

# Central Corridor Light Rail Transit



## Status Report On the Implementation of Mitigation Measures – CCLRT Construction-Related Business Impacts

February 2012



Prepared by  
The Central Corridor Project Office  
On behalf of  
The Metropolitan Council

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## Attachments

Attachment A	Summary of Monthly Complaints / Response / Resolution
Attachment B1	Summary of Past Monthly Meetings
Attachment B2	Summary of Upcoming Monthly Meetings
Attachment C	Neighborhood Commercial Parking Program – 2011 Status Report
Attachment D	Business Support Fund – January 2012 Status Report
Attachment E	Business Improvement / Expansion Fund Quarterly Report (U7 report to Living Cities)
Attachment F	FY 2010 U7 Accomplishments Report
Attachment G	Outreach Coordinators

## 1.0 Purpose

This Report summarizes how the Metropolitan Council and other partner agencies worked during the month of December to minimize impacts from Central Corridor LRT (CCLRT) construction to local businesses. This monthly report is a requirement of the Federal Transit Administration (FTA). The requirement is described in the Finding of No Significant Impacts (FONSI), which FTA issued following publication of the April 2011 *Supplemental Environmental Assessment of Construction-Related Potential Impacts on Business Revenues* (Business Impacts SEA).

1. Construction-related complaints and responses
2. Public outreach and communication activities
3. Funds spent to assist businesses during construction
4. Requests for business assistance and responses
5. Number of business openings / closings / relocations

### 1.1 Mitigation Activities to Assist Central Corridor Businesses

Mitigation activities to assist businesses during construction were summarized in the Business Impacts SEA and form the basis of reporting for items #3 and #4 above, as required by the FTA's FONSI. These activities focus on: (1) minimizing the impacts of construction activities; (2) communications with corridor businesses and the community regarding construction activities; (3) promotional and marketing activities to encourage customers to shop at businesses during construction; (4) technical assistance to businesses during construction; (5) financial assistance to businesses losing nearby on-street parking, and; (6) general financial assistance to small businesses affected by construction activities.

Business assistance activities are summarized in Tables 1 and 2 below.

**Table 1: Attachment A to the CCLRT Business Impacts SEA FONSI – Summary Table of Mitigation Measures and Financial Commitments**

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
Construction Contract  (see Section 2.3.5)	Construction Access Plan	\$200,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
	Contractor Incentive Program	\$850,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
Project Communications  (see Section 2.3.6)	Community Outreach Coordinators	\$4,000,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
	Construction Communication Plan (Special Signage)	\$200,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
Parking Assistance  (see Section 2.3.1)	Neighborhood Commercial Parking Program	\$2,100,000	City of St. Paul	Craig Blakely <a href="mailto:Craig.blakely@ci.stpaul.mn.us">Craig.blakely@ci.stpaul.mn.us</a> 651-266-6697
	Alley Improvements Program	\$350,000	City of St. Paul	Craig Blakely <a href="mailto:Craig.blakely@ci.stpaul.mn.us">Craig.blakely@ci.stpaul.mn.us</a> 651-266-6697
Business Assistance Programs  (see Section 2.3.2)	Business Support Fund	\$4,000,000	City of St. Paul	Nancy Homans <a href="mailto:Nancy.homans@ci.stpaul.mn.us">Nancy.homans@ci.stpaul.mn.us</a> 651-266-8568
	Business Improvement / Expansion Assistance	\$700,000 <sup>(1)</sup>	Neighborhood Development Center	Isabel Broyld <a href="mailto:ibroyld@ndc-mn.org">ibroyld@ndc-mn.org</a> 651-379-3782
	Business Resources Collaborative	\$315,000 <sup>(5)</sup>	N/A	Jonathan Sage-Martinson <a href="mailto:jonathan@funderscollaborative.org">jonathan@funderscollaborative.org</a> 651-280-2384
	University Avenue Business Preparation Collaborative	\$875,000 <sup>(2)</sup>	N/A	Isabel.broyld <a href="mailto:ibroyld@ndc-mn.org">ibroyld@ndc-mn.org</a> 651-379-3782
	Great Streets and Business Association Assistance Program	\$210,000	City of Minneapolis	Emily Stern <a href="mailto:Emily.stern@ci.minneapolis.mn.us">Emily.stern@ci.minneapolis.mn.us</a> 612-673-5191
	Other	\$7,670	N/A	Jonathan Sage-Martinson <a href="mailto:jonathan@funderscollaborative.org">jonathan@funderscollaborative.org</a> 651-280-2384
	Business Marketing Program <sup>(4)</sup>	\$1,200,000	Metropolitan Council	Anne Taylor <a href="mailto:anne.taylor@metc.state.mn.us">anne.taylor@metc.state.mn.us</a> 651-602-1449
University Avenue / Cedar Riverside Betterments	Improved Street Lighting / Street Amenities	\$1,000,000 <sup>(3)</sup>	City of St. Paul / Metropolitan Council	Kathryn O'Brien <a href="mailto:kathryn.obrien@metc.state.mn.us">kathryn.obrien@metc.state.mn.us</a> 651-602-1927

Mitigation Measures		Financial Commitment	Responsible Agency	Contact Information
(see Section 2.3.3)	Business Façade Improvements	\$150,000	City of Minneapolis	Emily Stern <a href="mailto:Emily.stern@ci.minneapolis.mn.us">Emily.stern@ci.minneapolis.mn.us</a> 612-673-5191
Promoting Business Access	Additional Business Signage	\$50,000	Metropolitan Council	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
(see Section 2.3.4)	Cooperative Advertising and Transit Fare Passes	\$250,000	Metro Transit	Robin Caufman <a href="mailto:Robin.caufman@metc.state.mn.us">Robin.caufman@metc.state.mn.us</a> 651-602-1457
<b>TOTAL</b>		<b>\$16,457,670</b>		

- (1) This amount reflects a decrease of \$150,000 from the amount reported in the Business Impacts SEA. This decrease reflects the actual amount dedicated in Living Cities funds to this effort.
- (2) This amount reflects an increase of \$200,000 from the amount reported in the Business Impacts SEA. This increase reflects an additional commitment of \$200,000 in funding from the Central Corridor Funders Collaborative supporting business marketing and support efforts.
- (3) This amount reflects an increase of \$350,000 from the amount reported in the Business Impacts SEA. This increase reflects the actual amount dedicated to this effort.
- (4) This amount was approved September 28, 2011 by the Metropolitan Council to be used to retain a consultant to provide marketing assistance to Central Corridor businesses.
- (5) This amount reflects an increase of \$75,000 from the amount reported in the Business Impacts SEA. This increase reflects additional funds committed by the Central Corridor Funders Collaborative for marketing efforts from November 2011 to March 2012.

**Table 2: Attachment A to the CCLRT Business Impacts SEA FONSI – Mitigation Measures: Staffing and Contract Commitments (Non-Direct Financial Commitments)**

Mitigation Measures		Responsible Agency
Construction Contract	Special Events Plans	Metropolitan Council/Contractor
	Best Management Practices (BMPs)	Metropolitan Council/Contractor
Project Communications	Contractor Community Relations Leader	Contractor
	Construction Communication Plan	Metropolitan Council
	Construction Information Packet	Metropolitan Council
	Construction Signage	Metropolitan Council/Contractor
Parking Assistance	Construction Employee Parking Plan	Metropolitan Council/Contractor

This Report will be updated by the Metropolitan Council monthly throughout construction. The construction period is currently scheduled to be completed in 2013.

## 2.0 Activities Reported

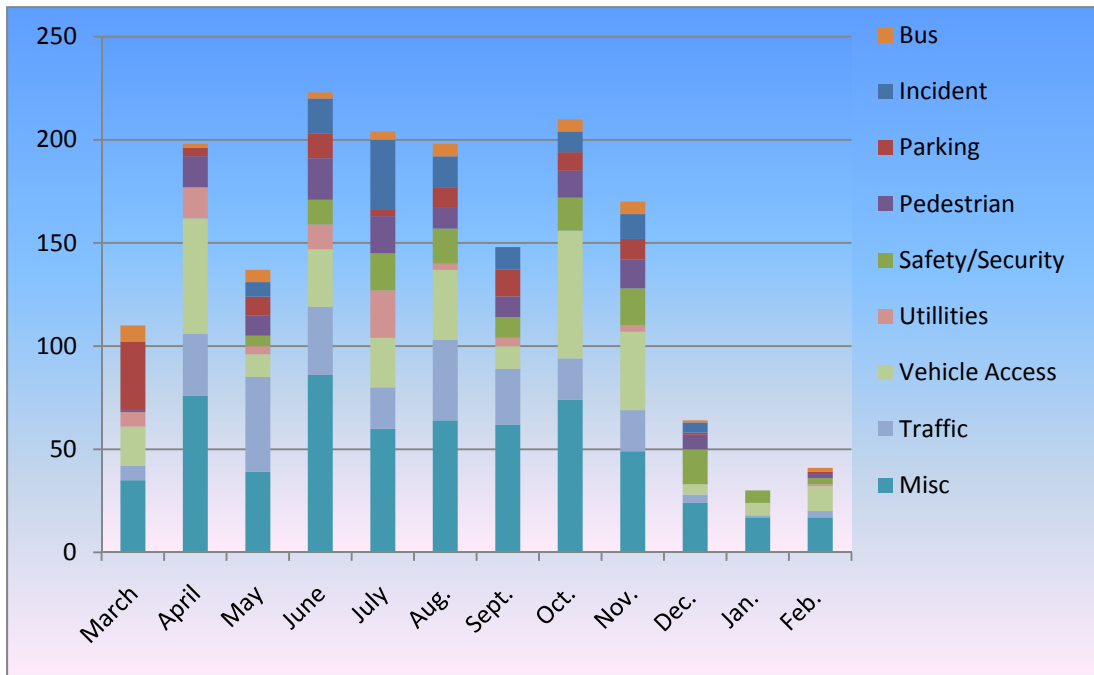
### 2.1 Construction-related Calls, Complaints and Responses

Attachment A to this Report is a summary of construction and other calls and complaints received during the month of February and their response / resolution. During this month, a total of 41 complaints, comments or questions were received by Central Corridor Project Office staff (see Figure 1). This compares to a total of 30 in the month of February. A majority of calls and e-mails were responded to within 24-hours. Most issues were responded to within 1 week.

- Calls/complaints received in the month of February concerned some of the following:
  - Inquiries about the 2012 construction schedule;
  - Questions about bus routes and detours;
  - Concerns about vehicle access; and,
  - Concerns about pedestrian access/sidewalks.

Figure 1 is a summary, sorted by subject, of construction-related calls and e-mails received in from March 2011 to February 2012.

**Figure 1: 2011-2012 Construction Hotline Complaints Received**





## 2.2 Public Outreach and Communication Activities

During the month of February, the following major outreach activities took place.

**Construction Updates:** Construction updates, including maps of construction activities, were published weekly for the following areas:

- Downtown St. Paul
- University Avenue (Emerald and Robert Street)
- Minneapolis (I-35W to Emerald)

Weekly construction updates for other portions of the Project will likely begin in March with the resumption of heavy construction activities. All current construction updates can be viewed at [www.centralcorridor.org](http://www.centralcorridor.org). In the last month, approximately 9,262 hits were recorded of users visiting the CCLRT Web site.

**News Releases:** Two news releases / news advisory were issued in February, covering the following subjects:

- Making Tracks newsletter
- Last and busiest year of heavy constructing getting underway

All current news releases can be viewed at [www.centralcorridor.org](http://www.centralcorridor.org)

**Transit Rider Alerts:** A link has been established on the home page of Metro Transit alerting riders of Central Corridor transit services affected by construction to detours and other information. <http://metrotransit.org/rail-construction.aspx>

**Constant Contact:** Constant Contact is a listserv that CCLRT Outreach and Communications staff uses to update people on project news, including construction activities. It currently has over 5,700 contacts to which information project information is sent.

**Social Media:** CCLRT Outreach and Communications Staff uses Twitter to send press releases, newsletters, and weekly construction updates to the public. At the end of February @cclrt had 1,494 followers.

**February Public Meetings / Events:** Approximately 54 meetings / events took place in February attended by over 830 people. These included meetings with construction communication committees, two Lunch on the Avenue events, access meetings with individual businesses, residents and the public, and meetings with various interest groups concerned with pedestrian walkability/accessibility issues. See Attachment B1 for a list of all meetings held in February.



**Gordon Parks High School art students with artist Seitu Jones (red shirt) and panels that will be part of the fabrication of LRT station art at Lexington Parkway**

**Upcoming Public Meetings / Events:** A list of upcoming meetings scheduled for the month of March is included as Attachment B2. Many of the meetings listed are open to the public. More details can be had by contacting the Outreach Coordinator identified in Attachment B2.

## 2.3 Funds Spent to Assist Businesses during Construction

The following is a summary of monthly activities related to the programs summarized in Tables 1 and 2 above.

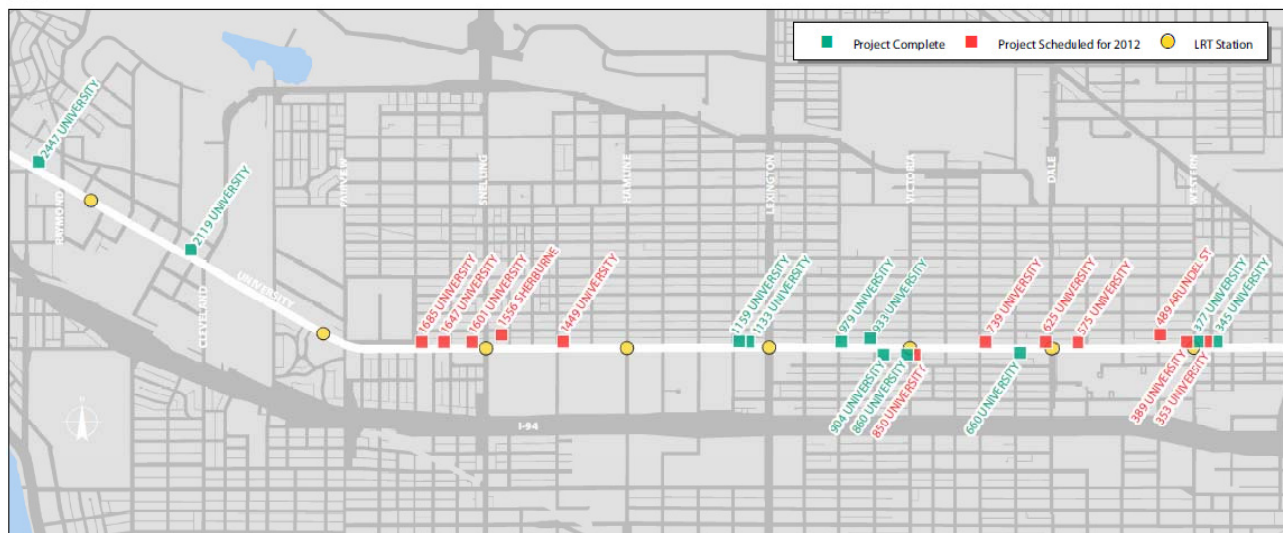
### 2.3.1 Parking Assistance:

**Neighborhood Commercial Parking Program:** The City of St. Paul is funding and administering a program to address parking loss during and after CCLRT construction. The program provides low-interest loans to individual businesses that can be used to reach agreements with other businesses for shared parking, or for limited construction to improve off-street parking. Figure 2, below, depicts the locations where parking lot improvements have been or are being made.

**Figure 2 – Parking Lot Improvement Locations**



Neighborhood Commercial Parking Program Progress Report - November 21, 2011



### Significant Activities:

To date, the City of St. Paul HRA has approved \$1,325,000 in funding for 24 parking improvement projects.

- As of the end of the 2011 construction season, the following parking improvement projects have been completed under this program:
  - 345 University – Metro Social Services
  - 860-866 University – Victoria Best Steak House and E-W Beauty Salon
  - 904 University – Thong’s Auto Repair
  - 933 University – Safety Care
  - 1133-1141 University – Twin Cities Monument/Kimble Chiropractic
  - 1159 University – The Vietnam Center
  - 2447 University – Design Press



- 377 University – May’s Market
- SE corner of St. Albans and University
- 979 University – Shear Pleasure
- 2119 University – Subway parking lot
- The following parking improvement projects will be completed in spring 2012:
  - 1685 University – Milbern Clothing
  - 353 University – Ha Tien Market
  - 389-393 University – Anh’s Hair Salon
  - 489 Arundel – a remote lot for 441 University
  - 575 University – Unidale Insurance
  - NW corner of Dale and University – Hickory Hut
  - 739 University – Trung Nam
  - 850-856 University – Tai Hoa BBQ
  - 1449 University – Hair Salons
  - NE block of Snelling and University – central parking lot on Sherburne
  - NW block of Snelling and University – shared parking between Axman and Turf Club
  - 1647 University – Hammond Awards

See Attachment C for the City of St. Paul’s neighborhood parking program status report.

**Alley Improvements Program:** The City of St. Paul has dedicated \$350,000 in their Capital Improvement Budget to improve alleys adjacent to the Central Corridor.

**Significant Activities:**

- All of the committed funds (a total of \$350,000) have been obligated in the City of St. Paul’s Capital Improvements Budget (CIB) to complete this program. As of the end of the 2011 construction season, the following alley projects have been completed:
  - Lexington to Oxford (north side of University)
  - Victoria to Avon (south side of University)
  - Avon to Grotto (north side of University)
  - Grotto to St. Albans (bet. Thomas & Lafond)
  - Grotto to St. Albans (north side of University)
  - St. Albans to Dale (north side of University)
  - MacKubin to Arundel (bet. Edmund & Thomas)
  - Arundel to Western (north side of University)
  - St. Albans to Dale (added as part of a parking improvement project)
  - Arundel to Western (north side of University)
- The following projects will be completed in 2012
  - Fry to Snelling (north side of University)
  - Snelling to Asbury (north side of University)
  - Pascal to Albert (north side of University)

**Construction Employee Parking Plan:** Central Corridor LRT construction contracts require contractors to minimize use of available on-street parking by developing an employee parking plan.

**Significant Activities:**

A construction employee parking plan has been developed, submitted, and approved by CCPO staff for the Civil East (St. Paul) and Civil West (Minneapolis) construction contracts. Enforcement of contractor parking requirements is part of the duties of CCPO construction inspectors. Any

complaints received from the public regarding contractor parking are immediately responded to by CCPO outreach staff.

### **2.3.2 Business Assistance Programs:**

**Business Support Fund:** The Business Support Fund program provides no-interest forgivable loans to small businesses (gross annual sales less than \$2 million) that experience construction-related loss of sales.

#### **Significant Activities:**

The Business Support Fund administrators established targeted amounts of funds available to different areas along the corridor. The areas are summarized in the table below, along with the total targeted amount and the amount disbursed to date in the area. See Attachment D for a visual depiction of these areas and the status of funds disbursed to date.

<b>Financial Activities – Business Support Fund</b>	<b>Allocation</b>	<b>Approved</b>	<b>Available</b>	<b>Percent Remaining</b>
<b>City of Minneapolis</b>				
Cedar Riverside North	\$129,496	\$55,684	\$73,812	57%
Cedar Riverside South	\$160,329	\$217,744	(\$57,415)	(36%)
Stadium Village	\$221,994	\$180,000	\$41,994	19%
Prospect Park	\$345,324	\$0	\$345,324	100%
<b>Minneapolis Total</b>	<b>\$857,143</b>	<b>\$453,428</b>	<b>\$403,715</b>	<b>47%</b>
<b>City of St. Paul</b>				
Emerald to Hampden (North Side of University Avenue)	\$169,616	\$91,497	\$78,119	46%
Emerald to Hampden (South Side of University Avenue)	\$514,149	\$45,321	\$468,828	91%
Hampden to Aldine (North Side of University Avenue)	\$524,749	\$128,013	\$396,736	76%
Hampden to Aldine (South Side of University Avenue)	\$180,217	\$191,036	(\$10,819)	(6%)
Aldine to Syndicate (North Side of University Avenue)	\$222,621	\$248,118	(\$25,497)	(11%)
Aldine to Syndicate (South Side of University Avenue)	\$270,326	\$65,918	\$204,408	76%
Syndicate to Rice (North Side of University Avenue)	\$593,657	\$0	\$593,657	100%
Syndicate to Rice (South Side of University Avenue)	\$381,636	\$0	\$381,636	100%
Lowertown St. Paul	\$95,409	\$111,912	(\$16,503)	(17%)

<b>St. Paul Total</b>	<b>\$2,952,380</b>	<b>\$881,815</b>	<b>\$2,070,565</b>	<b>70%</b>
<b>Grand Total</b>	<b>\$3,809,523</b>	<b>\$1,335,243</b>	<b>\$2,474,280</b>	<b>65%</b>

During the months of February, March, and April, the Business Support Fund will be on hiatus as 2012 construction gets underway. New applications will not be solicited or accepted during this time. Efforts during these months will focus on closing loans, and disbursing the funds, approved during the 2011 construction season. Businesses located in Segment 2 (Hamline Avenue to Rice Street) can apply to the program 60 days after the beginning of 2012 construction, or March 1, 2012.

The total value of loans approved to date through the Business Support Fund is \$1,335,243.

**Business Improvement / Expansion Assistance:** The Business Improvement / Expansion Assistance program includes \$700,000 available in loan, grant, and Program Related Investment (PRI) funds to assist targeted businesses with significant growth opportunities and/or that are in a position to buy or improve their own buildings with the goal of reinforcing the importance of locally- and minority-owned businesses to the Central Corridor. This program will be administered by the Neighborhood Development Center (NDC).

**Significant Activities:**

There are a total of 13 Living Cities potential loan projects in the pipeline, which were developed in Fall 2011

See Attachment E for a report prepared by U7 summarizing program activities to date.

<b>Financial Activities:</b>	<b>Amount</b>
Business façade improvement for small businesses	\$49,500
Loan Loss Reserve Fund that supports Program Related Investment loan for building owners and business expansion	\$100,000
NDC's administrative costs	\$33,500
<b>Total</b>	<b>\$183,000</b>

**Business Resources Collaborative (BRC):** The Business Resources Collaborative (BRC) is an informal coalition that provides support and technical assistance to businesses affected by the Central Corridor LRT Project. The BRC has received \$315,000 in grants in support of its operations. The BRC provides the following services to businesses along the Central Corridor:

- o Provide business consulting and technical assistance (e.g., business and real estate development loan assistance; parking; energy efficiency programs; advocacy, information and referrals).
- o Provide and maintain a business resource/information clearinghouse (<http://www.readyforrail.net>).
- o Provide a grassroots "buy local" marketing campaign to help provide customers to Central Corridor businesses during project construction.

<b>Financial Activities:</b>	<b>Amount</b>
Creation and facilitation of Central Corridor Business Resources Collaborative. (June 2009)	\$15,000

Creation of the Central Corridor Funders Collaborative Corridor-wide business development strategy, announcement of the strategy, creation of an evaluation framework, and facilitation for 2010. (Feb. 2010)	\$90,000
Grassroots buy local marketing plan. (Nov. 2010)	\$50,000
City of St. Paul funding to Midway Chamber of Commerce to assist in business marketing efforts.	\$25,000
Central Corridor Funders Collaborative funding to Midway Chamber of Commerce to assist in Business Marketing Efforts	\$75,000
<b>Total</b>	<b>\$255,000</b>

**University Avenue Business Preparation Collaborative (U7):** The University Avenue Business Preparation Collaborative (U7) was created by community development organizations to provide marketing support, on-site business consulting, resource center and planning center, small business workshops, grants for marketing and façade improvements, microlending and financing support to small businesses along the Central Corridor. All funds reported in the Business Impacts SEA for this activity have been disbursed.

**Significant Activities:**

Significant activities currently underway as part of this program include:

- Providing accounting services to numbers of small businesses through the Ready for Rail initiative.
- Providing full branding packages to Global Hair Salon and Spa, Structure & Flow, Milan's Motors, Cyber Café, and Xtreme Beauty.
- Completion of Web sites for Grooming House, DPI Printing, and the Cave Cave Mobile Truck.

Since April 2009, U7 staff has provided 135.5 hours of assistance to 47 Central Corridor businesses.

(See Attachment F for a list of FY 2010 (April 2010 to April 2011) accomplishments.)

<b>Financial Activities</b>	<b>Amount</b>
Program to help small through training, technical assistance, and financing. (Jan 2009)	\$200,000
Program to help small business through training, technical assistance, and financing. (Feb. 2010)	\$100,000
Program to help small businesses through training, technical assistance, and financing.(Sept. 2010)	\$100,000
Program to help small businesses through training, technical assistance, and financing. (April 2011)	\$200,000
Bigelow Foundation (\$50,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.	\$125,000
St. Paul Foundation (\$75,000 in 2009 and \$75,000 in 2010) to prepare small businesses for Central Corridor LRT construction.	\$150,000
<b>Total</b>	<b>\$875,000</b>

**Great Streets and Business Association Assistance Program:** The City of Minneapolis will contribute a total of \$210,000 for business technical and marketing support.

During the month of February, \$9,200 was disbursed to the Stadium Village Commercial Association under their Great Streets contract for supporting SVCA's intensive outreach to businesses about CCLRT support services and the Business Support Fund. A portion of these funds was also used to pay for marketing campaigns and promotions to attract customers to Stadium Village businesses during construction.

<b>Financial Activities (Minneapolis along University Ave, Cedar Riverside):</b>	<b>Amount</b>
Business Association Assistance Program	\$13,000
Great Streets Business District Support Grants	\$119,000
City Business Finance Assistance to the African Development Center	\$40,000
<b>Total</b>	<b>\$172,000</b>

**Other Business Assistance:** The "Other" category in Table 1 consists of funding commitments from the Central Corridor Funders Collaborative (CCFC). All funds reported in the Business Impacts SEA for this activity have been disbursed.

<b>Financial Activities</b>	<b>Amount</b>
Central Corridor Partnership to support public presentations from Bill Knowles (business mitigation consultant)	\$3,000
Asian Economic Development Association to support consultation / presentations by Thao Tran (business mitigation consultant).	\$4,670
<b>Total</b>	<b>\$7,670</b>

**Business Marketing Program:** On September 28, 2011, the Metropolitan Council approved the use of \$1.2 million in Central Corridor LRT project contingency funding for use to market businesses during project construction. The program will focus on increasing awareness of the diversity of businesses in the Central Corridor area of St. Paul and Minneapolis, increase customer traffic, and minimize lost business revenues.

**Significant Activities:**

The Met Council and the City of St. Paul are in the midst of negotiating the contract and appropriate agreements in order to implement the program.

**2.3.3 University Avenue / Cedar-Riverside Betterments:**

**Improved Street Lighting / Street Amenities:** The City of St. Paul has contributed additional funds to the project in the amount of \$1,000,000 to include street lighting, colored paving, and other amenities within the public right of way, to enhance the pedestrian character of University Avenue and downtown business districts.

**Significant Activities:**

These improvements will be implemented concurrently with CCLRT construction, but will be funded by the City of St. Paul. To date, no funds have been expended.

**Business Façade Improvement Financing:** The City of Minneapolis has committed \$150,000 for business façade-improvement matching grants to businesses along the project corridor.

**Significant Activities:**

To date, the City of Minneapolis has expended \$53,530 for the Great Streets Façade Improvement Program in Central Corridor business districts. No new façade improvement grant applications were received in the month of February.

**2.3.4 Promoting Business Access:**

**Additional Business Signage:** The Metropolitan Council will employ movable variable message signs during construction to assist travelers in accessing businesses in response to frequent changes in construction activities. A total of \$50,000 will be allocated by the Metropolitan Council for this additional business signage.

**Significant Activities:**

All funds (\$50,000) in this category have been expended to purchase the variable message signs.

For much of February, the signs were in storage; however, they were in use for the last days of March, alerting drivers to the traffic switch on University Avenue in advance of construction beginning March 1.



**VMS used to alert drivers to the traffic switch on University Avenue**

**Cooperative Advertising and Transit Fare Passes:** Metro Transit will provide \$250,000 in marketing support in the form of cooperative advertising and fare passes to businesses for distribution to customers.

**Significant Activities:**

To date, a total of \$22,155 has been expended on the following activities:

- **Development / Deployment of Metro Transit Bus Side Ads:** A total of six Metro Transit buses are presently being used to promote patronage of Central Corridor businesses during construction. These ads will run from May through November.
- **Go To Passes for U7 Business Support Staff:** Four Go To Passes with two months fare were provided to U7 to support their outreach efforts to Central Corridor businesses by providing transportation to interns going door-to-door to talk about available loan programs and related workshops.



**2.3.5 Construction Contract:**

**Construction Access Plans:** Construction contracts (Civil East – St. Paul, and Civil West – Minneapolis) include \$200,000 for construction access plans. Businesses will be notified of any changes to access at least two weeks prior to the start of construction.

**Significant Activities:**

During the month of February, the following activities took place:

- CCPO Outreach staff met with numerous businesses whose access will be affected by 2012 construction to develop plans to maintain alternate access during construction.

**Contractor Incentive Program:** A contractor incentive program is being provided for the two major construction contracts (Civil East – St. Paul and Civil West – Minneapolis). This program is intended to encourage effective communication and cooperation between the contractor, businesses and residents. A Construction Communication Committee (“CCC”) comprised of business owners, residents, and other stakeholders will be created for each outreach sector identified in contract documents. The CCC will meet every two weeks to vote on identified evaluation criteria measuring contractor efforts to minimize construction-related impacts and award quarterly incentives to contractors demonstrating compliance with these measures. The construction contracts include an \$850,000 allowance (projectwide total) for the contractor incentive program.

**Significant Activities:**

To date, five evaluations have taken place by CCC’s for the Civil East and Civil West construction contracts. The following table summarizes, by contract by Quarter, the Contractor Incentive funds available and the amount the CCC voted to award, based on Contractor performance.

	Civil East		Civil West	
	Funds Available	Funds Awarded	Funds Available	Funds Awarded
<b>2010 – Quarter 4</b>	\$50,000	\$46,920 (94 percent of total)	\$10,000	\$9,920 (99 percent of total)
<b>2011 – Quarter 1</b>	\$40,000	\$30,993 (77 percent of total)	\$20,000	\$20,000 (100 percent of total)
<b>2011 – Quarter 2</b>	\$60,000	\$25,085 (42 percent of total)	\$25,000	\$18,891 (75 percent of total)
<b>2011 – Quarter 3</b>	\$70,000	\$23,200 (33 percent of total)	\$25,000	\$20,000 (80 percent of total)
<b>2011 – Quarter 4</b>	\$70,000	\$27,500 (39 percent of total)	\$25,000	\$18,150 (73 percent of total)

<b>Total (to date)</b>	<b>\$290,000</b>	<b>\$153,698 (53 percent of total)</b>	<b>\$105,000</b>	<b>\$86,961 (83 percent of total)</b>
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For the most recent evaluation period (Quarter 4, 2011), the Civil West Contractor, AMJV, was awarded 73 percent of eligible incentive funds. Comments from evaluators included concerns related to construction vehicles parking in loading areas or at parking meters. Positive feedback was received regarding outreach efforts and coordination of sidewalk construction with businesses. The Civil East Contractor, Walsh Construction, was awarded 39 percent of eligible incentive funds. Comments included concerns related to pedestrian access and construction vehicles and activities blocking access to businesses. Positive feedback was received regarding Walsh's hiring of a new outreach coordinator, whose efforts resulted in 20 percent fewer hotline calls between October and November and also resulted in a percentage point increase of six percent from the previous award period.

### **2.3.6 Project Communications:**

#### **Construction Communication Plan (Special Signage):**

Construction signage will include "Open or Business" signage and other information alerting drivers and pedestrians to construction impacts or other relevant information (e.g., available parking, alternative access, etc.). Approximately four signs will be required per block of construction, and signs will be in place until substantial completion of construction of the surface elements of the project.

#### **Significant Activities:**

Construction signage is in place in areas where Civil East (St. Paul) and Civil West (Minneapolis) construction activities are ongoing.

**Community Outreach Coordinators:** Community Outreach Coordinators will be provided by the Metropolitan Council throughout project construction. The Community Outreach Coordinators act as a liaison between the public and local businesses, including minority-owned businesses, and project contractors. Community Outreach Coordinators are available to answer questions and direct specific construction related concerns back to project contractors and the Metropolitan Council. The Metropolitan Council has dedicated \$4,000,000 to this effort, which includes salary and benefits for a fully staffed Central Corridor Outreach and Communications Team for the four years of project construction from 2010 through 2013. See Attachment G for a display of current Outreach staff and their contact information.

## **2.4 Requests for Business Assistance and Response**

Several of the programs summarized in Section 3 involve direct assistance to businesses in the forms of loans, grants, or other direct assistance. Programs that are managed in this way are listed below, along with information on the number of requests to receive assistance from these programs.

Neighborhood Commercial Parking Program (City of St. Paul): To date, a total of 50 applications have been received by the City of St. Paul and 24 projects have been funded.

Business Support Fund: To date, a total of 111 applications have been received by the City of St. Paul and 98 have been approved for funding. Of the 13 applications not funded:

- One of the applicant businesses closed prior to the loan being disbursed.
- Six of the 13 were not eligible as they actually demonstrated business revenues that increased from periods prior to construction.
- Two of the 13 were not eligible as they were not retail establishments.

- Two of the 13 was not eligible as they were outside the established geographic area for qualified applicants.
- One of the 13 did not meet minimum required time for being in business on the corridor (one-year minimum).
- One of the 13 was the subject of an adverse action taken by the City of St. Paul and was evicted by the landlord before the loan application was processed

(See Attachment C for a visual depiction of the status of funds approved.)

Business Improvement / Expansion Assistance: Currently there are 13 potential projects being investigated with three projects moving through to a loan application – all of the projects moving forward to a loan application are for businesses between Lexington Parkway and Rice Street in St. Paul.

Business Façade Improvement Financing (City of Minneapolis): To date, 18 applications have been received to access funds administered through this program with 15 applications approved and/or funded (one additional application was submitted and then later withdrawn).

## 2.5 Business Openings / Closings / Relocations

The following update on number of Central Corridor business openings, closings, and relocations uses data gathered by CCPO Outreach staff. Outreach staff maintains an inventory of Central Corridor businesses, which serves as a comprehensive contact database. This inventory is a list of street-level business establishments that are found along the Central Corridor alignment from the West Bank area of Minneapolis to downtown St. Paul.



The information in the following table reflects known business openings, closings and relocations on the Central Corridor for the month of February.

### Change in Central Corridor Businesses (February 1, 2012 to February 29, 2012)

Business Openings	5
Business Closings	4
Business Relocations Off Corridor	0
Business Relocations On Corridor	0

### 3.0 Frequently Asked Questions

#### 3.1 How do I request a translated summary of this report?

Please contact the Central Corridor Public Outreach and Communications Team for assistance:

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Hotline: 651-602-1404

#### **Requesting a Spanish Summary of Report:**

¿Cómo puedo solicitar un resumen traducido de este informe?

Por favor comuníquese con el *Equipo de Corredor Central Publico de Alcance y Comunicación* (Central Corridor Public Outreach and Communications Team) para asistencia.

Correo electrónico del Equipo de Corredor Central: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Línea de ayuda: (651) 602-1404

#### **Requesting a Vietnamese Summary of Report:**

Làm thế nào để yêu cầu một bản tóm tắt dịch của báo cáo này?

Xin vui lòng liên hệ với Central Corridor Public Outreach and Communications Team để được hỗ trợ:

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Hotline: 651-602-1404

#### **Requesting a Somali Summary of Report:**

Sideen u dalbadaa warbixintaan kooban oo la fasiray?

Fadlan la soo xiriir Central Corridor caawimada dadweeynaha iyo kooxda fariinta dadweeynaha u qaabilsan.

Central Corridor Eemeylkoodu waa: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Telefoonka: 651 602 1404

#### **Requesting a Hmong Summary of Report:**

Yuav ua li cas thiab li thov tau daim ntawv txhais ua lus Hmoob txog cov xov xwm no?

Yog koj xav tau kev pab, thov hu los yog sau ntawv rau tom cov Koos Haum (Central Corridor Public Outreach and Communications Team).

Sau ntawv rau: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Xov Tooj: 651-602-1404

#### 3.2 How can I report a construction-related problem?

To report problems that arise during construction, call the 24-hour hotline at 651-602-1404.

### **3.3 How can I get information on business assistance during construction?**

“Ready for Rail” is a great source for information on programs to assist Central Corridor businesses during construction and can be found at <http://www.readyforrail.net/> or by calling 651-280-2384.

### **3.4 How can I comment on the project?**

The outreach program provides many avenues for people to submit comments and concerns. The outreach team forwards your comments and concerns to the engineers.

Central Corridor email: [centralcorridor@metc.state.mn.us](mailto:centralcorridor@metc.state.mn.us)

Phone line: 651-602-1645

Attend a public meeting. See the Central Corridor meetings page at [www.centralcorridor.org](http://www.centralcorridor.org)

### **3.5 Where do I get information about job opportunities**

The Met Council and Central Corridor Funders Collaborative created [www.lrtworks.org](http://www.lrtworks.org) for job seekers to register their qualifications.

### **3.6 How can the public get construction information?**

Details about construction will be available at [www.centralcorridor.org](http://www.centralcorridor.org) and the public will be notified in advance about work, including detours and road closures. Project outreach coordinators began surveying business and property owners in the spring of 2008 for details on their points of access to help engineers design the line and plan construction.

# **Attachment A**

## **Summary of Monthly Complaints / Response**



Category	Description	Response	Responded within 24 Hours	Responded within 1 Week	Date Received	Date Responded
<b>Civil East</b>						
Bus	Bus routes	Laura directed caller to costumer	X		02.27.2012	02.27.2012
Bus	Bus and Vehicle access	Rita responded via phone		X	02.24.2012	02.27.2012
Misc	Crosswalk at intersection of 4th & Minnesota St.	Dana responded via email		X	02.21.2012	02.23.2012
Misc	Noise	Kimberly responded and told caller loud work would be done by 3pm.	X		02.11.2012	02.11.2012
Misc	The pump or the sewer in her basement is backing up and broken.	Nkongo responded via phone. Not LRT related.	X		02.21.2012	02.21.2012
Misc	Trucks	2-28-12 Rita talked to caller and referred him to Kimberly from Walsh Construction.	X		02.28.2012	02.28.2012
Misc	Construction	Assigned to wrong coc	X		02.15.2012	02.15.2012
Misc	Signage	Assigned to wrong person	X		02.16.2012	02.16.2012
Misc	Damage to car due to pothole	Michelle responded to caller; directed caller to Kimberly. Kimberly returned call - see above.	X		02.29.2012	02.29.2012
Misc	Damage to car due to pothole	Kimberly to add feedback. See above.	X		02.29.2012	02.29.2012
Misc	Pot holes	Nkongo called back.	X		02.27.2012	02.28.2012
Misc	Vehicle Access	Dana Happel responded by email	X		02.27.2012	02.28.2012
Misc	Sidewalk repavement	Laura emailed a response to the question		X	02.25.2012	02.27.2012
Misc	Where do you put the snow?	Nkongo responded via email.		X	02.23.2012	02.27.2012
Misc	Construction by tunnel	Staff called back and provided requested information.		X	02.15.2012	02.20.2012
Misc	Special Noise Variance	Nkongo responded via email.		X	02.15.2012	02.28.2012

Parking	Parking	Michelle responded; explained upcoming Xcel work which was	X		02.29.2012	02.29.2012
Pedestrian	Pedestrian access	Nkongo responded via phone. Not LRT related.	X		02.27.2012	02.27.2012
Safety Security	Safety & vehicle access	Kimberly responded viua phone.			02.15.2012	
Safety Security	Safety	Michelle forwarded to Walsh for follow up.	X		02.19.2012	02.19.2012
Traffic	Vehicle Access	Laura answered callers questions and directed her to sign up for construction update	X		02.27.2012	02.27.2012
Traffic	Signage	Returned phone call and left message with caller.	X		02.16.2012	02.16.2012
Vehicle Access	Vehicle Access	Nkongo responded to caller; provided construction schedule.	X		02.28.2012	02.28.2012
Vehicle Access	Vehicle Access	Michelle responded; forwarded to Metro Transit who take care of the issue.	X		02.29.2012	02.29.2012
Vehicle Access	Vehicle Access	Dana and Nkongo responded issue	X		02.27.2012	02.27.2012
Vehicle Access	Hole Dug by Xcel in the Way of Deliveries	Nkongo called back. Advised Xcel to maintain access.	X		02.27.2012	02.27.2012
Vehicle Access	Vehicle Access	Nkongo responded via email.	X		02.24.2012	02.24.2012
Vehicle Access	Vehicle Access	Dana called caller to answer question	X		02.24.2012	02.24.2012
Vehicle Access	Sidewalk Cutouts	Nick Landwer called Jim and went over the plans. Issue resolved.	X		02.23.2012	02.23.2012
Vehicle Access	Vehicle Access	Nkongo responded via email.		X	02.23.2012	02.27.2012
<b>Civil West</b>						
Misc	Flood Light	Light fixture adjusted.	X		02.28.2012	02.28.2012
Misc	Concern about Construction Hours	Dan responded by phone, informed caller that CCPO would be looking into conducting night work	X		02.24.2012	02.24.2012
Misc	Signage	Dan responded by phone, private work sign owner notified to review and remove if possible	X		02.20.2012	02.21.2012

Pedestrian	Request for Ontario St intersection crossing	North-south crossing at Washington and Ontario closed to pedestrians and vehicles per contract specs			02.21.2012	03.15.2012
Traffic	Vehicle Access	Jessica Hill called back to discuss.	X		02.23.2012	02.23.2012
Utilities	Construction Work	Dan responded by phone. Not CCLRT related. Not on CCLRT alignment.	X		02.16.2012	02.16.2012
Vehicle Access	Vehicle Access	Dan responded by voicemail. Bus stop at Malcolm and University maintained during CCLRT construction	X		02.29.2012	02.29.2012
Vehicle Access	Arby's Individual Business Access	Dan responded by email, business access plans will be distributed two weeks before construction	X		02.26.2012	02.27.2012
Vehicle Access	Vehicle Access	Dan responded by email. Two possible routes provided.			02.15.2012	02.23.2012

**Attachment B1**  
**Summary of Past Monthly Meetings**  
**(February 2012)**

# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/6/12	12:00 PM	3400 University Ave SE, Minneapolis, MN 55414	CCPO	Precondition Survey	CCPO, Braun Intertec, Property Owner	4	Pfeiffer, Daniel
2/21/12	11:30 AM	Theatre in the Round, 245 Cedar Ave S, Minneapolis, MN, 55454	CCPO	West Bank Construction Communication Committee	CCPO Technical Staff, Committee Members	9	Pfeiffer, Daniel
2/23/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank Construction Communication Committee	CCPO, Technical Staff, Committee Members	16	Pfeiffer, Daniel
2/28/12	9:00 AM	2950 University Avenue SE, Minneapolis, MN 55414	CCPO	Prospect Park Construction Communication Committee	CCPO Technical Staff, Committee Members	10	Pfeiffer, Daniel
2/28/12	10:00 AM	839 University Avenue W., Saint Paul, MN 55104	Nkongo Cigolo	Access Meeting for Model Cities	University Avenue Stakeholders	6	Cigolo, Nkongo
2/9/12	12:00 PM	The Red Sea 320 Cedar Ave S. Mpls, MN		Lunch on the Avenue		30	Richardson, Mary
2/9/12	12:00 PM	The Red Sea 320 Cedar Ave S. Mpls, MN		Lunch on the Avenue		30	Richardson, Mary
2/13/12	7:30 AM	Model Cities (the Brownstone Building) located at 839 University Avenue West.		BUSINESS-TO-BUSINESS FORUM on CENTRAL CORRIDOR CONSTRUCTION		40	Richardson, Mary
2/17/12	12:00 PM	Campus Pizza 825 Washington Ave SE Mpls, MN 55414		Lunch on the Avenue		30	Richardson, Mary
2/9/2011	3:00 PM	TBD	CCPO	Monthly Public Construction Information Meeting (PCIM)	Downtown St. Paul Community	50	Happel, Dana
2/1/12	9:00 AM	University Bank, 200 university Avenue, Saint Paul, MN 55104	Nkongo Cigolo	Access Meeting-University Bank	University Avenue Businesses	5	Cigolo, Nkongo
2/1/12	9:00 AM	University Bank, 200 university Avenue, Saint Paul, MN 55104	Nkongo Cigolo	Access Meeting-University Bank	University Avenue Businesses	5	Cigolo, Nkongo
2/1/12	9:00 AM	University Bank, 200 university Avenue, Saint Paul, MN 55104	Nkongo Cigolo	Access Meeting-University Bank	University Avenue Businesses	5	Cigolo, Nkongo

Page 1 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Laura Callaghan (651) 602-1853    Robin Caufman (651) 602-1457    Nkongo Cigolo (651) 602-1559    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/1/12	9:00 AM	200 University Avenue West, St Paul, MN 55103	CCPO	Canceled: Access Meeting with University Bank	businesses along corridor	5	Webb, Michelle
2/1/12	10:00 AM	654 University Ave West, St Paul, MN	CCPO	Updated: Access meeting for Shuang Hur Supermarket, 712 University, and 704 University	University Avenue Businesses	8	Webb, Michelle
2/1/12	2:15 PM	461 Dale St N, St Paul, MN 55104	CCPO	Access meeting for Rondo Community Outreach Library	businesses along corridor	5	Webb, Michelle
2/1/12	2:45 PM	680/690 University Avenue West, St Paul, MN 55104	CCPO	Access meeting for American Auto Radiator & AC and Capital City Auto Electric Co	businesses along corridor	6	Webb, Michelle
2/6/12	9:00 AM	3415 University Avenue SE, Minneapolis, MN 55454	CCPO	Precondition Survey at KSTP Studios	CCPO Outreach, Braun Intertec, Property Manager	3	Pfeiffer, Daniel
2/6/12	10:00 AM	666 University Ave W, St Paul, MN 55104	CCPO	Areaway Meeting with Russ Battisto at A-1 Vacuum		5	Webb, Michelle
2/7/12	10:00 AM	1080 University Ave W, St Paul, MN 55104	CCPO	Access meeting for 1080 University	businesses along corridor	6	Webb, Michelle
2/7/12	9:00 AM	740 University Ave W, St Paul, MN 55104	CCPO	Access meeting for Glasgow Automotive	businesses along corridor	5	Webb, Michelle
2/7/12	9:30 AM	946 University Ave W, St Paul, MN 55104	CCPO	Drop-in access meeting for Hodan Child Care	businesses along corridor	5	Webb, Michelle
2/8/12	2:30 PM	704 University Ave W, St Paul, MN	CCPO	Access meeting for Saigon	businesses along corridor	5	Webb, Michelle

Page 2 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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 Shoua Lee (651) 602-1014   Dan Pfeiffer (651) 602- 1952   Rita Rodriguez (651) 602-1805   Michelle Webb (651) 602-1485



# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/8/12	3:00 PM	822 University Ave W, St Paul, MN 55104	CCPO	Access meeting for Fatima's Psychic Visions and Ashama Grocery & Meat Market and Ashama Auto Repair	businesses along corridor	5	Webb, Michelle
2/8/12	3:30 PM	854 University Ave W, St Paul, MN 55104	CCPO	Access Meeting for Tai Hoa BBQ	businesses along corridor	5	Webb, Michelle
2/8/12	4:00 PM	786 University Ave West, St Paul, MN 55104	CCPO	Canceled: Access meeting with University Furniture	businesses along corridor	5	Webb, Michelle
2/9/12	11:00 AM	480 Cedar Street, St. Paul, MN 55101	MPR	Canceled: Construction update meeting with MPR	MPR staff	3	Happel, Dana
2/9/12	10:00 AM	946 University Ave West, St Paul, MN 55104	CCPO	Access meeting for Hodan Child Care Center	businesses along corridor	4	Webb, Michelle
2/13/12	1:00 PM	945 University Ave W, St Paul, MN 55104	Walsh	access meeting with Deeper Life Bible Church	businesses along corridor	5	Webb, Michelle
2/14/12	3:00 PM	591 University Avenue W., Saint Paul, MN 55104	Nkongo Cigolo	Frogtown Square Construction Update Meeting	Senior Tenants-University Avenue Residents & Businesses	60	Cigolo, Nkongo
2/15/12	9:00 AM	Administration Bldg, Room 116B, 50 Sherburne Ave.	CCPO	Meeting to discuss Xcel Rice Street work		10	Webb, Michelle
2/15/12	10:00 AM	105 University Ave W, St Paul, MN 55103	CCPO	Access meeting for Christ on Capitol Hill Church	businesses along corridor	10	Webb, Michelle
2/15/12	10:30 AM	422 University Ave West, St Paul, MN 55103	CCPO	Access meeting for Mai Village	businesses along corridor	5	Webb, Michelle

Page 3 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/15/12	6:00 PM	Model Cities, 839 University Ave. W., Saint Paul, MN 55104	Aurora St. Anthony Development Corporation	Construction Information Meeting	University Avenue Businesses	60	Cigolo, Nkongo
2/15/12	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
2/16/12	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, executive conference room., St. Paul, MN 55101	CCPO	Construction Communication Committee	Construction Communication Committee members	15	Happel, Dana
2/16/12	10:00 AM	1212 University Ave W, St Paul, MN 55104	CCPO	Access meeting for Gordon Parks High School (1212) and Agape (1037)	schools along corridor	10	Webb, Michelle
2/16/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
2/16/12	4:00 PM	Augsburg Gateway Center, 2211 Riverside Avenue, Minneapolis, MN 55414	Monthly WBBA Board Meeting	West Bank Business Association Board Meeting	Business Owners and Community Members of West Bank	30	Pfeiffer, Daniel
2/17/12	9:00 AM	839 University Avenue W., Saint Paul, MN 55104	Nkongo Cigolo	Access Meeting and Information Session for Model Cities	University Avenue Business	15	Cigolo, Nkongo
2/20/12	9:00 AM	500 Cedar Street, St. paul, mn 55101	CCPO	Discuss access with Central Presbyterian Church	Church staff	5	Happel, Dana
2/22/12	2:30 PM	CCPO-Room-4		Meeting with Nice Ride MN			Cigolo, Nkongo
2/23/12	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Suite 175, St. Paul, MN 55101	CCPO	Cedar Street construction update meeting (4th to 7th)	Cedar Street property managers	15	Happel, Dana

Page 4 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Laura Callaghan (651) 602-1853    Robin Caufman (651) 602-1457    Nkongo Cigolo (651) 602-1559    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/23/12	10:00 AM	663 University Ave West, St Paul, MN 55104	CCPO	Access Meeting with Western Bank	businesses along corridor	6	Webb, Michelle
2/23/12	11:00 AM	480 Cedar Street, St. Paul, MN 55101	MPR	Construction update meeting with MPR	MPR staff	3	Happel, Dana
2/23/12	11:00 AM	Gordon Parks High School, 1212 University Ave W, St Paul, MN	Gordon Parks High School	Gordon Parks Outreach Meetings	students and staff at Gordon Parks	100	Webb, Michelle
2/24/12	11:00 AM	Central Towers, 20 east exchange street, st. paul, mn	CCPO	Discuss alley way movements	Property management	5	Happel, Dana
2/24/12	1:30 PM	563 Phalen Blvd, St Paul, MN	CCPO	Access Meeting for Unidale Mall - NOTE LOCATION	properties on corridor	6	Webb, Michelle
2/27/12	9:00 AM	Wells Fargo Place, 30 East 7th Street, Unilev Management office, St. Paul, MN 55101	CCPO	Discuss Xcel vault and street light	Property management	5	Happel, Dana
2/27/12	11:00 AM	2829 University Avenue SE, Minneapolis, MN 55414	CCPO	Presentation to 2829 University- Final Design and Construction Access	Building Tenants, AMJV, CCPO	40	Hill, Jessica
2/27/12	3:00 PM	Central Corridor Resource Center, 1080 University Avenue, St. Paul 55104	District Council Collaborative	District Council Collaborative Walkability Survey Meeting	Walkability Group	15	Rodriguez, Rita
2/28/12	11:30 AM	American Engineering Testing, 550 Cleveland Ave North	Midway Chamber	Midway Chamber Economic development committee - construction schedule	business leaders	20	Caufman, Robin
2/28/12	1:00 PM	To be determined	CCPO	Construction Update meeting - Cedar Street 7th to 11th Street	Cedar Street Properties - 7th to 11th	15	Happel, Dana

Page 5 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Laura Callaghan (651) 602-1853    Robin Caufman (651) 602-1457    Nkongo Cigolo (651) 602-1559    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

# Central Corridor LRT Meeting Summary

February, 2012

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
2/28/12	1:00 PM	Central Presbyterian Church, Dining Room -Lower level	CCPO	Cedar Street Meeting (from 12th-7th Street Properties	property managers on Cedar Street north of Seventh Street	15	Callaghan, Laura
2/28/12	2:30 PM	Hunan Garden, 380 Cedar Street, St. Paul, MN 55101	Hunan Garden	discuss 6th Street closure with Hunan Garden	Owners	2	Happel, Dana
2/29/12	10:30 AM	Menlo Park, 1246 University Ave W, St Paul, MN 55104	CCPO	Meeting with Menlo Park to discuss bump-out	Menlo Park	6	Webb, Michelle

Page 6 of 6 or information about a specific meeting, contact the identified outreach coordinator:

Laura Callaghan (651) 602-1853    Robin Caufman (651) 602-1457    Nkongo Cigolo (651) 602-1559    Dana Happel (651) 602-1954    Jessica Hill (651) 602-1840  
 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

**Attachment B2**  
**Summary of Upcoming Monthly Meetings**  
**(March 2012)**

# Central Corridor LRT Meeting Summary

March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees	Attendees Expected	Project Contact & Phone #
3/5/12	5:00 PM	Hoa Bien Restaurant, Banquet Room, 1105 University Avenue, Saint Paul, MN 55104	City of St. Paul	Noise Variance Public Open House	residents/general public	10	Lee, Shoua
3/8/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank Construction Communication Committee	CCC Members, CCPO Technical Staff, Project Partners	16	Pfeiffer, Daniel
3/14/12	12:00 PM	CCPO-Room-2and3	Metropolitan Council	CCC Meeting-University Avenue/Capitol Area	Construction Communication Committee Members	15	Cigolo, Nkongo
3/20/12	11:30 AM	Theatre in the Round, 245 Cedar Ave S, Minneapolis, MN, 55454	CCPO	West Bank Construction Communication Committee	CCPO Technical Staff, Committee Members	9	Pfeiffer, Daniel
3/22/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank Construction Communication Committee	CCC Members, CCPO Technical Staff, Project Partners	16	Pfeiffer, Daniel
3/28/12	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	Minneapolis Public Construction Information Meeting	CCPO Technical Staff, AMJV, Community Members	15	Pfeiffer, Daniel
4/12/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank Construction Communication Committee	CCC Members, CCPO Technical Staff, Project Partners	16	Pfeiffer, Daniel
4/17/12	11:30 AM	Theatre in the Round, 245 Cedar Ave S, Minneapolis, MN, 55454	CCPO	West Bank Construction Communication Committee	CCPO Technical Staff, Committee Members	9	Pfeiffer, Daniel
4/25/12	3:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	Minneapolis Public Construction Information Meeting	CCPO Technical Staff, AMJV, Community Members	20	Pfeiffer, Daniel
4/26/12	2:00 PM	Grace University Lutheran Church, 324 Harvard Street SE, Minneapolis, MN 55414	CCPO	East Bank Construction Communication Committee	CCC Members, CCPO Technical Staff, Project Partners	16	Pfeiffer, Daniel

Page 1 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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 Shoua Lee (651) 602-1014    Dan Pfeiffer (651) 602- 1952    Rita Rodriguez (651) 602-1805    Michelle Webb (651) 602-1485

# Central Corridor LRT Meeting Summary

March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees*	Attendees Expected	Project Contact & Phone #
3/6/12	11:30 AM	Coffman Memorial Union, Third Floor Board Room, 300 Washington Avenue SE, Minneapolis, MN 55455	Metro Transit	Metro Transit Transit Service Study Open House	Transit Users	200	Pfeiffer, Daniel
3/8/12	12:00 PM	Bangkok Cuisine Thai Restaurant located at 432 University Avenue W St Paul, MN 55103		Lunch on the Avenue		30	Richardson, Mary
3/1/12	1:00 PM	1212 University Avenue W. Saint Paul, MN 55104	Veronica Burt on behalf of Arnellia's	Meeting with Arnellia's at Gordon Parks High School	Arnellia's Bar-University Avenue Business	10	Cigolo, Nkongo
3/6/12	3:00 PM	26 Exchange Street, 5th Floor	CCPO	Saint Paul Conservatory of Music	Director	1	Happel, Dana
3/6/12	3:00 PM	Lee Ann Chin Midway Marketplace	CCPO	Hamline Closure Notification	Business Manager	2	Rodriguez, Rita
3/6/12	3:30 PM	UPS, 1360 University Avenue, Suite 104, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Owner	2	Rodriguez, Rita
3/6/12	3:15 PM	INS Midway Marketplace	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	America's Best Contacts & Eyeglasses, 1360 University Ave, #106	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	Discount Tire, 1350 University, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	Walmart, 1360 University Avenue, St. Paul, Mn 55104	CCPO	Hamline Closure Notification	Assistant Manager	2	Rodriguez, Rita

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# Central Corridor LRT Meeting Summary

March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees*	Attendees Expected	Project Contact & Phone #
3/6/12	4:00 PM	Ultimate Look, 1455 University Avenue, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	Elsa's House of Sleep, 1441 university Avenue, St. Paul, Mn 55104	CCPO	Hamline Closure Notification	Owners	2	Rodriguez, Rita
3/6/12	4:00 PM	Urban Lights, 1449 University Avenue, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Owner	2	Rodriguez, Rita
3/6/12	4:00 PM	Earth's Beauty Supply, 1453 university Avenue, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Owner	1	Rodriguez, Rita
3/6/12	4:00 PM	Vitamin Shoppe, 472 University Avenue, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	Noodle and Company, University & Hamline, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/6/12	4:00 PM	Cub Foods, 1440 University Avenue, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	2	Rodriguez, Rita
3/7/12	11:00 AM	Science Museum	Smart Trips	Transportation Summit	Downtown Community	100	Happel, Dana
3/7/12	2:30 PM	Starbucks		Canceled: macys			Happel, Dana
3/8/12	10:00 AM	709 University Avenue West, Saint Paul, MN 55104	Metropolitan Council	Access Meeting for Lifetrack Resources	University Avenue Businesses	10	Cigolo, Nkongo
3/9/12	12:30 PM	Ramsey County Public Health Building	CCPO	Meet with Ramsey county to discuss drop off area	property management	1	Happel, Dana

Page 3 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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# Central Corridor LRT Meeting Summary

March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees*	Attendees Expected	Project Contact & Phone #
3/9/12	1:00 PM	History Theatre	CCPO	Meet with History Theatre regarding traffic control on Wabasha	Ted Miller	1	Happel, Dana
3/9/12	3:30 PM	Great Health Nutrition, 1360 University Avenue, #105, St. Paul, MN 55104	CCPO	Hamline Closure Notification	Manager	1	Rodriguez, Rita
3/12/12	12:00 PM	The Saint Paul Hotel - Promenade Ballroom	St. Paul Building Owners and Managers	Project updates, 12 construction	St. Paul businesses and property managers	100	Caufman, Robin
3/14/12	6:30 PM	500 Dale St. N, St. Paul, MN 55100	Aurora St. Anthony Neighborhood Development Corporation	Construction Update Meeting with ASANDC	University Avenue Businesses	30	Cigolo, Nkongo
3/14/12	6:30 PM	Central Corridor Resource Center, 1080 University Ave. W., St. Paul.	District Councils Collaborative of Saint Paul and Minneapolis	DCC Governing Council	DCC members, CCPO Staff, AMJV	30	Pfeiffer, Daniel
3/15/12	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Board Room, St. Paul, MN 55101	CCPO	Construction Communication Committee	Construction Communication Committee members	15	Happel, Dana
3/15/12	11:00 AM	480 Cedar Street, St. Paul, MN 55101	MPR	Construction update meeting with MPR	MPR management	4	Happel, Dana
3/15/12	1:00 PM	Mechanical Engineering Building, 1130, 111 Church Street SE, Minneapolis, MN, 55455	University of Minnesota Facilities Management	CCLRT Presentation University of Minnesota East Bank Customer Advisory Group	University of Minnesota Staff, CCPO Outreach	25	Pfeiffer, Daniel
3/15/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
3/19/12	7:00 PM	The Pointe, 78 10th Street, St. Paul, MN 55101	Dave Thune	Discuss evening/overnight work	Residents of The Pointe	20	Happel, Dana

Page 4 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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# Central Corridor LRT Meeting Summary

March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees*	Attendees Expected	Project Contact & Phone #
3/20/12	12:30 PM	45 West 10th Street, St. Paul, MN 55102	St. Joseph's Hospital	St. Joe's Management Committee	St. Joe's Management Committee	10	Happel, Dana
3/21/12	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
3/29/12	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Suite 175, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting (7th to 4th)	Cedar Street property managers	15	Happel, Dana
4/5/12	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Board Room, St. Paul, MN 55101	CCPO	Construction Communication Committee	Construction Communication Committee members	15	Happel, Dana
4/7/2011	11:00 AM	First National Bank, 332 Minnesota Street, Capital Room, St. Paul, MN 55101	CCPO	Construction Communication Committee meeting	Construction Communication Committee Members	15	Happel, Dana
4/18/12	6:00 PM	Dar Al Quba, 1501 S. 6th Street, Minneapolis, MN, 55414	West Bank Community Coalition monthly meeting	West Bank Community Coalition	Community Members	25	Pfeiffer, Daniel
4/19/12	10:00 AM	Saint Paul Area Chamber of Commerce, 401 Robert Street, Board Room, St. Paul, MN 55101	CCPO	Construction Communication Committee	Construction Communication Committee members	15	Happel, Dana
4/19/12	2:30 PM	University Hotel Minneapolis, 615 Washington Avenue SE, MN, 55454	Monthly Stadium Village Commercial Association Meeting	Stadium Village Commercial Association	Stadium Village Businesses, CCPO Outreach	20	Pfeiffer, Daniel
4/21/2011	11:00 AM	First National Bank, 332 Minnesota Street, Capital Room, St. Paul, MN 55101	CCPO	Construction Communication Committee Meeting	Construction Communication Committee members	15	Caufman, Robin
4/23/12	8:00 AM	Central Corridor Resource Center, 1080 University Avenue.	Commissioner Carter	Business Roundtable	Business leaders, Chair Haigh	12	Caufman, Robin

Page 5 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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# Central Corridor LRT Meeting Summary

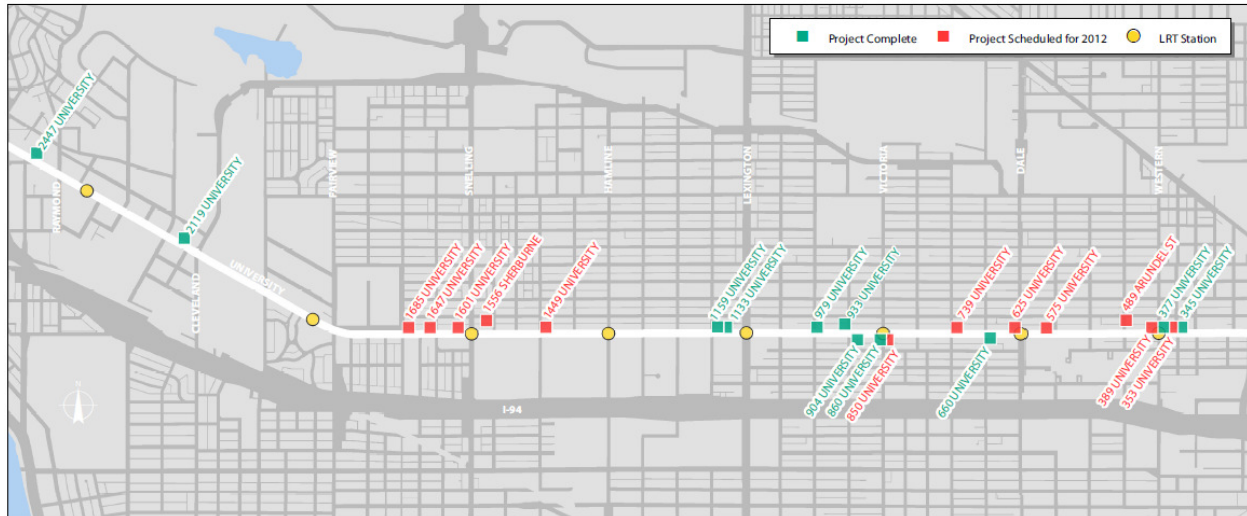
March 2012 Upcoming Meetings

Date	Start Time	Meeting location and address	Group/Host	Topic/Purpose of Meeting	Stakeholder Attendees*	Attendees Expected	Project Contact & Phone #
4/24/12	5:30 PM	Suite 200 McNamara Alumni Center, 200 Oak Street SE, Minneapolis, MN 55414	U of M Stadium Area Advisory Group	Stadium Area Advisory Group Meeting	Community surrounding the new Gopher Stadium, U of M staff	40	Hill, Jessica
4/26/12	1:00 PM	Wells Fargo Place, 110 Wells Fargo Place, 30 East 7th Street, Suite 175, St. Paul, MN 55101	CCPO	Cedar Street Construction Update meeting (7th to 4th)	Cedar Street property managers	15	Happel, Dana

Page 6 of 6 or information about a specific meeting, contact the identified outreach coordinator:

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**Attachment C**  
**Neighborhood Commercial Parking Program**  
**2011 Status Report**



**1. Approved Projects:** Completed projects are in green, ones for next year in red.

<b>345 University: Metro Social Services</b>	<b>\$25,000.00</b>
<b>353 University: Ha Tien Market</b>	<b>\$25,000.00</b>
<b>377 University: May's Market</b>	<b>\$25,000.00</b>
<b>389-393 University: Anh's Hair Salon</b>	<b>\$25,000.00</b>
<b>489 Arundel: Remote Parking for 441 University</b>	<b>\$25,000.00</b>
<b>575 University: Unidale Insurance</b>	<b>\$25,000.00</b>
<b>NW Corner Dale and University</b>	<b>\$150,000.00</b>
<b>SE Corner St. Albans and University: A-1 Vacuum and Shuang Her</b>	<b>\$150,000.00</b>
<b>739 University: Trung Nam</b>	<b>\$25,000.00</b>
<b>850-856 University: Tai Hoa BBQ</b>	<b>\$50,000.00</b>
<b>860-866 University: Best Steak and E-W Beauty Salon</b>	<b>\$50,000.00</b>
<b>904-908 University: Thong Auto and The Williams Store</b>	<b>\$75,000.00</b>
<b>933 University: Safety Care</b>	<b>\$25,000.00</b>
<b>979 University: Shear Pleasure</b>	<b>\$25,000.00</b>
<b>1133-1141 Univ.: T.C. Monuments, apartments, Kimble Chiropractic</b>	<b>\$50,000.00</b>
<b>1159 University: Vietnam Center</b>	<b>\$25,000.00</b>
<b>1449 University: Hair Salons</b>	<b>\$25,000.00</b>
<b>NE block Snelling and University</b>	<b>\$150,000.00</b>
<b>NW block Snelling and University</b>	<b>\$250,000.00</b>
<b>1647 University: Hammond Awards</b>	<b>\$25,000.00</b>
<b>1685 University: Milbern Clothing</b>	<b>\$25,000.00</b>
<b>2119 University: Subway</b>	<b>\$25,000.00</b>
<b>2447 University: Design Press</b>	<b>\$25,000.00</b>
<b>Total forgivable loans approved</b>	<b>\$1,300,000</b>

## 2. Photographs of representative projects



**May's Market, at 377 University.**



**The HRA paved its property at St. Albans and University and is leasing it to two adjacent businesses for the cost of operating and maintaining it.**



**East and West Beauty Salon and Victoria's Best Steak House developed a shared parking lot at 860-866 University Avenue West.**





**Safety Care Minnesota at 933 University.**



**Three adjoining properties at 1133, 1137, and 1141 University share stacked parking.**



**The Vietnam Center at 1159 University Avenue.**



**Design Press at 2447 University built a retaining wall and paved their parking lot.**


**Attachment D**  
**CCLRT Business Support Fund**  
**January 2012 Status Report**

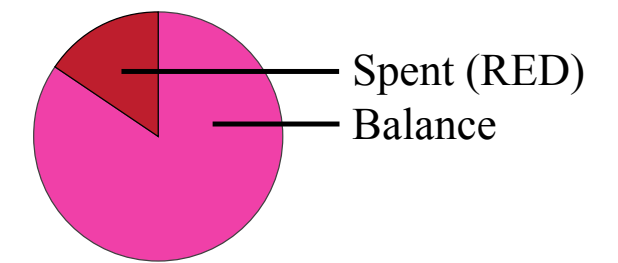


# CCLRT Business Support Fund January 2012 Status Report

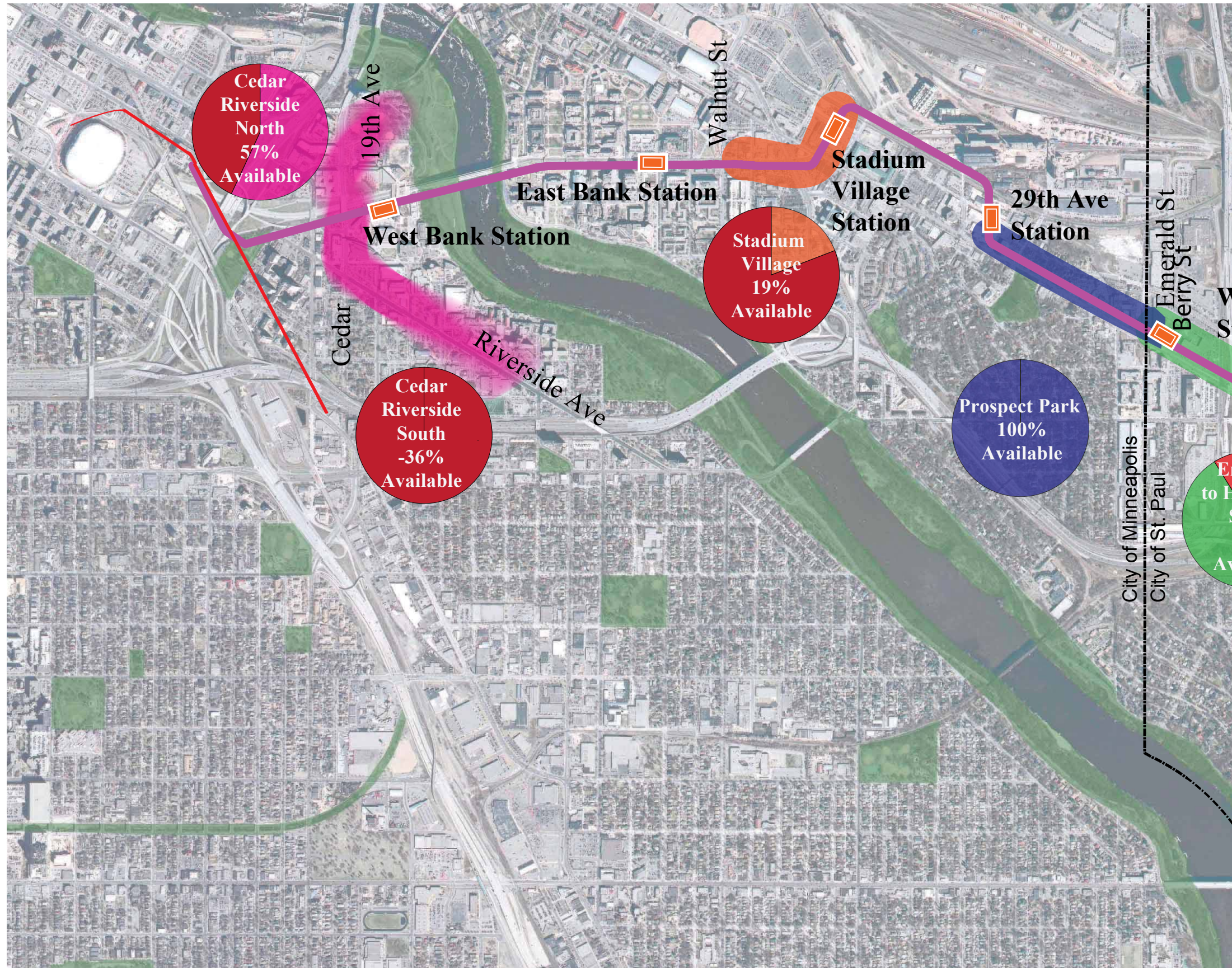


## LEGEND

-  Cedar-Riverside
-  Stadium Village
-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown

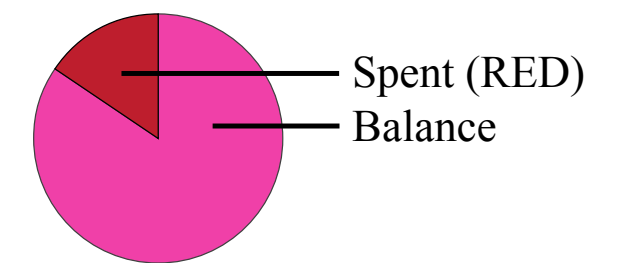




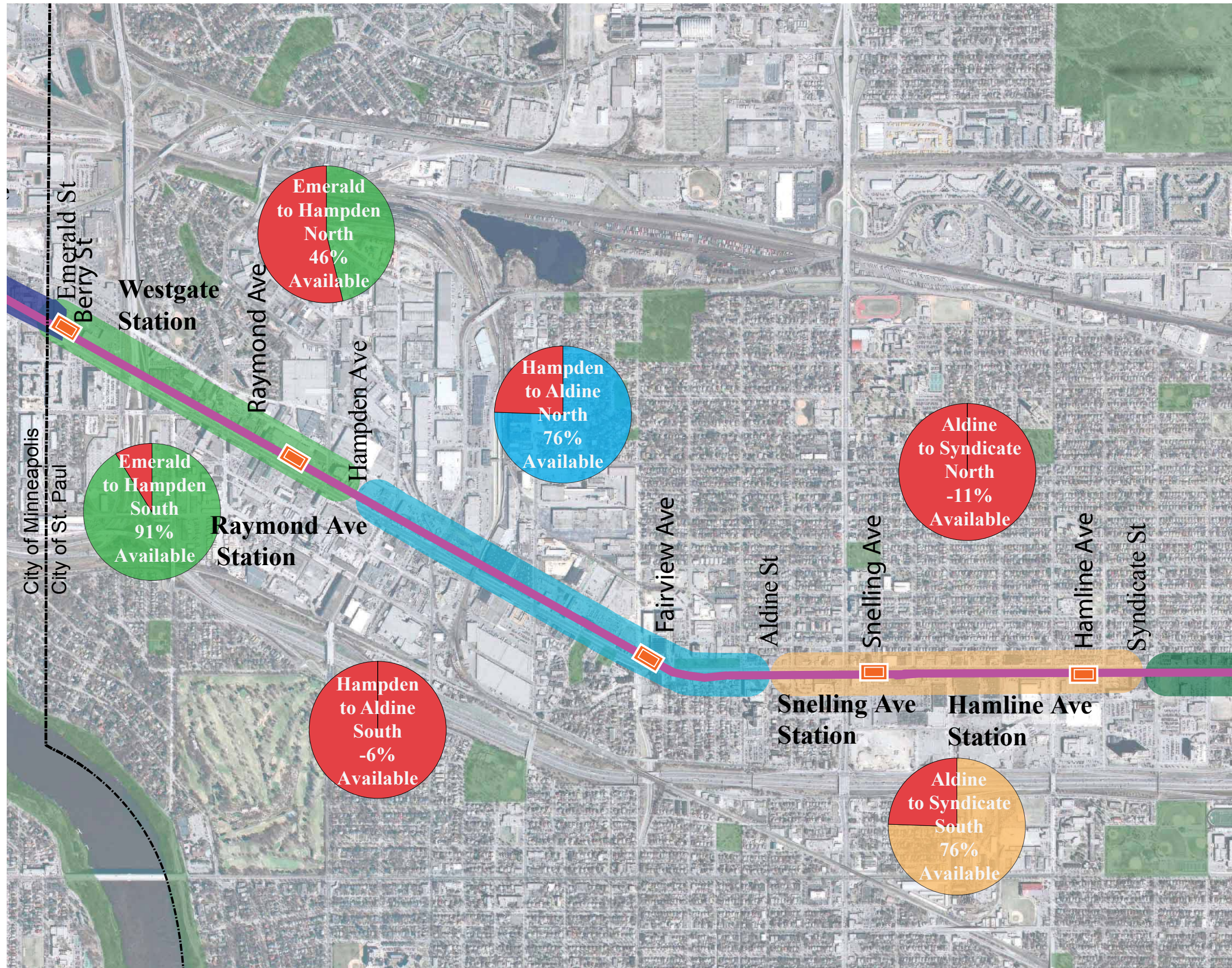


LEGEND

- Cedar-Riverside
- Stadium Village
- Prospect Park
- Emerald-Hampden
- Hampden-Aldine
- Aldine-Syndicate
- Syndicate-Rice
- Lowertown

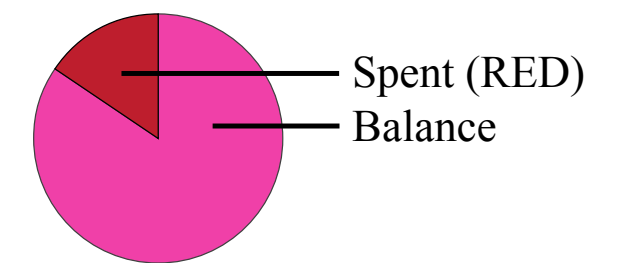






LEGEND

-  Cedar-Riverside
-  Stadium Village
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-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown

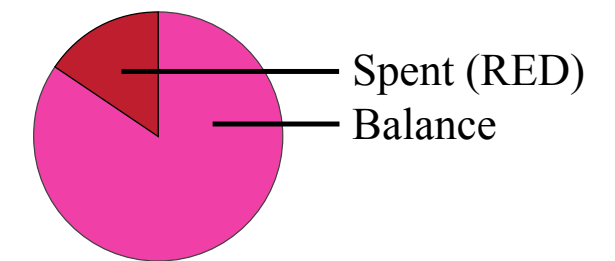




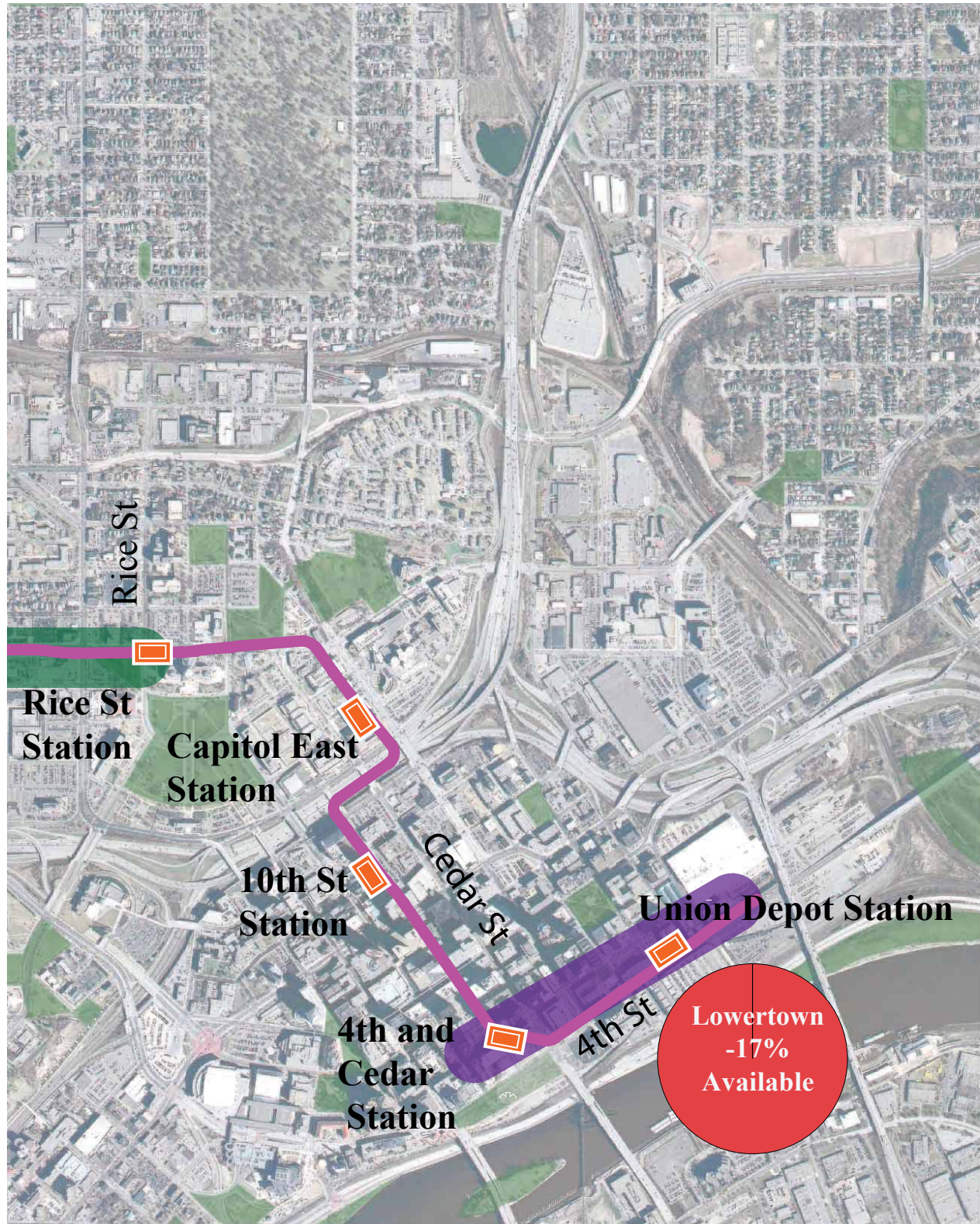


LEGEND

-  Cedar-Riverside
-  Stadium Village
-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown

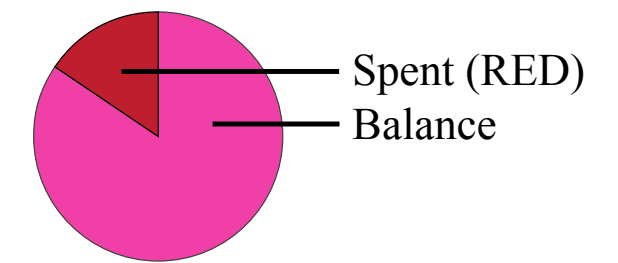






**LEGEND**

-  Cedar-Riverside
-  Stadium Village
-  Prospect Park
-  Emerald-Hampden
-  Hampden-Aldine
-  Aldine-Syndicate
-  Syndicate-Rice
-  Lowertown



**Attachment E**  
**Business Improvement / Expansion Fund**  
**Quarterly Report**  
**(U7 to Living Cities)**

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# October 2011 Interim Report

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To: Living Cities  
From: Neighborhood  
Development Center  
and University  
Avenue Business  
Preparation  
Collaborative (U7)

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Isabel Broyld,  
U7 Project Manager

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This interim progress report contains the following information:

1. Outline of original goals and objectives as stated in original proposal and describe progress toward achieving them.  
Progress achieving grant outputs and outcomes; in particular:
  - a. Number of businesses assisted
  - b. Number of façade matching grants issued
  - c. Number of small business loans issued.
2. Describe the actual communities reached during the grant period. Please report on demographics such as race/ethnicity, gender, or geographic location.
3. A. Describe any unanticipated results, either positive or negative, associated with this grant.
- 3 B. Given your results, what changes will you make?
4. What lessons did your organization learn as a result of this grant?
5. If this is an ongoing project/program, describe your plans for sustaining it beyond this grant.
6. The amount of grant funds remaining as of reporting date.



The Living Cities full grant period is from January 1, 2011 to December 31, 2011.

This Interim Report covers January 1, 2011 to September 31, 2011

1. Outline of original goals and objectives as stated in original proposal and describe progress toward achieving them.

**Goal:** Stabilizes small businesses at risk of disruption from construction

**Objective 1: With Living Cities resources (in 2011)- 20 small businesses** (not previously engaged with U7 in 2009 or 2010) **have received assistance from the U7 Project**

Overall, (in 2011) the U7 Project will provide TA to 60 small businesses (not previously engaged with U7 in 2009 or 2010)

**Objective 2: With Living Cities resources (in 2011) - 4 small businesses have used the U7 4:1 façade matching grants to make large, visible and high impact façade improvements.**

Overall, the U7 Project will provide 8 small businesses with 4:1 façade matching grants for project that cost approximately \$10,000 each.

**Objective 3: In 2011, approx. \$200,000 of loan resources have been deployed to small businesses to expand their businesses or to establish building ownership.**

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Progress achieving grant outputs and outcomes; in particular:

- a. **Objective 1:** Number of businesses assisted

In total, NDC and U7 have provided 1767.5 hours of one-on-one services to over 170 Central Corridor businesses since January 1, 2011, to September 30, 2011. Of this number, 62 businesses were not previously working with U7. Please Note: There are many other businesses that have received U7 services through the Ready for Rail Forgivable Loan Program that we have yet to capture completely. The Ready for Rail Forgivable Loan Program is being administered by NDC, but U7 Staff, Interns and Consultants provide deep technical assistance on accounting pieces for several clients. The numbers are forthcoming; however, they were not compiled in time for this report.

- b. **Objective 2:** Number of façade matching grants issued

Façade Improvement Grants: To date, U7 has not expended any of the dollars in the façade improvement program. However, the program has been promoted to all U7 businesses on the façade improvement waiting list (Please see attachment of U7 Façade Improvement Flyer). U7 has received **7** Letters of Interest from business owners to date.

**Two** businesses have proceeded with completing the façade improvement application, and those completed applications have been received by U7. The two complete application come from businesses located in the priority target area from Rice and Lexington along University Avenue. The next step in the process is to have the U7 staff review the work plan that is being proposed for each of the two projects, make recommendations and then present those projects to the U7 Façade Improvement Committee, which is made up of the U7 Board of Directors. U7 hopes to approve at least 3 façade programs before the end of December 2011.

c. **Objective 3:** Number of small business loans issued.

Funds Expended to Date	Number of Potential Projects being Investigated	Number of Inquires Received to Date	\$ Value of Potential Projects Received to Date	Number of Projects Approved to Date	\$ Value of Approved Projects to Date	Number of Projects Denied to Date	\$ Value of Projects Denied to Date
None	10	3	\$275,000	None	NA	None	NA

The **3** projects the NDC Loan Officers are currently moving through the building owners/business expansion loan and façade improvement application process involve:

- A vacuum business on the 600 block of University that is interested in a business expansion loan and a major façade improvement project.
- A Cambodian restaurant on the 400 block of University that is interested in a business expansion, building ownership and façade improvement project.
- A grocery/health store on the 300 block of University that is interested in a business expansion and façade improvement project.

So far, all the projects moving through to a loan application are concentrated in the priority target area of Rice and Lexington along University Avenue.

**Two of the three businesses** that we are assisting through the loan and façade improvement application process are Asian owned businesses. In conjunction to working with U7 and NDC on these projects, these two Asian businesses are also working with the Asian Economic Development Association (AEDA) to on their façade improvements. Through AEDA, the business owners will be able to have façade improvements that reflect their Asian background. This is a very exciting and unexpected occurrence. AEDA is able, through their own resources, to cover the cost of architectural drawings – an item that U7/NDC cannot cover through the façade improvement program. In partnership with AEDA, NDC and U7 will be able to assist the Little Mekong marketing district project to move forward.

2. Describe the actual communities reached during the grant period. Please report on demographics such as race/ethnicity, gender, or geographic location.

In total, NDC and U7 have provided **1767.50 hours** of one-on-one services to over **170** Central Corridor businesses since January 1, 2011, to September 30, 2011. Currently, the demographic breakdown of NDC and U7 clients within the Central Corridor is as follows:

African	26
African American	25
Asian	40
White	30
Unknown	43 (survey's have not been complete for this businesses)

The geographic communities NDC and U7 operate within, along the Central Corridor, are very diverse and unique from one another. From Lowertown and Downtown St. Paul on one end, to Frogtown (including historic Rondo), Hamline-Midway, Summit-U, St. Anthony Park and Prospect Park on the other. Each neighborhood has similarities – a mix of homes, apartments and businesses, but these areas are primarily different from one-another demographically and economically.

Briefly, here is the general breakdown some of the various neighborhoods along the Central Corridor according to the last census:

**FROGTOWN - race and ethnicity\* (2010) – Includes the North side of University from Rice to Lexington**

White	21.1%
Black or African American	29.8%
American Indian and Alaska Native	1.1%
Asian or Pacific Islander	34.1%
Other race	0.3%
Two or more races	3.9%
Hispanic or Latino	9.6%

**HAMLIN-MIDWAY - race and ethnicity\* (2010) – Includes Northside of University from Lexington to Transfer Road**

White	68.8%
Black or African American	15.0%
American Indian and Alaska Native	0.9%
Asian or Pacific Islander	5.3%
Other race	0.2%
Two or more races	3.6%
Hispanic or Latino	6.2%

**ST. ANTHONY PARK - race and ethnicity\* (2010) – Includes North side of University from Transfer Road to Hwy. 280**

White	74.0%
Black or African American	8.6%
American Indian and Alaska Native	0.6%
Asian or Pacific Islander	11.0%
Other race	0.2%
Two or more races	2.4%
Hispanic or Latino	3.2%

**SUMMIT-UNIVERSITY - race and ethnicity\* (2010) – Includes the South side of University from Marion to Lexington**

White	46.1%
Black or African American	35.0%
American Indian and Alaska Native	0.7%
Asian or Pacific Islander	9.8%

Other race	0.2%
Two or more races	3.5%
Hispanic or Latino	4.6%

**UNION PARK - race and ethnicity\* (2010) – Includes South side of University from Lexington to St. Paul Boarder with Mpls.**

White	77.8%
Black or African American	11.1%
American Indian and Alaska Native	0.5%
Asian or Pacific Islander	3.2%
Other race	0.1%
Two or more races	2.9%
Hispanic or Latino	4.4%

*Note: all the data above on census numbers comes from MN Compass.*

NDC and U7 have provided services to the following small business owners, according to race or ethnicity:

3. A. Describe any unanticipated results, either positive or negative, associated with this grant.

We did not anticipate that the façade grant program would take so long to finalize. However, we have been up and running and promoting the program since September 2011.

Also, we did not anticipate that we would not have approved a loan at this point in the year. However, three strong and promising applications are being prepared by the business owners and the NDC Loan Staff. It is rewarding to go out and discuss these types of loan products and opportunities with the small businesses along the Central Corridor.

We did anticipate the increase in U7's one-on-one technical assistance work this year.

3 B. Given your results, what changes will you make?

NDC and U7 feel comfortable with the progress made since September 2011 on both the loan and façade improvement programs. At this point, all seems to be moving along. The exact time to begin each of the programs was not anticipated, but we are catching up quickly. It is too soon to tell if any modification in the implementation of the programs “on the ground” is needed.

4. What lessons did your organization learn as a result of this grant?

NDC and U7 honestly have not had the space to give this question its due. The staff needs to provide this insight prior to the end of this calendar year. By the final report the lessons learned will be shared.

5. If this is an ongoing project/program, describe your plans for sustaining it beyond this grant.

Due to concerns of the potential gentrification of University Avenue along the Central Corridor, NDC is dedicated to finding and securing resources and mechanisms to accomplish the goal of proving affordable financing to small businesses along the Central Corridor to grow and expand their businesses and attain ownership of buildings/space along the corridor. Through the business expansion and building ownership projects accomplished with the resources from Living Cities, we hope to show the philanthropic and banking community the positive outcomes of these types of affordable financing for small business, as well as the positive impacts of the results along the Central Corridor and within the local business community. Also, NDC staff have become increasing educated on how and when to leverage loan dollars with Small Business Administration 504 and other programs for an increased impact and larger projects.

In addition, NDC and its U7 Partners will continue to secure resources to accomplish façade improvement programs for the Central Corridor. Greater Frogtown CDC and Sparc have increased their ability to raise dollars to expand their respective façade programs. U7 Partners value the availability of such resources and are planning ways to establish a longer-term façade improvement strategy with other non-profits like Asian Economic Development Association and The World Cultures Heritage District project.

6. The amount of grant funds remaining as of reporting date.

The amount of grant funds remaining as of reporting date – September 31, 2011.

As of July 15, 2011, Neighborhood Development Center (NDC) and U7 has received a total of \$183,000 of grant dollars. Of those dollars:

- U7 received \$49,000 for façade improvement grants to be issued along the Central Corridor for small business.
- NDC received \$100,000 of grant resources to place in a Loan Loss Reserve Fund that supports the Program Related Investments loan dollars to be utilized between two loan products: building ownership and business expansion.
- The remaining resources of \$33,500 are for the administration cost incurred by NDC.

NDC/U7 spent to date:

- None for Façade Improvement – on hand (not yet spent)
- Loan Loss Reserve Fund – Deposited to a blocked account
- \$33,500 for NDC Operations – A quarter of the funds has been spent. The expenditures are being used to support Loan Officers, Real Estate Officer, and the coordination of the loan funds guidelines and development of a loan committee, with real estate expertise.

Attachments:

- NDC/U7 Financial Statement
- List of Additional Funders
- U7 Façade Improvement Flyer
- NDC Business Expansion and Building Ownership Flyer

**Attachment F**  
**FY 2010 U7**  
**Accomplishments Report**





## **FY2010: U7 Project Twelve Month Accomplishments**

**From April 1, 2010 to March 31, 2011** the U7 Staff, NDC staff and NDC Consultants **provided one-on-one technical assistance to a total of 119 clients (this number includes Rondo Library Business Resources Center numbers of clients serves)**. Below is the breakdown of results - showing the variety and intensity of business support services and resources being provided to small business owners by the U7 Project staff, NDC staff, and NDC Consultants.

**Rondo Library BRC:** There were a **total of 65 BRC entrepreneur visits in FY2010**. There were **31 total visitors, with 42 returning visits to the BRC** from April 2010 to March 2011. The BRC staff and interns **provided 115.5 hours of basic-level TA** to the entrepreneurs during FY2010. The BRC is staffed by Sia Lo, Small Business Consultant and graphic design interns. The BRC has provided technical assistance services that included: internet and computer access, marketing, industrial analysis/research, business plan assistance, and basic computer training.

**One-on-One Technical Assistance:** **During FY2010 U7 Staff, NDC Staff and NDC Consultants provided 2750.5 hours of one-on-one technical assistance to 88 businesses** on University Avenue and Lowertown, St. Paul (TA hours include the hours provided by the U7 Graphic Designers, interns, NDC Loan Officers and the U7 Project Manager). The no-cost to low-cost services provided to small businesses included:

- a) General Business Management
- b) Marketing and Market Research
- c) Financial Health Consultations; Cash flow projections
- d) Record-Keeping and Accounting
- e) Business Planning and Research
- f) Retail, Grocery and Salon Business Management
- g) Computer Training
- h) Assistance with contractors and bids
- i) Creation of data management systems; point of sale systems, inventory list, customer contact list
- j) Industry Analysis
- k) Training

**Results Driven Marketing:** **Since April 1, 2010**, the U7 design staff, design interns, and design consultants combined have created **48 logos, 33 business cards, 17 websites and 64 other design or interactive marketing pieces** for University Avenue small business owners.

- a) Creation of Website and Web 2.0 presence
- b) Marketing plan assistance
- c) Social media presence
- d) Direct marketing to customers
- e) Creation of brand identity systems, and other print and web based materials



**Financial Health Consultations:** To date, **32 University Avenue businesses have or are currently participating in an intense financial health consultations** performed by U7 Small Business Consultants and interns. The services provided have been mainly assisting owners with cash-flow analysis, inventory, tracking of sales, forecasting and putting savings plans in place.

**U7/NDC Rondo Workshops:** Since April 1, 2010, **51 workshops were offered and attended by over 280 entrepreneurs and businesses. The following is a list of the workshop topics offered throughout FY2010, free of charge to attendees:**

<b>NDC/U7 Rondo Workshops</b>	<b># of Times Offered</b>
Business Training Orientation	8
Computer Basics	1
Creative Marketing Techniques	3
Customer Service	2
Demographics Now	4
Financing Your Business	2
Industry Analysis	5
Internet Marketing	5
Legal Workshop & Intellectual Property Law	4
Low-Cost/No-Cost Marketing Tools	1
Shoebox Record Keeping	2
Social Networking to Increase Sales (New in 2010)	2
Survive and Thrive in Tough Times	2
Survive Light Rail Construction (New in 2010)	1
Understanding Basic Accounting	6
Website Development	3

**U7 and NDC Loan Activity:** In 2010, **12 Loans** have been approved and closed to University Avenue businesses, with **the total amount financed being \$238,830.** The loan applications received have been much greater, however not all applicants move to the approval process. For those applications that are not “ready” for financing the applicants are provided with technical assistance, training and one-on-one consultation to strengthen the applicants request.

**Matching Marketing Grants:** The total dollars required to launch the small business marketing matching grant program is yet to be retained; however, U7 staff have provided **10 matching grants to 10 small businesses.** The grants were used to offset the cost of printing, signage costs, and marketing activities.

**Matching Façade Grants:** The total dollars required to launch the small business façade matching grant program is yet to be retained; however, the U7 staff, Greater Frogtown staff and Sparc staff work to close to façade grants in the last six months. Greater Frogtown approved the Best Steak House application for approximately \$30,000 of improvements and the businesses is awaiting their façade improvement work to begin in the spring. Sparc approved Flamingo Restaurants’ application and



they were awarded approximately \$7,300 in façade improvement. Flamingo's signage work is one quarter of the way completed and the remaining work will be completed in the spring. Greater Frogtown is also starting another façade project with Metro Social Services.

**Entrepreneurship Training:** One avenue of the work that has been a bright spot for NDC and U7 is the work of the U7 staff in getting University Avenue businesses enrolled in the NDC Entrepreneurship Training Class. **Three U7 Clients (Johnny Baby's, East African Injera, Marvin Scroggins – Accounting Consultant), are due to graduate from the winter course** and U7 staff have a few more University Avenue businesses applying of the spring session. U7 staff and NDC staff are very excited about existing business owners becoming NDC graduates and engaging in the process.

**Marketing of the U7 Project:** The U7 Project designed effective marketing web and printed materials, created and have maintained the U7 website ([universityseven.org](http://universityseven.org)); and were mentioned in fourteen press articles in FY2010. The U7 staff also presented information about U7 for several audiences and at many events that include:

- a) University Avenue Business Association Events
- b) Asian Economic Development Association Events
- c) District 7 meetings
- d) Business Resources Collaborative meetings and events
- e) Sustainable Communities Initiative presentations
- f) Living Cities meetings
- g) Presentation to Small Business Administration – Federal level representatives
- h) Testifying to the FTA
- i) Saint Paul Department of Planning and Economic Development
- j) Several presentations to local non-profit groups that serve local businesses and homeowners
- k) A presentation to the Minneapolis Women's Group
- l) Presentations before foundations and foundation conference bus tours

The U7 Team has also, in the last six months, created and distributed a U7 Newsletter. We have two issues that have been delivered to our stakeholders, a September and December issue. The responses to the newsletter have been positive.

### **U7 by the Numbers**

The following two tables quickly provide an update on U7 performance for the fiscal year. The table [Table 1] demonstrates U7's status on the small business services provided along with noting FY2010 intended goals per activity. We believe each table provides the full picture of U7 accomplishments for FY2010.



**Table I**

<b>U7 Year Two FY2010 Small Business Support &amp; Resource Activities</b>	<b>U7 Year-Two Goals per Activity FY2010 April 1 to March 30, 2011 12 Month Goals</b>	<b>U7 Year Two End Of Year Accomplishments FY2010 April 1, to March 31, 2011 12 month Results</b>
<b>Loans to Small Businesses</b>	Goal: 30 loans worked on with 20 loans approved and closed	<b>12 Loans Approved and Closed in 2010</b>  14 Loans Approved and Closed since April 1, 2009  <b>Total amount of Loan dollars provided in 2010 \$238,830</b>  Since April 1, 2009 <b>Total amount of Loan dollars provided \$268,830</b>
<b>Matching Grants to Small Businesses</b>	Goal: 20 marketing matching grants provided   Goal: 5 matching façade grants provided	<b>10 marketing grants provided for a total of \$1,300 (to date)</b>  Complete grant funds not yet available  <b>2 façade grants provided with a total of \$37,326</b>  Complete grant funds not yet available
<b>One-on-One Technical Assistance (TA)</b>	Goal: Provide base-level one-on-one TA to 100 small businesses   Goal: Provide Professional one-one one TA to 100 businesses   <i>The yearly goal for one-on-one technical assistance directly to small business is 1,110 hours.</i>	<b>119 business provided with base-level TA for FY2010; this number includes BRC numbers</b>  <b>88 business provided with Professional-level TA (Results Driven Marketing) for FY2010</b>  Since April 1, 2009 – <b>187 Total Clients Served</b> (includes BRC numbers)  <b>FY2010 Total: 2750.5 of TA hours provided</b>  Since April 1, 2009 – <b>Total of 3,900.4 of TA hours</b>



<b>Small Business Workshops</b>	Goal: 24 workshops conducted	<b>51 Workshops provided with 280 folks in attendance for 2010</b>  Since April 1, 2009 to present <b>90 workshops conducted with 416 attendees</b>
<b>Business Resource Center</b>	Goal: 150 entrepreneurs visit and utilize the BRC	<b>31 new entrepreneurs visits, 42 returning visits for 2010. A Total of 65 BRC visits in 2010.</b>  <b>115.5 hours of TA provided in 2010</b>  Since BRC opened June 2009, it has assisted 47 entrepreneurs– with over <b>85 visits and 135.5 hours of technical assistance</b> provided

# **Attachment G**

## **Outreach Coordinators**

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Attachment G

*For more project information, contact the construction hotline at 651-602-1404*

# Community Outreach Coordinators Central Corridor LRT



**Mission:** The purpose of the outreach team is to be an intermediary for the Metropolitan Council and the community on the Central Corridor LRT project. We will do this by building relationships with the public by informing, listening, and gathering feedback throughout engineering, construction and operation.

**Minneapolis- Downtown to Emerald**  
New Stations: West Bank, East Bank, Stadium Village, Prospect Park

**St. Paul West- Emerald to Griggs**  
Stations: Westgate, Raymond Ave, Fairview Ave, Snelling Ave, Hamline Ave

**St. Paul East- Griggs to I94**  
Stations: Lexington Pkwy, Victoria St, Dale St, Western Ave, Capitol/Rice St, Robert St

**Downtown St. Paul- I94 to Lowertown**  
Stations: 10th St, Central, Union Depot



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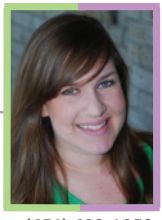
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