



LCDA/TOD Grant Pre-Application Acknowledgements

The *project developer* shall acknowledge the following items pertaining to City of Minneapolis policies and practices on pass-through grant resources and this pre-application process.

Project Name: _____

Name of Project Representative (initials below): _____

The applicant has read and understands the City’s Unified Housing Policy related to the receipt of financial assistance, which includes pass-through grant funds, from the City.	Initial:
The applicant has read the City’s Small and Underutilized Business Program requirements and understands how it pertains to the project. For pass-through grants, the City’s policy is to set W/MBE subcontracting goals on projects receiving over \$175,000 in assistance for development costs other than environmental investigation or cleanup.	Initial:
In addition to those noted above, the applicant understands the project may be subject to requirements such as: <ul style="list-style-type: none"> • CPED Prevailing Wage Policy • Affirmative Action Plan • Business Subsidy/Living Wages (MCO Chapter 38) • Registered Apprentice Training Program Policy 	Initial:
The applicant understands the City’s pre-application process is a competitive process and not all projects that submit pre-applications will be selected to partner with the City on a grant application.	Initial:
The applicant understands that the City makes the determination as to which program it applies based on factors such as project competitiveness, location, and grant program requirements.	Initial:
The applicant understands that, if selected by the City, the applicant is responsible for preparation of the granting agency’s funding application.	Initial:
The applicant understands the City reserves the right to not submit an agency application if it is not prepared to minimum standards, the applicant misses deadlines and/or the project is deemed unready for funding after further analysis.	Initial:
The applicant understands that only costs specifically requested in the grant application, to be incurred on the parcels detailed in the application, may be eligible for grant funding, and that the granting agency is the final arbiter of grant-eligible activities and grant budgets.	Initial:
The applicant understands which costs are eligible for community engagement and that the LCDA and TOD programs require detailed documentation of all community engagement costs.	Initial:
The applicant understands that architectural and engineering fees related to the general site or not related directly to grant-funded elements specifically listed as “eligible” in the LCDA or TOD program documents are ineligible for grant funding. Eligible architectural and engineering costs directly related to grant-funded	Initial:

project elements must be clearly contracted and billed by scope/task in order to be reimbursable.	
<p>The applicant understands it will be charged a grant administration fee to cover City costs associated with administering the grant funds.</p> <ul style="list-style-type: none"> • <u>Affordable Housing Projects</u>: 3% per grant <i>award</i>, capped at \$20,000 per award (not per project) • <u>Commercial Projects</u>: 7% per grant award • <u>Commercial Projects in “priority eligible” areas as defined by the Great Streets Business District Program</u>: 3% per grant <i>award</i> (not per project) 	Initial:
The applicant understands that it is responsible for any matching funds requirements of the grantor agency.	Initial:
The applicant understands that the City will not disburse grant funds until the applicant can demonstrate that the development, not just the grant-funded activities, is fully funded.	Initial:
The applicant understands that these are reimbursement grants and that the City does not hold the funds. The applicant must submit timely and accurate draw requests in order to access grants funds. Grant funds that are not drawn in a timely manner may be returned to the grantor.	Initial:
The applicant understands that is it responsible for constructing the redevelopment and/or improvements described in the grant application and grant agreement.	Initial:
The applicant understands that is it responsible for providing information for various close out and ongoing monitoring reports.	Initial:

Note: If the applicant has a question as to how these policies pertain to its project, please contact the assigned project coordinator. If a project coordinator has not been assigned to this project, please contact Linnea Graffunder-Bartels at 612-673-5102 or linnea.graffunder-bartels@minneapolismn.gov.