

# Equitable Development Principles & Scorecard

**A TOOL FOR COMMUNITIES AND PLANNERS**



**CREATED FOR PUBLIC USE WITH INPUT FROM:**

Alliance for Metropolitan Stability - Asian Economic Development Association - Asian Media Access  
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Lao Assistance Center of MN - Metropolitan Interfaith Council on Affordable Housing  
New American Academy - Nexus Community Partners - Northside Residents Redevelopment Council  
Umoja Community Development Corporation

Funding provided by Headwaters Foundation for Justice and the National Convergence Fund



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Updated March 2016

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Feel free to tear off the scorecard and copy for community use.

We invite you to provide feedback on the process and to send us your questions at <http://bit.ly/EquityScorecard>.

Or simply scan the QR code below:



# When to Use the Equity Scorecard

This Scorecard was created by Twin Cities, MN community leaders to ensure that the principles and practices of equitable development, environmental justice, and affordability are applied in all communities as they plan for economic development and wealth creation that benefits everyone.

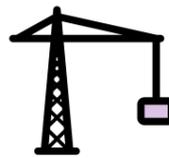
**COMMUNITY MEMBERS** such as **Urban** neighborhoods, **Suburban** communities, **Rural** communities, and **Cultural groups** could use this Scorecard when:



**Community visioning/** planning with a focus on equity (e.g. small area plan, development plan, or master plan)



Scoring a **proposed development project**



Scoring a **development project** currently in progress



Making **policy change** recommendations

**THIS PROCESS SHOULD HELP YOU DECIDE IF A PROJECT OR INITIATIVE MEETS YOUR COMMUNITY'S STANDARDS FOR EQUITY.**

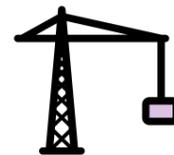
**GOVERNMENTS AND PLANNERS** could use this Scorecard when:



**Planning** with a focus on equity



Scoring a **proposed development project**



Scoring a **development project** currently in progress



**Engaging** residents, businesses and developers in measurable economic growth



**Evaluating** the impacts of policy on the needs of the community



Making **policy change** recommendations

# Principles of Equitable Development

**PUBLIC SUBSIDIES PROVIDED TO DEVELOPERS AND CORPORATIONS SHOULD RESULT IN CONCRETE AND MEASURABLE COMMUNITY BENEFITS FOR LOCAL RESIDENTS AS DEFINED BY THEIR COMMUNITY.**

## **EQUITABLE COMMUNITY ENGAGEMENT**

practices **involve the local community members most affected** in the development project (especially low-wealth people, people of color, neighborhood groups, community organizations, people living with disabilities, and new immigrants).

## **EQUITABLE TRANSPORTATION**

practices **integrate transit into walkable, livable, and affordable** land use practices to enhance healthy living within low-income communities and communities of color.

**EQUITABLE HOUSING** practices give families of all income levels access to housing that **costs no more than 30% of their household income.**

## **EQUITABLE LAND USE**

practices require that the overall vision, plan, and implementation **includes local communities' assets, aspirations, potential, and preferences.** They aim to keep current residents in the area and develop projects that promote people's health, well-being, and prosperity.

## **EQUITABLE ECONOMIC DEVELOPMENT**

practices require evidence that policies and programs work to **prioritize community based financial intelligence, sustainable wealth creation, and high quality job opportunities** that prevent unwanted displacement of residents and small businesses from low-income communities and communities of color.



# The Equitable Development Scorecard



The Scorecard is a fillable form. You can type your answers right into this document.

Project/Plan Name: \_\_\_\_\_

Location of Project/Plan: \_\_\_\_\_

Is the project part of a bigger land use plan? Y / N      If yes, please attach plan

Public Investments(s):

- Public Subsidy Funding amount and source
- Tax abatement amount and source
- Public land sale and amount
- Zoning changes/variances
- Infrastructure improvements (sewer/water, street, sidewalk, etc.)
- Other: \_\_\_\_\_

Developer: \_\_\_\_\_

Developer Contact Info: \_\_\_\_\_

Public Agency: \_\_\_\_\_

Public Agency Contact Info: \_\_\_\_\_

Other Stakeholders: \_\_\_\_\_

Description of the Project:

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Community Profile (demographics – please attach additional information to the Scorecard):

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# Using the Scorecard

**STEP #1:** Fill out the Project information on the previous page. Then turn to page 5.

**STEP #2:** Customize each Equitable Development Principle's scoring criteria according to your community's priorities. Not all criteria may apply to your community or project. You should tailor this Scorecard to be relevant to your specific purpose(s) and area.

**STEP #3:** Use the Glossary to clear up any questions of content or definition.

**STEP #4:** Hold conversations with your group around each criterion, and give each one a score.

**STEP #5:** Add up all of the scores below for the Final Score, and you have completed the Scorecard.

## Scoring

1. Write the score from each section below, along with the maximum possible score for the section.  
(*Points Earned/Max Possible*)

\_\_\_/\_\_\_ Equitable Community Engagement Score

\_\_\_/\_\_\_ Equitable Land Use Score

\_\_\_/\_\_\_ Equitable Economic Development Score

\_\_\_/\_\_\_ Equitable Housing Score

\_\_\_/\_\_\_ Equitable Transportation Score

2. Add up all of the above scores to get a Total.

\_\_\_/\_\_\_ Total (*Points Earned/Max Possible*)

3. Turn the Total into a Final Score.

a. Divide the total Points Earned by the Max Possible

b. Write the Final Score here: \_\_\_\_\_/100

4. Copy the Final Score into the "score" box on the Scorecard cover page (previous).

Equitable

# Community Engagement Practices

**Equitable Community Engagement** practices require evidence that local community members most affected, especially low-wealth people, people of color, neighborhood groups, community organizations, people living with disabilities, and new immigrants are involved in the development project.

Fill out the criteria below. Feel free to take notes in the empty space and add, change, or cross out criteria that do not apply to your community or project.

\_\_\_/\_\_\_ Add up scores below for **Equitable Community Engagement Practices Score**

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | Project was initiated by the community.   |   |
| ___/5 | Planning requires community engagement to establish priorities and criteria for land use and economic development to guide future development and growth. |   |
| ___/5 | Community Engagement involves local community members within the first 6 months of the planning process.  |   |
| ___/5 | Community has authority in the decision-making process, such as community representation on project advisory team/task force/committee.                   |   |

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | The plan and project include the community's goals, priorities, and criteria for growth and reinvestment. |   |
| ___/5 | Significant changes to the scope of the plan and/or project trigger more community engagement             |   |
| ___/5 |   |   |
| ___/5 |   |   |
| ___/5 |   |   |
| ___/5 |   |   |



# Land Use Practices



Equitable Land Use practices require evidence that the overall vision, plan, and implementation includes local community's assets, aspirations, potential, and preferences with the intention of retaining current residents and developing projects that promote people's health, well-being and prosperity.

Fill out the criteria below. Feel free to take notes in the empty space and add, change, or cross out criteria that do not apply to your community or project.

\_\_\_/\_\_\_ Add up scores below for **Equitable Land Use Practices Score**

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | Beneficial and harmful impacts on environmental health, economic prosperity, and social vitality are assessed.                              |   |
| ___/5 | The development site meets environmental standards on clean air, water, and soil without increasing soil toxicity, air and water pollution. |   |
| ___/5 | Environmental justice pollution cleanup efforts are designed to progress into a community-driven vision for development.                    |   |
| ___/5 | People focused land use minimizes car-oriented design with complete streets elements.   |   |

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | Development within existing communities maintains or increases density in developed areas to promote better emerging amenities such as housing, jobs, business, education, and green space. |   |
| ___/5 | Mixed use zoning supports economic opportunity which can include long-term or permanent affordable housing, small businesses, and commercial development with reliable access to transit.   |   |
| ___/5 | Land use within site or within adjacent neighborhood improves the livability of local neighborhoods with street-scaping, public space, and green space.                                     |   |
| ___/5 |   |   |
| ___/5 |   |   |
| ___/5 |   |   |



# Economic Development Practices



Equitable Economic Development practices require evidence that policies and programs prioritize community based financial intelligence, sustainable wealth creation, and high quality job opportunities that prevent unwanted displacement of residents and small businesses from low-income communities and communities of color.

Fill out the criteria below. Feel free to take notes in the empty space and add, change, or cross out criteria that do not apply to your community or project.

\_\_\_/\_\_\_ Add up scores below for **Equitable Economic Development Practices Score**

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | New capital and investment opportunities are created to promote local small business development, arts/cultural-based businesses, and entrepreneurial opportunities.  |   |
| ___/5 | High quality, diversified, and employee-intensive businesses owned by people of color are created to sustain a strong economic base and provide job opportunities for the full employment of a diverse set of skills. |   |
| ___/5 | Lease agreements prioritize neighborhood business opportunities.  |   |
| ___/5 | Project uses local workforce/education programs to connect residents to project construction jobs and long term employment within the project.  |   |

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | Local community is given preference when hiring consultants, contractors, and developers as a strategy to address disparities such as HUD Section 3 program requirement.                  |   |
| ___/5 | Public funding criteria rewards applicants who ensure that their workers have living wages jobs with benefits and the right to organize for labor agreements without fear of retaliation. |   |
| ___/5 | Design reflects distinct identities of local cultural heritage through the presence, preservation, or addition of architectural assets within a Universal Design.                         |   |
| ___/5 | Design includes environmentally responsible and resource efficient materials and processes throughout the project's life cycle.   |   |
| ___/5 |   |   |
| ___/5 |   |   |



# Transportation Practices



Equitable Transportation practices require evidence that transit is integrated into walkable, livable, and affordable land use practices to enhance healthy living within low-income communities and communities of color.

Fill out the criteria below. Feel free to take notes in the empty space and add, change, or cross out criteria that do not apply to your community or project.

\_\_\_/\_\_\_ Add up scores below for **Equitable Transportation Practices Score**

| Score | Give each criterion on a scale of 1 (low) to 5 (high)  | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|--|---|
| ___/5 | Development infrastructure provides safe, attractive, and convenient access to pedestrian, bicycle, and transit systems.               |   |
| ___/5 | 30 - 45 minute trip time for pedestrian, bicycle, and transit connections to jobs, education, cultural resources, goods, and services. |   |
| ___/5 | Parking facilities accommodate bicycle daily use and storage and do not limit access of pedestrians.                                   |   |
| ___/5 | Attractive, comfortable, accessible transit facilities are available or provided.  |   |

| Score | Give each criterion on a scale of 1 (low) to 5 (high)  | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|--|---|
| ___/5 | Presence of wayfinding and systems information for pedestrians, bicyclists, and transit users is provided. |   |
| ___/5 | Development promotes traffic calming and pedestrian safety with the presence of enhanced crosswalks.       |   |
| ___/5 | Accessible to all abilities by the incorporation of Universal Design.                                      |   |
| ___/5 |  |   |
| ___/5 |  |   |
| ___/5 |  |   |



## Affordable Housing:

# What is Area Median Income?

**Area Median Income (AMI)** is the median income for a specific area, which means that half of people there earn above that, and half earn below. AMI is used by HUD (U.S. Dept. of Housing and Urban Development) on the federal level to assess the income of residents and what housing cost is affordable to them.

*"Families who pay more than 30 percent of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. An estimated 12 million renter and homeowner households now pay more than 50 percent of their annual incomes for housing. A family with one full-time worker earning the minimum wage cannot afford the local fair-market rent for a two-bedroom apartment anywhere in the United States."* (HUD, 2015)

### INCOME CATEGORIES (BELOW AREA MEDIAN INCOME)



American Community Survey 1-year data for 2012, adjusted per HUD method used at: <http://www.huduser.org/portal/datasets/w/2015/2015MedCalc.odn>

### HOW DOES IT IMPACT WHAT IS "AFFORDABLE"?

Using the Twin Cities 13 county Area Median Income to determine what is affordable is a problem in the Twin Cities because of **the great disparity between incomes in the suburbs versus incomes in the cities**. It is clear that using our region's AMI as it has been used does not result in affordable housing for residents of Minneapolis and St. Paul or other low wealth areas.

Government agencies use HUD standards for affordability when securing federal funds to build and preserve affordable housing. This has not served our inner-city communities well. **There is no reason that cities and counties cannot use their own formula for affordability instead of using the Twin Cities 13 county regional AMI. It is our position that local cities and counties should use a method for assessing affordability that takes income disparities in their region into account.**

Affordability is not just about the cost of housing - rental or owner occupied. It includes **access to jobs, goods, entertainment, and recreation. It also includes access to medical and government services.** To be affordable these services either need to be within walking/biking distance or easily accessible by public transportation. Housing plus transportation costs should be 50% or less of the household monthly income.



# Housing Practices



Equitable Housing practices require evidence that families at all income levels have access to housing that costs no more than 30% of the household income.

Fill out the criteria below. Feel free to take notes in the empty space and add, change, or cross out criteria that do not apply to your community or project.

\_\_\_/\_\_\_ Add up scores below for **Equitable Housing Practices Score**

| Score | Give each criterion on a scale of 1 (low) to 5 (high)   | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|---|---|
| ___/5 | Housing projects ensure that minimally 1/3 of units are available for extremely-low (30% AMI*), very-low (50% AMI), low (60% AMI), and moderate (80% AMI) income families that are long term or permanently affordable. (See previous page for more information.) |   |
| ___/5 | All new housing is built with energy efficiency to reduce utility bills for the residents and is free from environmental hazards.   |   |
| ___/5 | Affordable housing is located near amenities (health and social services, transportation, education, and quality job opportunities) that promote walkability, livability, and community.  |   |
| ___/5 | An affordability formula includes “housing + transportation” costs that demonstrates residents paying less than 50% of household income for housing and transportation and less than 60 minutes spent in transit.   |   |

| Score | Give each criterion on a scale of 1 (low) to 5 (high)  | Responsible Sector<br>(Developer/Community/Gov't) |
|-------|--|---|
| ___/5 | Zoning codes promote the integration of affordable housing within mixed income neighborhoods.  |   |
| ___/5 | Project includes a designated affordable housing Tax Increment Financing district.   |   |
| ___/5 | Displacement prevention strategies are in place such as: current residents' first right of refusal on new housing; and assurances that increased property values benefits current residents. |   |
| ___/5 | The percentage of housing that accommodates large families with 3 to 4 bedroom units reflects community's need.  |   |
| ___/5 |  |   |
| ___/5 |  |   |



# Glossary of Development Terms

**AFFORDABLE HOUSING:** In general, housing for which the occupant(s) is/are paying no more than 30 percent of his or her income for gross housing costs, including utilities. (U. S. Dept. of Housing and Urban Development, 2015)

**AMI - AREA MEDIAN INCOME:** The amount that divides the area's income distribution into two equal groups, half having income above that amount, and half having income below that amount. Income categories include: Extremely-low income = 30% area median income; Very-low income = 50% area median income; Low income = 60% area median income; and Moderate income = 80% area median-income.

**COMPLETE STREETS:** Transportation policy and design approach that requires streets to be planned, designed, operated, and maintained to enable safe, convenient, and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation. (CONNECT, 2015)

**COMMUNITY:** When federal, state or county governments use the word community they are most often referring to cities and municipalities. In this document when we use the term community we are referring a group of families and individuals who are in relationship to each other either by culture or geography.

**COMMUNITY BENEFITS AGREEMENT:** Contract signed by community groups, government and developer that requires the developer to provide specific amenities and/or mitigations to the local community or neighborhood. (Wikipedia, 2015)

**COMMUNITY LAND TRUST:** Nonprofit corporations that develop and steward affordable housing, community gardens, civic buildings, commercial spaces, and other community assets on behalf of a community. (Wikipedia, 2015)

**COMPREHENSIVE PLAN:** A geographic specific plan that includes all aspects necessary to guide future growth such as: land use, transportation, natural resources, parks and green space, housing, and economic development. Comprehensive plans are created for metropolitan regions, counties, and cities. A comprehensive plan may also include smaller neighborhood and site specific plans such as: small area plan, master plan, and development plan.

**ENVIRONMENTAL JUSTICE:** The fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. (Environmental Protection Agency, 2015)

**ENVIRONMENTAL STANDARD:** State and federal laws that regulate pollution. See EPA <http://www2.epa.gov/laws-regulations> For Minnesota see <http://www.pca.state.mn.us/>

**EQUITY:** Just and fair inclusion where all can participate and prosper. (PolicyLink, 2015)

**EQUITABLE DEVELOPMENT:** A process for creating healthy, vibrant communities of opportunity. Equitable outcomes result when strategies are put in place to ensure that low-income communities and communities of color participate in and benefit from investments that shape their neighborhoods and regions. (PolicyLink, 2015)

**LIVABILITY** is the sum of the factors that add up to a community's quality of life—including the built and natural environments; economic prosperity; social stability, equity, and capital; educational opportunity; and cultural, entertainment and recreation possibilities. (Partners for Livable Communities, 2015)

**LIVING WAGE** affords the earner and her or his family the most basic costs of living without need for government support or poverty programs. A living wage is a complete consideration of the cost of living. Wages vary according to location, as costs of living vary. (Living Wage Action Coalition, 2015)

# Glossary (continued)

**MIXED USE DEVELOPMENT** is a development that combines two or more different types of land uses, such as residential, commercial, employment, and entertainment uses, in close proximity. In some communities, mixed use may be defined as different uses contained within the same physical structure. (San Joaquin Valley Councils of Government, 2015)

**PLACEMAKING** is a multi-faceted approach to the planning, design and management of public spaces. Placemaking builds on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being. (Project for Public Spaces, 2015)

**SECTION 3:** Housing and Urban Development requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. (U.S. Dept. of Housing & Urban Development, 2015)

**SOCIAL IMPACT ASSESSMENT** is a process of evaluating the likely impacts and the consequences (beneficial and adverse) to human populations of any public or private actions that alter the ways in which people live, work, play, relate to one another, organize to meet their needs and generally cope as members of society. The term also includes cultural impacts involving changes to the norms, values, and beliefs that guide and rationalize their understanding of themselves and their society. (Interorganizational Committee on Principles and Guidelines for Social Impact Assessment, 2003)

**SMART GROWTH** helps communities grow in ways that expand economic opportunity while protecting human health and the environment. (Environmental Protection Agency, 2015)

**STREETSCAPING:** Public works programs to improve streetscape conditions that can include changes to the road cross section, traffic management, pedestrian conditions, landscaping, street furniture (utility poles, benches, garbage cans, etc.), building fronts, and materials specifications. (North Central Texas Council of Governments, 2015)

**SUSTAINABLE COMMUNITIES:** Urban, suburban, and rural places that successfully integrate housing, land use, economic and workforce development, transportation, and infrastructure investments in a manner that empowers jurisdictions to consider the interdependent challenges of: 1) economic competitiveness and revitalization; 2) social equity, inclusion, and access to opportunity; 3) energy use and climate change; and 4) public health and environmental impact. (U. S. Dept. of Housing and Urban Development, 2015)

**TAX ABATEMENT:** Reduction of, or exemption from taxes granted by a government for a specified period, usually to encourage certain activities such as investment in capital improvements and development projects. A tax incentive is a form of tax abatement. (City of Cocoa, Florida, 2015)

**TAX INCREMENT FINANCING:** Tax increment financing (TIF) is a method of financing the public costs associated with a private development project. Essentially, the property tax increases resulting from development are targeted to repay the public infrastructure investment required by a project. (State of Nebraska, 2015). TIF funds can be dedicated for the development of affordable housing.

**TRANSIT ORIENTED DEVELOPMENT (TOD):** Development of commercial space, housing, and job opportunities close to public transportation, thereby reducing dependence on automobiles. TODs are typically designed to include a mix of land uses within a quarter-mile walking distance of transit stops or core commercial areas. (U. S. Dept. of Housing and Urban Development, 2015)

**TRANSIT:** Public transportation in the form of buses, bus rapid transit, streetcars, light rail trains, and commuter rail.

**UNIVERSAL DESIGN** is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. (Mace, 2015)

# Glossary (continued)

**WALKABILITY:** A walkable community is one where it is easy and safe to walk to goods and services (i.e., grocery stores, post offices, health clinics, etc.). Walkable communities encourage pedestrian activity, expand transportation options, and have safe and inviting streets that serve people with different ranges of mobility. (Laura Sandt, 2015)

**ZONING:** The classification of land by types of uses permitted and prohibited in a given district, and by densities and intensities permitted and prohibited, including regulations regarding building location on lots. (Partnership for Working Families, 2015)

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# Principles and Definitions

## **METROPOLITAN COUNCIL, TWIN CITIES MN**

### **DEFINITION OF EQUITABLE DEVELOPMENT:**

Equitable development creates healthy vibrant communities of opportunity where low-income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.

### **PRINCIPLE OF EQUITABLE DEVELOPMENT:**

The principle is to ensure that everyone regardless of race, economic status, ability or the neighborhood in which they live has access to essential ingredients for environmental, economic, social, and cultural well-being including: living wage jobs, entrepreneurial opportunities, viable housing choices, public transportation, good schools, strong social networks, safe and walkable streets, services parks, and access to healthy food.

## **US ENVIRONMENTAL PROTECTION AGENCY**

### **DEFINITION OF ENVIRONMENTAL JUSTICE:**

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

## **SUSTAINABLE COMMUNITIES LIVABILITY PRINCIPLES (HUD-DOT-EPA)**

### **PROVIDE MORE TRANSPORTATION CHOICES**

Develop safe, reliable, and economical transportation choices to decrease household transportation costs, reduce our nation's dependence on foreign oil, improve air quality, reduce greenhouse gas emissions, and promote public health.

### **PROMOTE EQUITABLE, AFFORDABLE HOUSING**

Expand location- and energy-efficient housing choices for people of all ages, incomes, races, and ethnicities to increase mobility, and lower the combined cost of housing and transportation.

### **ENHANCE ECONOMIC COMPETITIVENESS**

Improve economic competitiveness through reliable and timely access to employment centers, educational opportunities, services, and other basic needs by workers, as well as expanded business access to markets.

### **SUPPORT EXISTING COMMUNITIES**

Target federal funding toward existing communities—through strategies like transit-oriented, mixed-use development and land recycling—to increase community revitalization and the efficiency of public works investments and safeguard rural landscapes.

### **COORDINATE AND LEVERAGE FEDERAL POLICIES AND INVESTMENT**

Align federal policies and funding to remove barriers to collaboration, leverage funding, and increase the accountability and effectiveness of all levels of government to plan for future growth, including making smart energy choices such as locally generated renewable energy.

### **VALUE COMMUNITIES AND NEIGHBORHOODS**

Enhance the unique characteristics of all communities by investing in healthy, safe, and walkable neighborhoods—rural, urban, or suburban.

