment Plan area; the financial feasibility of the Redevelopment Plan; and the land use requirements, and development or redevelopment standards.

A comprehensive plan and other city-wide planning documents do not qualify as Redevelopment Plans under the RIG Program.

Response Action Plan - The detailed plan to remediate and/or manage contamination at a brownfield site. Background information on site history, environmental conditions, and the planned property use is required to present the context and rationale for the proposed response actions.

IV. REDEVELOPMENT PLANNING GRANTS

The Redevelopment Planning Grant funding is restricted to activities directly related to a future redevelopment project (e.g., market analysis, financial feasibility studies, concept development, site design, zoning studies, engineering studies, and environmental studies, environmental assessments including Phase I assessments, and development of Response Action Plans) to be developed as part of a Redevelopment Plan, as defined above. Redevelopment Planning Grants may be used to fund activities that are required to establish a Redevelopment Plan. As such, the Redevelopment Plan is not required to be in place to be eligible for a Redevelopment Planning

Grant, so long as the Redevelopment Planning Grant is intended to be used to assist in the development of a Redevelopment Plan.

The application must meet the following threshold criteria to be scored:

- Application must be approved by the respective city council.
- There must be a minimum leverage rate of 1 to 1 (\$1 of other funds for every \$1 of Redevelopment Planning Grant). Applicants may use non-public funds as local match.
- The city must be supportive of affordable housing and the CDA's mission.
 - A resolution containing the following required provision must be adopted by the city: *the City is supportive of affordable housing and of the CDA's mission, to improve the lives of Dakota County residents through affordable housing and community development.*

To apply for a Redevelopment Planning Grant, the Redevelopment Planning Grant Application and required attachments must be submitted.

V. REDEVELOPMENT PROJECT GRANTS

The Redevelopment Project Grant funding is restricted to the Eligible Activities, defined below, necessary to prepare for the Redevelopment identified in the Redevelopment Plan.

To apply for a Redevelopment Project Grant, the Redevelopment Project Grant Application and required attachments must be submitted

Eligible Activities: The Redevelopment Project Grant is restricted to the following activities that are often required in preparation for redevelopment:

1. Property acquisition (see Other Requirements below)
2. Relocation payments to occupants of property acquired with program funds
3. Clearance and demolition expenses related to site assemblage for redevelopment and consistent with the Redevelopment Plan
4. Environmental investigation and/or remediation activities on the impacted site. These may include Phase II environmental site assessments, hazardous building materials survey, contaminated soil excavation and disposal, ground water remediation, contaminated soil remediation, soil vapor remediation and mitigation. Please see the Dakota County Environmental Assessment Program website for additional activities that could be funded. The website can be found here:
<https://www.co.dakota.mn.us/Environment/ContaminatedSites/RedevelopingBrownfields/Pages/default.aspx>
5. Necessary public infrastructure improvements required for the redevelopment project, including but not limited to parking structures, sewer and water, sidewalks, street reconstruction, and stormwater management systems
6. Streetscape improvements when located within the defined redevelopment area.

7. Geotechnical corrections to soil conditions that require extraordinary expense to remediate

Ineligible Activities: The Redevelopment Grant cannot be used toward the following activities in a redevelopment project:

1. Construction and associated soft costs related to the project to be built on the redeveloped site
2. Costs not included in the application, including those incurred prior to the award date
3. Rehabilitation of either historic or non-historic buildings, or house moving
4. Administration expenses
5. Public facilities such as city halls, city parks, city water treatment facilities, etc.

Threshold Criteria: Applicants must first meet the following threshold criteria to be considered for funding. No points are assigned to these criteria.

1. Proposed activities must be identified in the Redevelopment Plan
2. Application must be approved by the respective city council by resolution that includes the Required Resolution Provisions (attached).
3. Cities over 10,000 population must demonstrate a minimum leverage rate of 4 to 1 (\$4 of other funds for every \$1 of Redevelopment Grant). Cities under 10,000 must demonstrate a minimum leverage of 2 to 1 (\$2 of other funds for every \$1 of Redevelopment Grant). Applicants may use non-public funds as local match.
4. Letter of support for the redevelopment project from the current property owner.
5. The city must be supportive of affordable housing and the CDA's mission, as demonstrated by the city's adoption of the Required Resolution Provisions (attached) and the city's history of supporting affordable housing developments.

Competitive Criteria: If the application meets all threshold criteria, the application will then be reviewed and ranked on the following competitive criteria. To be eligible for RIG funding, the application must meet a minimum of 20 points in Competitive Criteria #3 - #7, as defined here:

1. Leverage. Applications should include a variety of other funding sources committed to the project. Other funding sources could include CDBG, TIF, DEED, Metropolitan Council grants, or other public and private resources. Evidence of funding commitments must be submitted with application. Leverage is applied to both the Redevelopment Plan Area and Project. [10 Maximum Points]
2. Readiness to Proceed. The applicant should be ready to proceed with the identified project upon funding award (e.g. zoning approvals in place, site control secured, financing commitments in place). Readiness to Proceed is applied to the Project. [15 Maximum Points]

3. Housing Affordability. Preference will be given to Redevelopment Plans and Projects that include workforce or supportive housing units. Housing Affordability is applied to both the Redevelopment Plan Area and Project. [20 Maximum Points]
4. Economic Benefit. The project should have a defined impact on the local economy. This impact is measurable through growth in property taxes and new and/or retained Higher Wage Jobs. Economic Benefit is applied to both the Redevelopment Plan Area and Project. [20 Maximum Points]
5. Environmental Improvement. Redevelopment Plans and Projects that will protect, preserve or enhance the environment are encouraged. Projects should facilitate the investigation and/or cleanup of sites to promote public health and safety, and protect and improve the environment in addition to providing economic and community benefits. Applicant should work with Dakota County Environmental Resources Department and State agencies to identify the optimum remedy Environmental Improvement is applied to both the Redevelopment Plan Area and Project. [20 Maximum Points]
6. Removal of Blight. Points will be awarded to projects that demolish blighted properties and/or properties with obsolete structures beyond their useful life. For purposes of this application, “slum or blight” applies to structures detrimental to the safety, health, morals or welfare of the community by reason of dilapidation, obsolescence, overcrowding, faulty arrangement or design, lack of ventilation, light, and sanitary facilities, excessive land coverage, deleterious land use or obsolete layout, or any combination of these factors. Removal of blight is applied to the Project. [15 Maximum Points]

Other Requirements: Property acquisition may be undertaken by a public, private or non-profit entity as part of a redevelopment project. In all instances, the CDA will provide the Redevelopment Incentive Project Grant to the city as grantee, which in turn, will provide those funds to another acquiring entity if necessary. The corresponding grant agreement will specify conditions whereby the acquiring entity will have no recourse to the CDA in matters related to the acquisition of real property.

If federal funds are used in whole or in part for a project, including property acquisition, clearance and/or construction, all provisions of 49 CFR 24.101 (the Uniform Relocation Act or URA) must be followed. With all funding sources, the cost of property acquisition must be based on a determination of fair market value as derived from an independent appraisal and/or county assessed value. If the final acquisition price exceeds the appraised value, the Redevelopment Incentive Grant must be less than this value with the additional cost being paid by public or private matching funds.

Minnesota Statutes 117.50 et. seq. and related case law also require that in all acquisitions undertaken by an acquiring entity without federal participation, the authority must provide relocation assistance as a cost of acquisition. Additionally, the Minnesota Supreme Court held in *In Re Wren*, 699 N.W.2d 758 (Minn. 2005) that an authority may be responsible for certain relocation costs when property is acquired by a private developer if the activities of the authority and the developer are so intertwined to produce a joint acquisition of the project.

As identified in the Competitive Criteria, leverage of other funding sources is a requirement to apply for a RIG grant. In addition to identifying leverage, the applicant shall also explain in a narrative how they have exhausted other resources for the project.

VI. SELECTION

Applications will be reviewed by CDA staff. Those applications that include an environmental improvement component will also be reviewed by Dakota County Environmental Resources staff. Applications must be complete and received at the CDA by the due date. Applications meeting the threshold criteria and scoring highly on the competitive criteria will be submitted to the CDA Board of Commissioners for approval. After selection and approval by the CDA Board of Commissioners, the CDA will issue a letter of commitment and enter into a grant agreement with the city.

VII. GRANT AGREEMENT

CDA staff will work with the city and enter into a Grant Agreement. This agreement will detail the terms and conditions of the grant and allow for the release of funds to the city. The grant agreement will require funds to be spent within **12 months** of the date of the agreement. Waivers and extensions to any provision in the agreement requested by the grantee will be considered on a case by case basis depending on the merits of the request. Grant recipients may request one 12-month extension to be approved administratively for those projects that are making substantial progress towards completion. Projects that are not underway within 12 months from the award date are not eligible for an extension.

Grants will be paid on a reimbursement basis. Grantees will be required to submit semi-annual progress reports to the CDA. Reports will consist of the progress of the project and will be due each May 31st and November 30th during the Grant Term.



REDEVELOPMENT PROJECT GRANT APPLICATION

Introduction. This application requests information about the redevelopment plan, project, and activities. The Redevelopment Plan portion of the application refers to the entire redevelopment area. The Project and Activity portion of the application refers to the specific work to be completed in the redevelopment plan area.

I. GENERAL APPLICATION INFORMATION

Project Name: [Click or tap here to enter text.](#)

Applicant City: [Click or tap here to enter text.](#)

Applicant Address: [Click or tap here to enter text.](#)

Application/Project Contact: [Click or tap here to enter text.](#)

Contact Email Address: [Click or tap here to enter text.](#)

Phone Number: [Click or tap here to enter text.](#)

Authorized Official(s) for Execution of Contracts (name and title): [Click or tap here to enter text.](#)

Amount of funding request: [Click or tap here to enter text.](#)

Please list the specific Project components or activities that will be funded by the requested RIG: [Click or tap here to enter text.](#)

II. REDEVELOPMENT PLAN INFORMATION

1. General Plan Information

- Describe the Redevelopment Plan including the city's goals and need for the Redevelopment Project Area and anticipated businesses, housing units, and other proposed components. Please explain the public benefit of the plan. [Click or tap here to enter text.](#)
Attach copy of Redevelopment Plan.
- Has an end user committed to redevelopment of site? Choose an item.
If end user committed, attach documentation of commitment.
- Provide a brief history of the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment. Also, describe redevelopment within the Redevelopment Plan area that has already been completed or is currently underway [Click or tap here to enter text.](#)

2. Leverage. Itemize all other funding sources that have been or will be used to complete the goals of the Redevelopment Plan. Please include all previously awarded RIG grants.

Source of Funds	Amount	Committed	Pending
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Total:	Click or tap here to enter text.		

Itemize expenses for the completion of the Redevelopment Plan goals.

Itemized Use of Funds/Expenses	Costs	Funding Source
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total:	Click or tap here to enter text.	

3. Environmental Benefits.

- Has an environmental assessment(s) been completed for the Redevelopment Plan area? Choose an item.
- If so, what level of investigation was done as part of the Redevelopment Plan? Click or tap here to enter text.
- Has the Redevelopment Plan area been found or suspected to be contaminated? Click or tap here to enter text.
- Does your Redevelopment Plan include the cleanup of contaminated soils, hazardous waste or materials? Choose an item.
 - If Yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan. Click or tap here to enter text.
- Describe positive environmental impacts of the Redevelopment Plan. How does this project resolve or mitigate environmental impacts discussed in the Redevelopment Plan? Click or tap here to enter text.

4. Housing Affordability. Indicate the number of housing units planned or existing in the Redevelopment Plan area. *Attach separate sheet if necessary.*

	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Townhouse	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Apartments/Condominiums	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duplexes	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- Will any existing affordable housing be demolished? Choose an item. If yes, please explain. Click or tap here to enter text.
- Will there be any mechanisms to ensure long-term affordability? Choose an item. If yes, please describe. Click or tap here to enter text.

5. Economic Benefits

- What are the current property taxes for the Redevelopment Plan area? Click or tap here to enter text. Pay Year Click or tap here to enter text.
- What will the estimated property tax be after redevelopment? Click or tap here to enter text. Pay Year Click or tap here to enter text.
- How was this figure determined and who determined it? Click or tap here to enter text.
- Project the number of new jobs created after redevelopment. Total new jobs (FTEs only) = Click or tap here to enter text.
- Number of new jobs with wages greater than \$15.00 per hour = Click or tap here to enter text.
- Project the number of jobs retained after redevelopment. Total retained jobs (FTEs only) = Click or tap here to enter text.
- Number of retained jobs with wages greater than \$15.00 per hour = Click or tap here to enter text.

III. PROJECT AND ACTIVITY INFORMATION

1. Existing Project Site Information

- Project site address(es): Click or tap here to enter text.
- Legal description of Project site (*may be separate attachment*): Click or tap here to enter text.
- Acreage of site: Click or tap here to enter text. Number of parcels: Click or tap here to enter text.
- Is the Project site publicly or privately owned? Choose an item.
- Current Project site owner(s): Click or tap here to enter text.

2. Redevelopment Project Information

- Describe the Project including location map, photos, and current and projected site plans. Maps should include property boundaries, north arrow, and bar scale. Click or tap here to enter text.
- Describe the specific components or activities that are part of the Project. Click or tap here to enter text.
- What is the end use of the Project site? Click or tap here to enter text.

- Is demolition of slum or blighted buildings or other structures an activity of the Project? Choose an item.
 - If Yes, please describe. [Click or tap here to enter text.](#)
- Describe how the Project will make more efficient use of the site. [Click or tap here to enter text.](#)
- After Redevelopment is complete, what portion of the Project site be publicly and privately owned?
 - Public: [Click or tap here to enter text.](#)
 - Private: [Click or tap here to enter text.](#)
- Post-redevelopment Project site owner(s): [Click or tap here to enter text.](#)
- Identify any other Project partners such as developers, consultants, and regulating/permitting agencies. [Click or tap here to enter text.](#)
- How does the Project fulfill the Redevelopment Plan? [Click or tap here to enter text.](#)

3. Acquisition/Relocation Activities

- If the project includes property acquisition, clearance and/or construction activities, describe how owners, tenants, and businesses will be temporarily or permanently relocated within the Redevelopment Plan. [Click or tap here to enter text.](#)
Attach relocation plan, if applicable.
- When has/will the acquisition be completed? [Click or tap here to enter text.](#)

4. Redevelopment Project Environmental Information

- Has an environmental assessment been completed for the Redevelopment Project? Choose an item.
- If so, what level of investigation was done as part of the Redevelopment Project? [Click or tap here to enter text.](#)
- Has the Redevelopment Project site been found or suspected to be contaminated? Choose an item.
- Does your Redevelopment Project include the cleanup of contaminated soils, hazardous waste or materials? Choose an item.
 - If yes, please describe information on type of cleanup, what measures have been taken to address the contamination, consultant reports, and/or Response Action Plan. [Click or tap here to enter text.](#)
- Describe positive environmental impacts of the activities that are part of the Project. [Click or tap here to enter text.](#)

5. Housing Affordability. Indicate the number of housing units planned in the Project, if any. *Attach separate sheet if necessary.*

	Total # of Units	# of Owner Units	# of Rental Units	Proposed Rents/ Sales Prices
Single Family	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Townhouse	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Apartments/Condominiums	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Duplexes	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Other:	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

- Will there be any mechanisms to ensure long-term affordability? Choose an item. If yes, please describe. Click or tap here to enter text.

6. Economic Benefits

- Current appraised or assessed value of the Project site: Click or tap here to enter text.
- Projected appraised or assessed value of the site after Redevelopment: Click or tap here to enter text.
Attach the appraisal or assessor’s current and projected values.
- What are the current property taxes for the Redevelopment Project site? Click or tap here to enter text. Pay Year Click or tap here to enter text.
- What will the estimated property tax be after redevelopment? Click or tap here to enter text. Pay Year Click or tap here to enter text.
- Project the number of new jobs on the Project site created after redevelopment. Total new jobs (FTEs only) = Click or tap here to enter text.
- Number of new jobs with wages greater than \$15.00 per hour = Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total:	Click or tap here to enter text.	

- List other sources of funds requested or considered but not obtained for the Project, and explain why they were not obtained, to the best of your knowledge. (The purpose of this question is to ensure all funds have been exhausted.) Click or tap here to enter text.

8. Readiness To Proceed.

- Please provide detailed project timeline with all actions, phases, and anticipated dates for completion. Click or tap here to enter text.
- Please indicate whether any of the following entitlement or due diligence actions are required or have been completed for the Project:
 - Comprehensive plan amendment: Status: Click or tap here to enter text.
 - Environmental review: Status: Click or tap here to enter text.
 - Market or feasibility study: Status: Click or tap here to enter text.
 - Zoning amendments or variances: Status: Click or tap here to enter text.



REDEVELOPMENT PLANNING GRANT APPLICATION

I. GENERAL INFORMATION

Planning Project Name: [Click or tap here to enter text.](#)

Applicant City: [Click or tap here to enter text.](#)

Applicant Address: [Click or tap here to enter text.](#)

Application/Project Contact: [Click or tap here to enter text.](#)

Contact Email Address: [Click or tap here to enter text.](#)

Phone Number: [Click or tap here to enter text.](#) Fax Number: [Click or tap here to enter text.](#)

Authorized Official(s) for Execution of Contracts (name and title): [Click or tap here to enter text.](#)

How much funding are you requesting? [Click or tap here to enter text.](#)

II. PLANNING AREA INFORMATION *(supply information if known)*

- General location of plan area: [Click or tap here to enter text.](#)
- Acreage of Area: [Click or tap here to enter text.](#) Number of Parcels: [Click or tap here to enter text.](#)
- Legal Description of Site: *may be attached* [Click or tap here to enter text.](#)
 - *Provide a location map, photos, and current site plan. Maps should include property boundaries, north arrow, and bar scale.*
- Briefly describe the site including previous uses, activities, prior or existing contamination, and other attempts at redevelopment. [Click or tap here to enter text.](#)
- How many residential buildings are on site? [Click or tap here to enter text.](#) Commercial buildings? [Click or tap here to enter text.](#)
- How many residential buildings are vacant? [Click or tap here to enter text.](#) Commercial buildings? [Click or tap here to enter text.](#)
- Are properties in the area currently publicly or privately owned? Choose an item.
- Current Owner(s): [Click or tap here to enter text.](#)
- After redevelopment is complete, will the site be publicly or privately owned? Choose an item.
- Post-redevelopment Site Owner(s): [Click or tap here to enter text.](#)
- When has/will acquisition be completed? [Click or tap here to enter text.](#)
- Current Appraised or Assessed Value of the Area: [Click or tap here to enter text.](#)
- Projected appraised or Assessed Value of the Area after redevelopment: [Click or tap here to enter text.](#)

Attach the appraisal or assessor's current and projected values.

III. PROJECT INFORMATION

- Describe the city’s goals and need for this project. Please explain why the redevelopment plan is needed. Click or tap here to enter text.
- Describe the type and scope of the planning project. Click or tap here to enter text.
- What outcome or product will the planning project help identify? Click or tap here to enter text.
- Describe how this planning project fits into the pre-redevelopment activities. Click or tap here to enter text.
- Describe the redevelopment project, if established, for which this planning project is a component. Click or tap here to enter text.
- Who will perform this planning project? Click or tap here to enter text.
- Identify any other Project partners such as developers, consultants, and regulating/permitting agencies: Click or tap here to enter text.
- Describe all other funding sources.

Source of Funds	Amount	Committed	Pending
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>
Total:	Click or tap here to enter text.		

- When is the planning project expected to be completed? Click or tap here to enter text.



REQUIRED RESOLUTION PROVISIONS

WHEREAS, the City of _____ has identified a proposed project within the City that meets the Dakota County Community Development Agency (CDA) Redevelopment Incentive Grant program's purposes and criteria; and

WHEREAS, the City has established a Redevelopment Plan of which the proposed project is a component; and

WHEREAS, the City has the capability and capacity to ensure the proposed project be completed and administered within the Redevelopment Incentive Grant program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission, to improve the lives of Dakota County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of _____ approves the application for funding from the Dakota County CDA Redevelopment Incentive Grant program.

BE IT FURTHER RESOLVED that upon approval of its application by the Dakota County CDA, the _____ [insert authorized official's name], the _____ [insert authorized official's title], is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.