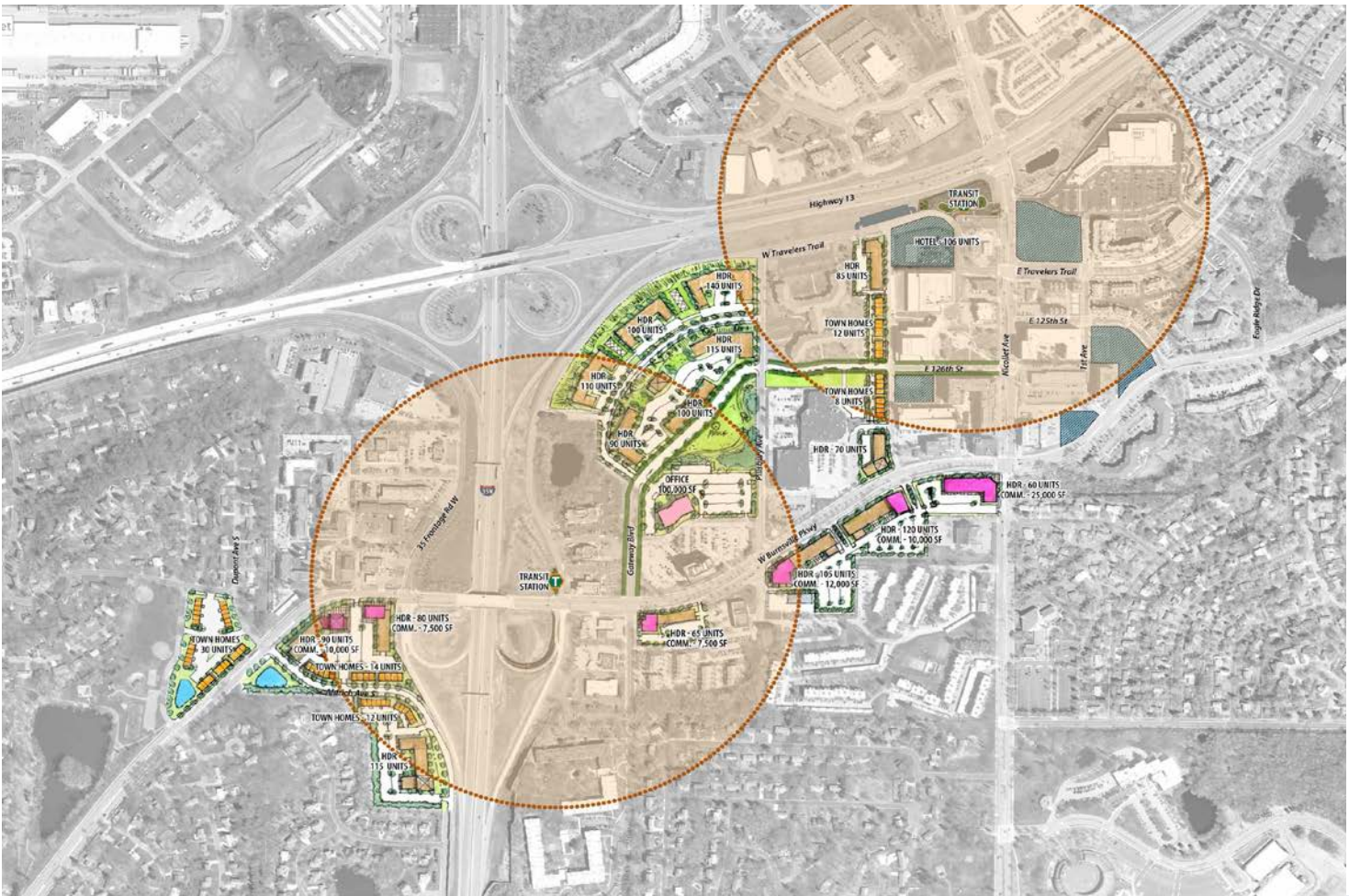


TOD PRE-DEVELOPMENT AND ZONING IMPLEMENTATION APPLICATION GUIDE

2019 LIVABLE COMMUNITIES TRANSIT-ORIENTED DEVELOPMENT GRANTS



The Council's mission is to foster efficient and economic growth for a prosperous metropolitan region.

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The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

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Section 1: General Information and Schedule

Purpose of Livable Communities Grants

The Metropolitan Livable Communities Act¹ (LCA) created the LCA programs to promote the purposes of the Act and the outcomes of Thrive MSP 2040:

1. Develop land uses in centers linked to the local and Regional transportation systems;
2. Efficiently connect housing, jobs, retail centers and civic uses;
3. Develop a range of housing densities, types and costs; and
4. Conserve, protect and enhance natural resources by means of development that is sensitive to the environment.
5. Increase the tax base.

Purpose of TOD Grants

The LCA Transit Oriented Development grants are an extension of the LCDA grant program. Transit Oriented Development, or TOD, refers to moderate- to higher-density development located within easy walking distance of a major transit stop, that typically include a mix of uses such as housing, jobs, and retail choices. TOD projects are expected to diversify uses and provide a higher concentration of amenities in a compact built environment in transit station areas contributing to high-quality, pedestrian-oriented streets and public spaces encouraging the use of transit service. Through a focus on TOD, the Council aims to integrate transportation, jobs and housing, leverage private investment, advance equity, and increase transit ridership.

Types of TOD Grants

1. **LCDA-TOD Development** – these grants are intended for applicants that have a development or redevelopment project ready to get underway and begin construction within the 36-month grant period. Grant funded activities may include stormwater management, public realm improvements, renewable energy systems, site acquisition and site preparation.
2. **LCDA-TOD Pre-Development**– these grants are intended for applicants with an identified redevelopment site that are defining their TOD project through such activities as design workshops, the development of site plans, financial analyses, market studies, project-specific stormwater management plans or geotechnical analysis in support of an identified Future Development Project.
3. **LCDA-TOD Zoning Implementation** – these grants are intended for applicants that need to develop transit-oriented development zoning ordinances, such as form-based codes, to implement existing small area or station area plans. No development project is required for applications to this funding category.

¹ Minnesota Statutes section 473.25

Schedule

In 2019, the Council will offer two competitive rounds of Pre-Development and Zoning Implementation funding:

Month	Activity
March	Notice of funding availability
May 1, 3:00 p.m.	Spring Round applications due
June 3 <i>(tentative)</i>	Community Development Committee recommends grant awards
June 12 <i>(tentative)</i>	Metropolitan Council awards Round 1 grants
November 1, 3:00 p.m.	Fall Round applications due
December 2	Community Development Committee recommends grant awards
December 11	Metropolitan Council awards Round 2 grants

Grant Terms and Match Requirements

	TOD Pre-Development	TOD Zoning Implementation
Local match	25%	25%
Grant terms	2 years	2 years
Term extensions	Not available	Not available
Award limits	\$100,000 per round, per city	\$100,000 per round, per city
Number of applications	No more than 3, combined	

Section 2: Eligible Applicants, Projects and Uses

Eligible Applicants

By [state statute](#), applicants must be a local governmental unit, which may be a:

1. Municipality (a statutory or home rule charter city or township) currently participating in the Metropolitan Livable Communities Housing Incentives Program
2. Metropolitan county
3. Housing and Redevelopment Authority, Economic Development Authority, Community Development Authority or Port Authority

Projects proposed by categories (2) and (3) must be located in [participating municipalities](#) with an eligible TOD Area.

Applicants that receive a Livable Communities Act (LCA) grant must have adopted a Fair Housing Policy prior to the disbursement of LCA funds.

Developers cannot apply and cannot be the grantee. However, developers are encouraged to partner with eligible applicants to submit applications.

Eligible Projects

LCDA-TOD grants are a category within the LCDA accounts intended to catalyze transit-oriented development along transit corridors throughout the metropolitan area.

Projects requesting LCDA-TOD Development, Pre-Development, or Zoning Implementation funding must be located in one of the following TOD Eligible Areas, described as within:

- A ½-mile radius of an existing station on the following transit corridors:
 - METRO Blue, Green, and Red Lines
 - A Line
 - Northstar Commuter Rail Line
- A ½-mile radius of a proposed station on the following planned transit corridors:
 - METRO Blue and Green Line Extensions, and Orange Line
 - C Line (excluding temporary stations), D Line
- A ½-mile radius of a bus stop or station on high-frequency express routes. High-frequency express service is defined as bus service on or outside the I494/694 freeways providing six or more trips during at least one of the peak morning hours between 6:00 AM and 9:00 AM and every 10 minutes during the peak morning hour.
- A ¼-mile radius of a bus stop along high-frequency local bus lines, defined as those routes providing service at least every 15 minutes between 6:00 AM to 7:00 PM on weekdays and between 9:00 AM and 6:00 PM on Saturdays.

Additionally, projects located within the following TOD Eligible Areas are eligible for LCDA-TOD Pre-Development and Zoning Implementation grants:

- A ½-mile radius of a proposed station on METRO Gold Line or Rush Line

Use the Council's Make-a-Map application to ensure that the TOD project is located within a TOD eligible area. The Make-a-Map application is available at:

<http://giswebsite.metc.state.mn.us/publicmaps/lca>

To identify TOD Eligible Areas – select the “Layers Tab” and select “TOD Grant Areas”.

Considerations for TOD Pre-Development Applications

1. Not every good future development or redevelopment project or zoning ordinance is a good subject for these grants. To qualify for funds and score competitively, the application must make it clear **how the project will address statutory and Thrive LCA goals**, which are:
 - interrelating development or redevelopment and transit;
 - interrelating affordable housing and employment growth areas;
 - intensifying land use that leads to more compact development or redevelopment;
 - involving development or redeveloping that mixes incomes of residents in housing, including introducing or reintroducing higher value housing in lower income areas to achieve a mix of housing opportunities; and/or
 - encouraging public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector development investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment.
2. The Pre-Development category (with a project) is designed to focus on a specific future development or redevelopment project that exemplifies LCA goals and will lead to a project that is not just another typical development. As the program name implies, the future development or redevelopment project needs to pursue an end result that can be demonstrated or replicated elsewhere in the region. Examples include: Will the project utilize an innovative collaboration? Is it sited in a unique way? Is there some element of the project's funding, implementation or design that

hasn't been done locally? Can some quality, element, or portion of this project serve as an example elsewhere in the region? Fully address the appropriate questions within the application to claim the benefit of these elements.

3. TOD Design is a significant scoring criterion for these grants. Well-designed TOD projects contain the following features: well-designed public spaces or "outdoor rooms," vertical or horizontal mixed use, human scale architecture, active ground floor uses, tree-lined streets, bicycle accessibility, reduced/hidden parking, and a quality pedestrian experience that encourages walking/biking to and from transit stops/stations. Pre-Development grants are intended to assist in realizing exemplary TOD projects.
4. Community engagement is key component to equitable development. Including community voices in the process supports projects that best meet the needs of residents and leads to more equitable outcomes. The TOD review process favors projects that have undertaken meaningful engagement processes, beyond minimal city requirements or a neighborhood meeting.
5. When filling out the Pre-Development with a Project grant application, it is important to distinguish between the future development project and its constituent grant-funded activities. The future development project is the development or redevelopment work that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. The activities for which grant funds are requested are conducted **in support of** the overall project and must be completed during the grant term.
6. For important TOD specific criteria please refer to the Handbook for Transit –Oriented Development Grants:<http://metro council.org/Communities/Services/Livable-Communities-Grants/Transit-Oriented-Development.aspx>
7. Livable Communities staff will review submittals to ensure all required elements have been received. Incomplete applications may be disqualified.

Eligible Uses

TOD Pre-Development with Identified Project

<u>Eligible Uses</u>	<u>Ineligible Uses</u>
<p>Project Design Activities:</p> <ul style="list-style-type: none"> • Development of site plans; • Phasing or staging plans for an identified parcel or multiple contiguous parcels; • Design workshops for development alternatives <p>Financial Analysis</p> <ul style="list-style-type: none"> • Feasibility studies of one or multiple development scenarios for an identified parcel or multiple parcels, leading to the development of a pro-forma; • Market study to determine the demand for the proposed development project <p>Site Analysis</p> <ul style="list-style-type: none"> • Project-specific stormwater management plans; • Soil testing to determine feasible land uses for site (not environmental testing); and • Development of Travel Demand Management Plan 	<ul style="list-style-type: none"> • Corridor, small area or station area plans; • Station area analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water, or energy uses; and • Strategies for land banking and acquisition. • Building design/architectural work • General traffic study, environmental review such as AUAR, EAW or EIS, appraisals, permits, etc... • Soft costs or administrative overhead • Costs incurred before the date of grant award, or after the expiration date of the grant agreement

TOD Zoning Implementation

<u>Eligible Uses</u>	<u>Ineligible Uses</u>
<p>Creation of TOD implementation zoning ordinances</p>	<ul style="list-style-type: none"> • Corridor, small area or station area plans; • Station area analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water, or energy uses; and • Strategies for land banking and acquisition.

Section 3: Completing the Application

Accessing the Application

The Council has a web-based management system for grant application, evaluation, and payment requests. The application is only available through the WebGrants system.

To begin the application process, visit <https://metrocouncilgrants.org/index.do>

If you are new to WebGrants, read the WebGrants User Guide first. The guide is available online at <http://www.metrocouncil.org/METC/files/48/48307f04-f1b7-4269-868c-76b87a4d3258.pdf>

Each application requires a resolution of support from the grant applicant. Two sample resolutions are provided in Appendices 3 and 4: one for city applicants and one for applicants which are counties, housing, economic development, or port authorities. Resolutions are due **at the time of** application in WebGrants.

Applications and all attachments must be submitted via WebGrants by:

3:00 pm on May 1 (Round 1) or 3:00 pm on November 1 (Round 2).

No late submittals will be accepted. Convert all attachments to PDF.

Required Attachments

The following attachments are required for TOD Pre-Development and TOD Zoning applications, in compressed PDF format, and must be uploaded in the “Attachments” section of WebGrants:

1. Resolution of Local Support (*See Appendix 3 and 4 for samples.*)
 - a. Name the resolution “[TOD Project name] - Resolution”
2. Relevant pages from the adopted station area/small area plan that apply to the project site.

The following additional attachments are required for TOD Pre-development in compressed PDF format:

1. From the online Make-A-Map tool:
 - a. Parcel Map (from Make-a-Map)
 - b. Aerial Map (from Make-a-Map)
 - c. Overview Map (from Make-a-Map)
 - d. Walk Route Map (from Make-a-Map)
2. Site Plan, if completed
Include the following basic elements: scale bar, north arrow, and a title block listing the name of the project. The site plan should indicate at a minimum: property lines, buildings, setbacks, sidewalks and/or trails, landscaping elements, stormwater management features, parking access and locations.
 - a. Name the PDF file “[TOD Project name] - Site plan”
3. Elevation(s), if completed.
 - a. Name the PDF file “[TOD Project name] - Elevation”

The following additional attachments are required for TOD Zoning, in compressed PDF format:

1. An aerial map which clearly delineates the boundaries of the area to which the proposed zoning ordinance applies and the boundaries of the TOD eligible area. The map should be at a scale that allows for easy identification of streets or other boundary lines of the zoning study area.

Optional Attachments

- Up to 5 additional, one-page renderings (perspectives, sections, diagrams, photos, etc.)

For assistance with questions regarding application interpretation or assistance, contact:
Ryan Kelley at (651) 602-1541 or ryan.kelley@metc.state.mn.us

Section 4: Evaluation Process for TOD Pre-Development Grants

The evaluation process for pre-development proposals will be conducted by a staff evaluation team. Pre-development proposals will be scored on the degree to which the proposed activities will enhance the potential for a future development or redevelopment project to exemplify the goals of the LCDA-TOD program

Evaluation Criteria for LCDA-TOD Pre-Development with an Identified Future Development Project	Possible Points
Applications will be evaluated on the degree to which the proposed activities will enhance the potential for an associated development or redevelopment project to:	
Transit Accessibility, Walkability, and Ridership	
<ul style="list-style-type: none"> Make the TOD area more transit-oriented OR the degree to which the existing area is already supportive of transit users, considering factors such as: diversity of uses, quality of the pedestrian environment and connections to transit Increase ridership. 	10
TOD Design	
<ul style="list-style-type: none"> Exemplify TOD design features to be included in final design/project implementation. Intensify future use of the site. 	15
Housing	
<ul style="list-style-type: none"> Produce affordable and/or lifecycle housing. Assist the city in meeting its affordable and life-cycle housing goals. Create or preserve a mix of housing affordability within the station area. 	10
Jobs	
<ul style="list-style-type: none"> Create or preserve employment opportunities. 	5
Catalyst	
<p>Applications will also be evaluated on the degree to which:</p> <ul style="list-style-type: none"> Pre-development activities will be a catalyst to implement the project of which they are a part Pre-development activities will lead to a development project providing demonstration value and design beyond that of standard development types The proposed development project will catalyze additional development and private investment to future project phases and/or to the immediate area, particularly focusing on retaining or attracting locally owned businesses and providing opportunities to the local community 	15
Partnerships and Readiness	
<p>Applications will also be evaluated on the degree to which:</p> <ul style="list-style-type: none"> Pre-development activities provide for meaningful and appropriate public engagement. The city has identified and secured financial commitments to move the project forward. The city has demonstrated political commitment for the future development or redevelopment project. The proposed project is ready and able to use the grant, if awarded, within the 24-month grant term. (Higher points will be given for more advanced projects on the pre-development continuum.) 	10
Housing Performance Score	
The applicant's Housing Performance Score will be converted from a 100-point scale to a 10-point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual performance score or the average performance scores from all proposals being evaluated.	10
TOTAL	75
A minimum score of 45 points is needed to be considered for funding.	

Evaluation Criteria for Pre-Development TOD Implementation Zoning Ordinance Applications	Possible Points
Applications will be evaluated on the degree to which the proposed zoning ordinance will:	
Transit Accessibility, Walkability, and Ridership	
<ul style="list-style-type: none"> Improve the pedestrian and bike environment within the station area by addressing such elements as: increased connections and intersection density, public realm requirements, reduced parking requirements, addition of public space, and diversification of uses and intensification of future development within the TOD area. 	20
TOD Design and Demonstration	
<ul style="list-style-type: none"> Demonstrate TOD design features by addressing elements such as building articulation and orientation, pedestrian zones, parking placement and access 	25
Catalyst	
<ul style="list-style-type: none"> The extent to which the zoning ordinance will catalyze development and private investment to future projects. 	10
Partnerships and Readiness	
Applications will also be evaluated on the degree to which:	
<ul style="list-style-type: none"> Pre-development activities provide for meaningful and appropriate public engagement. The city has identified and secured financial commitments to move the project forward. The city has demonstrated political commitment for the proposed zoning ordinance. 	15
Housing Performance Score	
The applicant's Housing Performance Score will be converted from a 100 point scale to a 10 point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual performance score or the average performance scores from all proposals being evaluated.	10
Total	
80	

A minimum of 48 points is needed to be considered for funding.

Section 5: Reporting Requirements

Grantees are required to submit periodic progress reports. The detail supplied with payment requests comprises the bulk of the progress reports, which are augmented with semi-annual reports. A final progress report is required with the last payment request. When a grant is closed, the grantee's chief financial officer is required to certify to the appropriate expenditure of grant funds.

Recipients of LCA-TOD Pre-Development grants must supply a copy of the final work product funded by the grant award. Projects receiving funding for community engagement activities will be required to document the engagement process and submit a final report with their final payment request.

Contact the LCA Grants Administrator with questions regarding reporting requirements and close-out. Josiah Waderich, 651.602.1297, Josiah.waderich@metc.state.mn.us

Section 6: Appendices

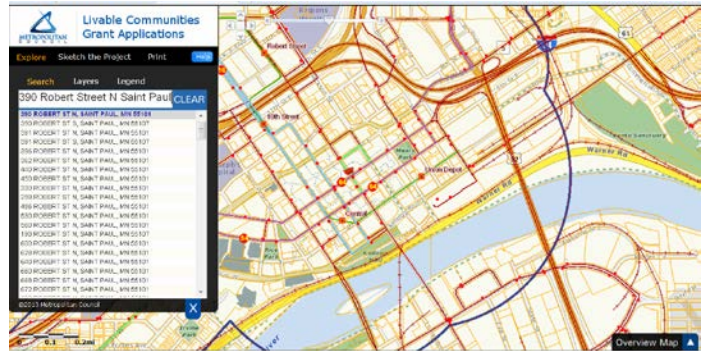
Appendix 1: Using Make-a-Map

The Make-a-Map tool has been customized for LCA Grants. To access Make-a-Map, follow this link:

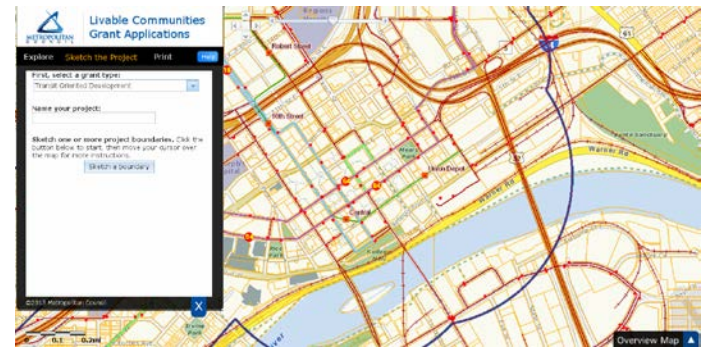
<http://giswebsite.metc.state.mn.us/publicmaps/lca>

Creating the Required Maps for LCDA-TOD Pre-Development

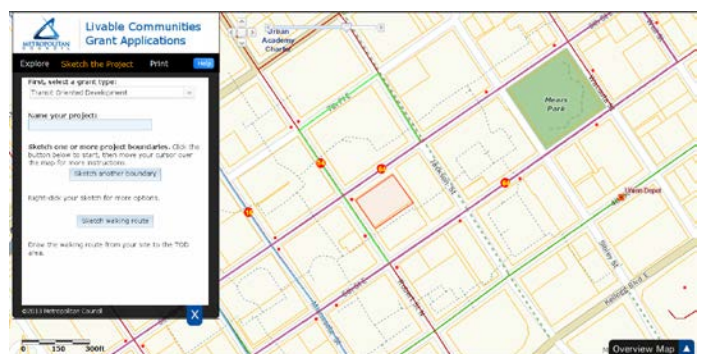
1. Enter an address or landmark in the search bar to navigate to your project area.



2. Click “Sketch the Project” and select the appropriate grant category, either Livable Communities Demonstration Account or Transit Oriented Development. Provide a name for your project.

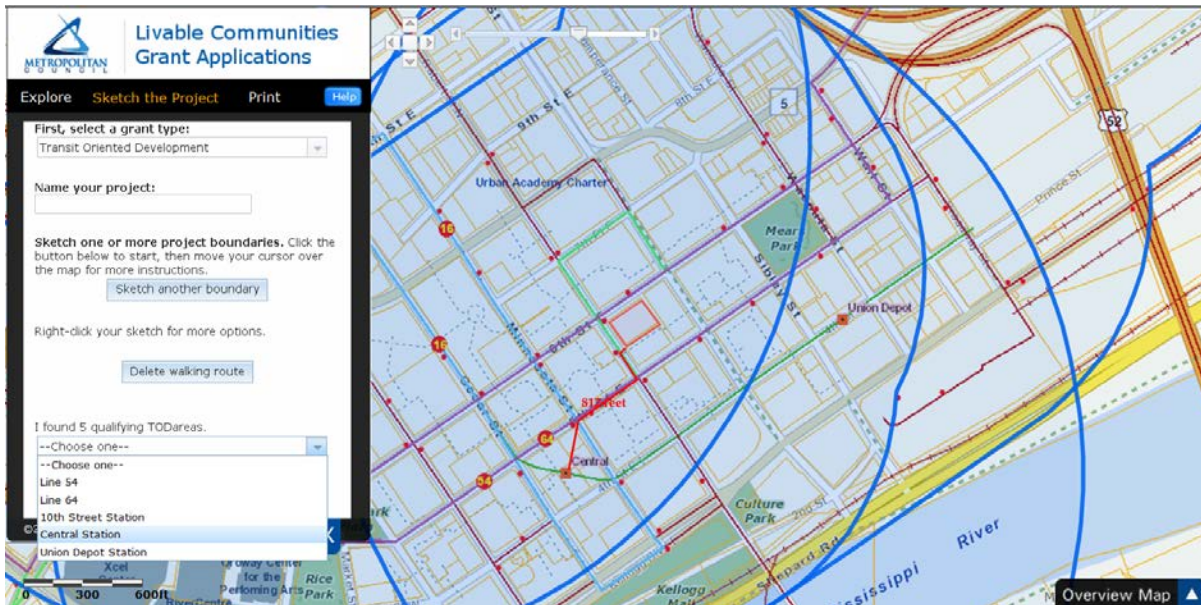


3. You may use the zoom and pan buttons to navigate to your project site. Click “Sketch Boundary” and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining boundary, double click to close the polygon. If there are multiple, non-contiguous parcels that are part of your Project, you have the option of sketching another boundary.



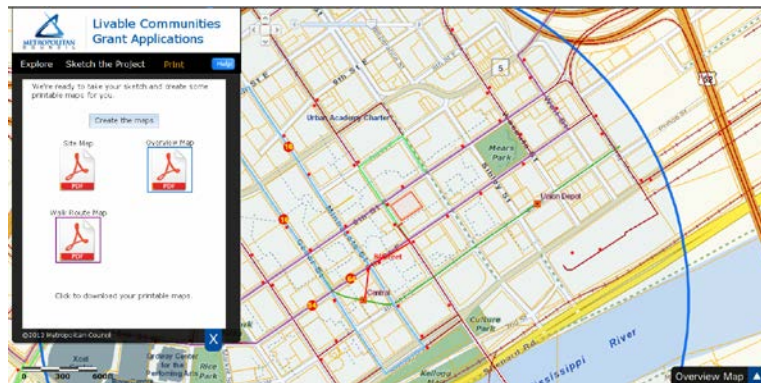
4. Click “Sketch walking route” and draw the most direct walking route between the project site and the TOD station. Only draw the walking route along publically-accessible (privately or publically-owned) paths, plazas, or other pedestrian areas. Do not draw the route across parking lots.
5. Double click to terminate the walking route. A linear distance is automatically calculated, and depending on the number of stations available within ½-mile of the project, several station areas may appear. Click the drop-down menu and select the Named TOD-Eligible Station for your project.

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6. Select “Print” and “Create the maps.” The system will generate two maps for LCDA and three maps for LCA-TOD. Please be patient – depending on your connection, it can take up to one minute to generate the maps.
7. Click each PDF to download them separately.

If you have any questions about using a-Map, consult the Make-a-Map help section or contact LCA staff.



Make-

Appendix 2: Applicant Resources

Transit Oriented Development		
Resource Name	Type of Resources	Description
<u>Metropolitan Council Transit Oriented Development Guide</u>	Policy and Planning Guide	Guide intended for planners, elected officials and planning commissioners which explains the roles and responsibilities of various levels of government in implementing TOD, and houses case studies and best practices to emphasize.
<u>Institute for Transportation and Development Policy, What is TOD</u>	Best Practices and Scorecard	A policy brief providing core principles of inclusive TOD based on ITDP's Principles of Urban Development for Transport in Urban Life, and an assessment tool for plans and projects.
<u>National Resources & Technical Assistance for Transit-Oriented Development, FTA and Smart Growth America</u>	Guidebooks, Research Papers, Fact Sheets	The TOD Technical Assistance Initiative is a project of the Federal Transit Administration administered by Smart Growth America that provides on-the-ground and online technical assistance to support transit-oriented development, improve access to public transportation, and build new economic opportunities and pathways to employment for local communities.
<u>Reconnecting America, Center for Transit-Oriented Development</u>	Best Practices Database	Collection of case studies, research, technical and policy documents on a variety of topics related to transit oriented development and livable communities. Continuation of Best Practices database originally funded by the Federal Transit Administration.
<u>Minneapolis' "What Does Density Look Like?"</u>	Guide	Pamphlet illustrating building form at various densities and heights.
<u>Saint Paul Transit-Oriented Development Guidebook for the Central Corridor</u>	Guidebook	A reference guide including business tips, guiding plans and design development principles for the Central Corridor in Saint Paul.
Community Engagement		
Resource Name	Type of Resources	Description
<u>Council Public Engagement Plan</u>	Introduction Guide	Includes the Metropolitan Council's definitions of engagement and outreach as well as public engagement principles and strategies to guide community engagement efforts.
<u>Metropolitan Council Community Engagement Resources</u>	Checklists, Presentations, Best Practices	A variety of community engagement resources compiled by the Metropolitan Council Community Development Division and Community Engagement staff. Resources include checklists, best practices, and planning worksheets
<u>Metropolitan Council PlanIt Series – Workshops</u>	Workshop Presentations	Community Engagement presentations include: Community Engagement Best Practices; Interactive Community Engagement; Re-Thinking Engagement Strategies; and Community Engagement

Community Engagement Institute Resources	Assessment Tool, Background Guide	The Community Engagement Institute from Nexus Community Partners provides a series of trainings and additional resources to advance community engagement practice. A self-assessment tool helps teams determine how they currently do engagement and identify areas to expand. The model of community engagement elements is divided into tangible, long-term goals and core elements necessary to achieve those goals.
Public Engagement Primer	Introduction Guide	Overview of core principles of community engagement with examples of engagement strategies, including focus groups, stakeholder dialogues, and community conversations.
Equitable Development		
Resource Name	Type of Resources	Description
Twin Cities Equitable Development Principles and Scorecard	Scorecard	The Scorecard offers guidance to assess a development project or potential project in the following areas: housing, transportation, land use, community engagement, and economic development.
King County Equity Impact Review Tool	Project Toolkit	The Impact Tool guides project teams through a series of questions to assess the racial equity impact of their project.
Complete Streets		
Resource Name	Type of Resources	Description
Hennepin County Active Living	Workshops, tools, policy and planning guides	The Hennepin County Active Living initiative provides a variety of resources on developing environments that promote active living. Resources include bike and pedestrian planning, design checklists, and workshop materials.
New York City Active Design Guidelines	Guidebook	The guide includes strategies for designing public spaces that encourage active transportation and recreation. Relationships between active living and sustainable design is also addressed.
Minnesota Complete Streets Coalition	Toolkits, Design Guides, Policy Guides	Several design toolkits, guides, and policy case studies are available through the Coalition resource page. Example complete streets resolutions are also available.

Project Profiles

Profiles of successful LCDA projects are available on the LCA website. These profiles highlight projects that have included innovative elements within their individual development contexts. Each profile outlines how the project supports livable communities with a specific focus on connections, demonstration value, and catalytic potential. While the exact project elements are not meant to be replicated, examples of successful projects can help applicants understand why the featured projects were successful. Profiles are available at:

<https://metro council.org/Communities/Services/Livable-Communities-Grants/LCA-Project-Profiles.aspx>

Appendix 3: Required Resolution for City Applicants

RESOLUTION NO. ____

CITY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES TRANSIT ORIENTED DEVELOPMENT FUNDING AND AUTHORIZING AN APPLICATION FOR GRANT FUNDS

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2018 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified a proposed project within the City that meets TOD purposes and criteria and is consistent with and promotes the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the City has the institutional, managerial and financial capability to adequately manage an LCA-TOD grant ;

and

WHEREAS the City certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the City acknowledges TOD grants are intended to fund projects or project components that can serve as models, examples or prototypes for TOD development or redevelopment elsewhere in the Region, and therefore represents that the proposed project or key components of the proposed project can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council's Livable Communities TOD initiative during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible projects that would not occur without the availability of TOD grant funding.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

1. Finds that it is in the best interests of the City's development goals and priorities for the following proposed TOD Project(s) to occur at this particular site and at this particular time.
(Insert Full project name(s) here)
2. Finds that the TOD Project component(s) for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for this project at this time.
3. Authorizes its _____ to submit on behalf of the City an application for Metropolitan Council Livable Communities TOD grant funds for the TOD Project component(s) identified in the application, and to execute such agreements as may be necessary to implement the TOD Project on behalf of the City.

Adopted this ___ day of _____, 2018.

Mayor

Clerk

Appendix 4: Sample Resolution for County/EDA/Port Authority Applicants

RESOLUTION NO. _____

COUNTY OF _____, MINNESOTA

RESOLUTION IDENTIFYING THE NEED FOR LIVABLE COMMUNITIES DEMONSTRATION ACCOUNT FUNDING AND AUTHORIZING APPLICATIONS FOR GRANT FUNDS

WHEREAS the County/EDA/Port Authority of _____ is eligible to apply for Livable Communities Demonstration Account funds on behalf of cities participating in the Livable Communities Act’s Housing Incentives Program for 2018 as determined by the Metropolitan Council; and

WHEREAS the County/EDA/Port Authority has identified proposed projects within the City of _____ that meet the Transit Oriented Development Program’s purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council’s adopted metropolitan development guide; and

WHEREAS the County/EDA/Port Authority has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the County/EDA/Port Authority certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the County/EDA/Port Authority agrees to act as legal sponsor for the projects contained in the grant applications submitted on _____, 2018;

WHEREAS the County/EDA/Port Authority acknowledges Livable Communities Demonstration Account grants are intended to fund projects or project components that can serve as models, examples or prototypes for development or redevelopment projects elsewhere in the region, and therefore represents that the proposed projects or key components of the proposed projects can be replicated in other metropolitan-area communities; and

WHEREAS only a limited amount of grant funding is available through the Metropolitan Council’s Livable Communities Demonstration Account during each funding cycle and the Metropolitan Council has determined it is appropriate to allocate those scarce grant funds only to eligible projects that would not occur without the availability of Demonstration Account grant funding.

THEREFORE, the County/EDA/Port Authority of _____ authorizes its’ Executive Director to submit an application for Metropolitan Council Livable Communities Demonstration Account grant funds for the project components identified in the application, and to execute such agreements as may be necessary to implement the projects on behalf of the City of _____, where the project is located.

Adopted this ____ day of _____, 2018.

Executive Director

Appendix 5: Definition of Terms

This grant category uses some terms that are specific to the category and may have other meanings elsewhere. For the purposes of the application and evaluation of LCA-TOD Pre-Development and Zoning Implementation grant category, the following definitions apply:

- **Affordable Housing** is ownership or rental housing affordable to households earning 80% or less of Area Median Income (AMI). The Council is concerned with income levels not rent levels in considering affordable units. All Livable Communities Act affordable housing grant applications that include affordable housing must have a minimum 15-year affordability term, and a mechanism in place to ensure this term, to be considered as affordable for scoring.
- **Community Engagement** is the act of intentionally organizing individuals, communities, constituencies and organizations to help with problem-solving for the work they do. In contrast to outreach, engagement is relational and ongoing, or multi-directional interactions. Engagement moves beyond simply identifying “who” we need to reach out to and embraces a strategic approach to building lasting relationships.
- **Developed Communities** (*Urban Center* and *Urban Community Designations* in Thrive) are cities where more than 85% of the land is developed, infrastructure is well established and efforts must go toward keeping it in good repair. Projects awarded grants in developed communities will be focused on maintaining and improving infrastructure, buildings and land to support adaptive reuse, infill development and redevelopment.
- **Developing Communities** (*Suburban, Suburban Edge* and *Emerging Suburban Edge Community Designations* in Thrive) are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur. Projects awarded grants in developing communities will be focused on accommodating growth by supporting local efforts and policies to plan for growth that efficiently uses transportation and transit infrastructure and regional services, promotes land use patterns with clear distinctions between urban and rural areas, and by supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design. The **Development Project** is the development or redevelopment project that provides the deliverables upon which the grant application is scored. Note that in most cases, the grant-funded activities, in and of themselves, do not comprise the development project.
- **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.
- **Equity** connects all residents to opportunity and creates viable housing, transportation, and recreation options for people of all races, ethnicities, incomes, and abilities so that all communities share the opportunities and challenges of growth and change.
- **Fair Housing Policy** A written statement regarding the local municipality’s commitment to fair housing, typically including the policy’s purpose, procedures for complaint identification and referral, designating a fair housing officer, and outlining internal and external actions the municipality will undertake to advance fair housing. A best practices guide including a copy of a model local fair housing policy can be found here: <https://metro council.org/Handbook/Files/Resources/Best-Practices/Fair-Housing-Policy-Guide.aspx>
- The **Grant-Funded Activities** are components of the development project described in the application. The grant-funded activities do not, in and of themselves, comprise the development project for which grant funds are awarded.
- A **Living Wage** is 130% of the poverty guideline for a family of four within the 48 contiguous states established annually by the U. S. Department of Health and Human Services. In 2019 this annual wage is \$33,475.

- **LCDA-TOD-Eligible Area**

Limited geographic areas are eligible for TOD funding based on levels of transit service and a transit project's stage of development. The criteria to determine areas eligible for TOD funding is as follows:

- LCDA-TOD Pre-Development – the transit project is in environmental review and in the Transportation Policy Plan Current Revenue Scenario or the lead agency has adopted the Final Station Plan for arterial bus rapid transit.
- LCDA-TOD Development – The transit project has completed environmental review or received a Record of Decision.
- The process of **Placemaking** can lead to the creation of physical spaces that foster civic engagement, build social connections, catalyze economic development, demonstrate environmental sustainability, and contribute to the unique sense of identity of a project area or neighborhood. Engagement activities, beyond the typical neighborhood meeting, that involve local community members and businesses in the development of public space integral to the project, or the project itself are eligible for grant funding. The **Project Area** is the specific geographic area in which LCDA-TOD Pre-Development activities will be conducted.
- **Public Spaces** that are eligible for LCDA grant funding are intentionally designed spaces, such as plazas, squares, greens or courtyards, that serve to create an identity, a focal point of, or gateway to the development, that invite public use and facilitate community interaction. Playgrounds, tot lots, neighborhood parks, or general amenity areas primarily for the use of the development project's tenants are examples of spaces that do not meet eligible **public space** criteria for Livable Communities. Well-designed public spaces can foster civic engagement, build social connections, catalyze economic development, demonstrate environmental sustainability, and contribute to the unique sense of identity of a project area or neighborhood.
- Communities designated **Rural Center** in Thrive are local commercial, employment, and residential activity centers serving rural areas in the region. Projects awarded grants in rural centers will be focused the efficient use of land and existing infrastructure, encouraging innovative approaches to development where existing infrastructure and capacity can support increased density, improving land use patterns to reduce carbon emissions.
- **Site Improvement** means demolition and removal of obsolete structures; grading, filling, or soil correction to prepare a site for construction.
- **Transit-Oriented Development (TOD)** is moderate to higher-density development located within easy walking distance of a major transit stop, generally with a mix of residential, employment and shopping opportunities designed for pedestrians. (Additional information about transit-oriented development can be found in the Council's online handbook, the Guide for Transit-Oriented Development).
- **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.

Appendix 6: LCDA-TOD Eligible Items-Quick Reference Guide

Grant-Funded Activities	LCDA-TOD Pre-Development	LCDA-TOD Zoning Implementation	LCDA-TOD Development
Development of site plan alternatives	X		
Design workshops for development alternatives	X		
Financial analysis of development scenarios	X		
Market study	X		
Project-specific stormwater management plans	X		
Soil testing to determine feasible soil correction and/or structural limits for site (not environmental testing)	X		
Development of Travel Demand Management Plans	X		
Creation of TOD zoning ordinances		X	
Site acquisition (see Application Guide)			X
Holding costs			X
Geotechnical work			X
Demolition/ removal of obsolete structures (LCDA: non-contaminated areas only)			X
Grading and soil correction (LCDA: non-contaminated areas)			X
New or realigned public streets to improve connectivity			X
Public portion of shared-use parking structures			X
Extensions/modifications of local public sewer, water or telecommunication lines			X
New sidewalks, exceeding minimum city requirements, or connections to trails, that connect to transit and other public places			X
Site-integrated transit shelters, permanent public bike racks at non-residential uses			X
Stormwater management improvements			X
Intentionally designed public spaces			X
Design and engineering for LCDA-TOD eligible items			X
Energy efficiency installations such as photovoltaic solar panels, geothermal pumps, wind turbines, or fuel cells			X



390 Robert Street North
Saint Paul, MN 55101-1805
651.602.1000
TTY 651.291.0904
public.info@metc.state.mn.us
metro council.org

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