# 2023 Transit-Oriented Development (TOD) Grant Application Narrative Question Guide

#### This document only includes the narrative application questions and is meant to be used as a tool to better facilitate team collaboration. It does not include all application questions; additional quantitative data fields are included in several sections of the WebGrants application. Submitting this document alone is not a complete application. **All applications must be submitted through the WebGrants system**.

#### Please contact Stephen Klimek at [stephen.klimek@metc.state.mn.us](mailto:stephen.klimek@metc.state.mn.us) with any questions.

## Project Description:

Describe the proposed transit-oriented development (TOD) project. *(2,000 characters)*

*Explain the current overall development project that this request will support within the 3-year grant period. You’ll be asked about past or future phases in another question. Only describe past or future phases of the project when asked, if applicable.*

Were there previous phases to this project? If yes, how did the previous phase(s) contribute to the current phase? (*2,000 characters*) *If the project does not, enter N/A.*

Will there be a distinct future phase to the project? If yes, describe the future phase(s), their outcomes, and how they will be distinguished from the current phase. (*2,000 characters*) *If the project does not, enter N/A.*

## Project Outcomes: Housing

If your project does not include any housing, you do not need to answer the narrative questions in this section.

What is the proposed starting mix of affordable units and the initial lease up plan? (*2,000 characters*)

Is the TOD project is preserving existing affordable housing? Y/N

If the TOD project is preserving existing affordable housing, describe the extent of the rehabilitation or remodeling needed on the building(s). (*2,000 characters*) *If the project is not preserving units, enter N/A*

If the TOD project is preserving existing affordable housing, describe the risk of these units no longer being affordable. Consider issues including but not limited to: (*4,000 characters*) *If the project is not preserving units, enter N/A*

* New market rate developments and/or rising rents in the project area
* Signs of cultural displacement
* Recent displacement of residents in the project area

Describe how the TOD project will create or preserve affordable housing. (*2,000 characters*) *If the project does not, enter N/A.*

Describe how the TOD project helps meet the city’s affordable housing goal. (*2,000 characters*)

*The needed affordable housing goal can be found in the online Project Data Profile tool.*

Describe how the TOD project provides housing for people who face barriers accessing safe, affordable housing. (*2,000 characters*) *If the project does not, enter N/A.*

Describe how the TOD project best meets the needs of future residents, including but not limited to: (*2,000 characters*) *If the project does not, enter N/A*

* project design
* programming for residents
* project location

Explain how the TOD project will keep affordable units affordable for a minimum of 15 years. (*2,000 characters*) *If the project does not, enter N/A.*

Describe how the TOD project helps to further equitable outcomes and reduce disparities in housing access. (*2,000 characters*) *If the project does not, enter N/A.*

*Refer to the evaluation explanations and online Project Data Profile tool and other relevant sources as needed when you answer this question.*

## Project Outcomes: Economic Opportunity

If your project does not address economic opportunity and/or include any new or retained jobs, you do not need to answer the questions in this section.

Have any tenants been secured for the commercial, industrial, or office space? Y/N

If yes, what tenants have agreed to occupy the TOD project? (*500 characters*)

If you are preserving jobs, what is the risk of those jobs going away without this TOD project? (*2,000 characters*) *If the project is not preserving jobs, enter N/A*

Describe how the TOD project will support economic opportunities for residents in the project area or living/working in the development, including but not limited to: (*2,000 characters*) *Focus on economic development and job creation/preservation or workforce development opportunities in this section. Do not address housing outcomes in this section.*

* *jobs or job training created through the project*
* *how the business model(s) supports wealth building*
* *the long term goals of the project*

Describe how the TOD project will create jobs and/or training opportunities in: (*2,000 characters*) *If the project does not, enter N/A.*

* environmental sustainability, technology, or healthcare fields
* industrial / manufacturing fields
* other local job growth priority areas

Describe how the TOD project helps to further equity outcomes and reduce disparities in economic opportunity. (*2,000 characters)* *Refer to the evaluation explanations and online Project Data Profile tool and other relevant sources as needed when you answer this question.*

## Project Outcomes: Compact, Connected Development

Describe how the TOD project will bring more activity to its site and the surrounding station area either through: *(2,000 characters)*

* greater density and/or intensity of land use
* preservation and/or reuse of existing building(s)

Describe how the TOD project will provide new or expanded uses that will diversify activity in the station area. Consider how the uses will: *(2,000 characters)*

* better meet station area user’s needs
* provide greater access to services and amenities throughout the day
* take advantage of complementary uses, and foster human-centered experiences

Explain how the TOD project is connecting to existing walking, biking, transit, or other transportation networks near the project site.Considerhow the project will make it easier for the populations its serving to: *(2,000 characters)*

* get to and from its site
* move throughout the station area using alternatives to cars including but not limited to walking, biking, rolling, among other kinds of transportation

Explain how the TOD project will generate greater transit ridership and reduce reliance on a personal vehicle. Describe increases to the number and diversity of trip purposes viable via transit during both peak and non-peak hours. *(2,000 characters)*

Describe how the TOD project is responding to the specific context of its community and its transit corridor in a way that contributes to the transit-oriented nature of the station area. Explain whether the project is advancing specific pieces of a local TOD vision for its station area or transit corridor, and how the project will mitigate or prevent displacement of existing residents and businesses. *(2,000 characters)*

Describe how the TOD project will further equitable access to transit and other transportation modes as well as services and amenities. (*2,000 characters)* *Refer to the evaluation explanations and online Project Data Profile tool and other relevant sources as needed when you answer this question.*

## Project Outcomes: Environment and Livability

Are there local environmental requirements that apply to the project site? Y/N

If yes, please list and briefly describe all applicable requirements. (*2,000 characters)*

Is the project following green design guidelines and/or meeting a green building standard? Y/N

If yes, please list and describe the green building standards including whether any certification will be pursued. (*1,000 characters)*

Is the project creating open space? Y/N

Briefly describe any open space the project is adding. (*500 characters)*

Briefly list the nearest local or regional park or trail and how far each is from the project. (*1,000 characters)*

Describe how will the TOD project will make it easier for residents to get to and from local and regional parks and trails. Consider the design of the site and surrounding environment as well as partnerships with local park agencies or related organizations. (*2,000 characters)*

Describe how the TOD project will minimize greenhouse gas emissions. (*2,000 characters)*

Describe how the TOD project will conserve natural resources. Consider issues including but not limited to: (*2,000 characters)*

* sustainable site design practices
* reuse of an existing building or building materials

Describe how the TOD project will minimize negative environmental impacts for people who will live and/or work on and around the project site. *(2,000 characters)*

Describe how the TOD project will further equity outcomes in access to greenspace and/or address environmental sustainability in places where residents have been most impacted by environmental harms. Explain the environmental harms and/or barriers to accessing greenspace present in the project area. (*2,000 characters)* *Refer to the evaluation explanations and online Project Data Profile tool and other relevant sources as needed when you answer this question.*

## Project Process

Which specific, identified need does this TOD project address? Who benefits from the project, and how? *Explain how the need was determined and who benefits now and in the future. (4,000 characters)*

What steps are the city taking to address local inequities? Consider the intended impacts of relevant: *(2,000 characters)*

* local policies
* efforts to implement more equitable development practices

Describe the community engagement process to date. Include: *(4,000 characters)*

* dates of events
* organizations involved
* techniques used to include community in the process
* how the process was tailored to the community the project is intending to serve
* the project change(s) that resulted from the engagement

How is the community engagement tailored to the TOD project’s need and context? Including but not limited to: *(2,000 characters) Use the online Project Data Profile tool or other relevant sources to discuss how engagement reflects the community the TOD project is intending to serve*

* The scope of the project
* existing relationships between the project team and the project area
* who has been historically excluded from decision making in the project area

## Project Team

Describe the full TOD project team, including: *(2,000 characters)*

* individuals and/or partners who are on the project team
* roles each team member and/or partner will play

Explain how members of the team were identified and selected, and how the team was designed to best consider the priorities of those most impacted by the TOD project and least represented in public process. *(4,000 characters)*

Outline the team’s workplan and process for working together to complete the proposed TOD project and grant requested activities. *If the project does not, enter N/A. (2,000 characters)*

Describe how the applicant city (or other government partner) is financially contributing to the TOD project. If it is not, explain why. *(2,000 characters)*

## Equity Approach

Describe how the TOD project is intentionally addressing equitable outcomes. (*4,000 characters*) *If it is not, enter N/A.*

## Grant Request & Project Funding

If necessary, add notes about your Sources and Uses.