

LIVABLE COMMUNITIES PROJECT CONCEPT PLAN 2019 APPLICATION GUIDE

LCDA & LCA-TOD GRANTS

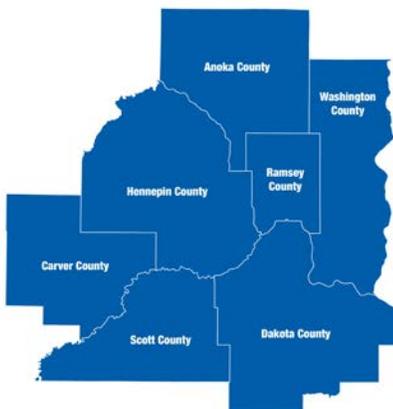


March 2019

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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Table of Contents

Section 1: General Information	4
Introduction.....	4
Schedule	4
Purpose	5
Funding Profiles.....	6
Section 2: Eligible Applicants, Projects, and Uses	7
Eligible Applicants.....	7
Eligible Projects	7
Considerations for TOD Applications	8
Eligible Uses.....	9
Section 3: Application Process	12
Completing the Project Concept Plan	13
Required Attachments	13
Optional attachments.....	14
Submittal Instructions	14
Application Guidance.....	15
Section 4: Appendices	16
Appendix 1: Using Make-a-Map	16
Appendix 2: Definition of Terms	18
Appendix 3: Applicant Resources	20

Section 1: General Information

Introduction

A Project Concept Plan (PCP) is a required short summary of a proposed Livable Communities Demonstration Account (LCDA) or Livable Communities Transit Oriented Development (LCDA-TOD) project. The Metropolitan Council (Council) will not accept a full application for LCDA or LCDA-TOD unless the applicant has submitted a PCP for that project.

The purpose of the PCP is to:

- Determine if the project appears to be suited to LCDA or LCDA-TOD funding.
- Discuss eligible and ineligible grant activities.
- Allow staff to provide general project feedback to applicants.

As you complete your PCP, please note that sections may be specific to one or more Livable Communities funding accounts. Pay attention to the section and the guidance in the PCP form and in this user guide.

Schedule

(Please note the different dates for TOD & LCDA Applications.)

1. February Round 1 Design Workshops (Optional)
2. March/April Pre-Application Meetings
3. April Round 2 Design Workshops (Optional)
4. **June 1, 3:00 p.m.** **TOD PCP Submittal Deadline**
5. Week of June 12 PCP Meeting with Applicants
6. **July 1, 3:00 p.m.** **LCDA PCP Submittal Deadline**
7. Week of July 15 LCDA PCP Meeting with Applicants
8. **July 11, 3:00 p.m.** **TOD Application Deadline**
9. **August 8, 3:00 p.m.** **LCDA Application Deadline**
10. Award Notifications:
 - a. TOD: October/November
 - b. LCDA: November/December

Purpose

LCDA

LCDA funding helps communities demonstrate innovative approaches to development while implementing their community development objectives and comprehensive plans. Development grants provide funds to support projects that connect development or redevelopment with transit; intensify land uses; connect housing and employment; provide a mix of housing type and affordability; and/or provide infrastructure to connect communities and attract investment.

Eligible projects must meet the statutory requirements¹ for the program. These include projects that will:

- interrelate development or redevelopment and transit;
- interrelate affordable housing and employment growth areas;
- intensify land use that leads to more compact development or redevelopment;
- involve development or redevelopment 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; or
- encourage public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector redevelopment investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment.

The LCDA legislative objectives are supported by Thrive MSP 2040 (Thrive)². LCDA funding will assist development projects that demonstrate innovative and new ways of meeting statutory requirements and Thrive outcomes³, principles, policies and strategies, which include:

- develops land uses in centers linked to the local and regional transportation systems;
- efficiently connects housing, jobs, retail centers and civic uses;
- develops a range of housing densities, types and costs; and
- conserves, protects and enhances natural resources by means of development that is sensitive to the environment.

LCDA-TOD

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.

¹ <https://www.revisor.mn.gov/statutes/?id=473.25&year=2010>

² [http://www.metrocouncil.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-\(1\)/ThriveMSP2040.aspx](http://www.metrocouncil.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-(1)/ThriveMSP2040.aspx)

³ [http://www.metrocouncil.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-\(1\)/2_ThriveMSP2040_Outcomes.aspx](http://www.metrocouncil.org/Planning/Publications-And-Resources/Thrive-MSP-2040-Plan-(1)/2_ThriveMSP2040_Outcomes.aspx)

Funding Profiles

LCDA

- No match requirement
- 3-year grant term, beginning on the date of the grant award.
- A city may submit no more than six PCP Applications.
- There are no award limits on the dollar request per application, or per City, other than the following:
 - Council-established guidelines state that up to 40% of the total funds available in a grant cycle are available to projects located in Minneapolis and/or Saint Paul. The Council reserves the right to consider awarding more than 40% under certain conditions.

LCDA-TOD

- No match requirement
- 3-year grant term, beginning on the date of the grant award.
- A city may submit no more than six PCP Applications.
- There are no limits on the dollar request per application, but each city can be awarded no more than \$2,000,000.
- Applicants may not apply for funds from the TOD program and the LCDA program for the same project if the review cycles or processes for these programs will overlap.

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](#).

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

All of the following items are required to comprise an eligible development project:

- The project must meet the criteria for *Development Projects*, as defined in the “definition of terms” section of this guide.
- The development project must be located within a Council-identified *Developed Area*, *Developing Area* or a *Rural Center*. Regional park land is ineligible in all respects.
 - For LCA-TOD, the development project must be located in a TOD-Eligible Area. 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.

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”.

- The development project must involve new development, redevelopment or infill development addressing the program goals. Projects involving rehabilitation are eligible if they have other components that address one or more of the program goals.

- The grant-funded activities must be completed within the 36-month grant term.
- If housing is planned, the development project must help achieve one or more of the affordable and lifecycle housing goals adopted by the applicant city (or the city in which the project is located if the applicant is a county or county development authority) under the Local Housing Incentives Account Program of the Livable Communities Act.
- Public space elements must be more than mere amenities – if you are requesting only items such as benches or planters, consider those as furnishings, which by themselves are ineligible. To be funded, public space elements must meet a higher standard and be integral to an intentionally designed public space. If you are requesting public space elements, explain how these items will define the project and attract both people and investment to the area. See public space definition in Appendix 2.

Considerations for TOD Applications

1. Not every good development or redevelopment project is a good fit for the LCDA-TOD Program.
2. 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 used, human scale architecture, active ground floor uses, tree-lined streets, bicycle accessibility, reduced parking, parking behind buildings, and a quality pedestrian friendly experience that encourages walking/biking to and from the station.
3. The application and review process is designed to emphasize development or redevelopment projects that exemplify LCA goals. As the program name implies, the development or redevelopment project needs to be more than just another standard development and provide demonstration value which can be 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 within your community?

Eligible Uses

Grant funds are intended to assist innovative development projects that meet Livable Communities priorities move forward and/or for innovative features and elements such as stormwater management, renewable energy, intentionally designed public spaces, or limited infrastructure elements which support projects that provide demonstration value to the region. LCA grant funds are not for simple gap financing nor to supplant or substitute for other sources of funding. Applicants should demonstrate that “but-for” Livable Communities funds, the grant activity would not occur.

Please note: Livable Communities funding is awarded on a cost-incurred basis and only activities that occur after the date of grant award are eligible. (Site Acquisition is a special circumstance with detail in the table below.)

See table below for specific eligible and ineligible uses.

<u>Eligible Uses</u>	<u>Ineligible Uses</u>
Site-Integrated Stormwater Management	
<ul style="list-style-type: none"> • Infiltration swales or tanks; • Rain gardens, or landscaping that is an integrated part of the stormwater management system; • Pervious pavement; • Green roofs 	<ul style="list-style-type: none"> • Trees, sod, or landscape plantings, unless an integral part of a stormwater management system.
Renewable Energy Elements	
<ul style="list-style-type: none"> • Geothermal heat pumps; • Fuel cells; • Wind turbines; • Photovoltaic systems* <p>* When demonstrated that upfront costs are an insurmountable burden. Payback period, tax credits and rebates, and who benefits from utility savings are considerations.</p>	
Public Space	
<ul style="list-style-type: none"> • Intentionally designed, publicly accessible spaces, such as plazas, squares, greens, or courtyards, which reinforce a sense of identity for the site and surrounding neighborhood. Elements integral to the design of such spaces, are eligible, which may include: <ul style="list-style-type: none"> • lighting; • landscaping; • seating and furnishings; • sidewalks and paths; • Public art features which contribute to the identity, or sense of place, of the development project and/or surrounding neighborhood. To be considered public art, the design of the feature must be led by, and fabricated by a professional artist and/or art organization. 	<ul style="list-style-type: none"> • General landscaping elements, lighting, sidewalks or paths around the development, which are not part of an intentionally designed public space; • City, neighborhood, or regional parks or playgrounds; • Parks, playgrounds, or areas that are, through management or design, primarily for the use of the development project’s tenants or residents

Design Fees & Engagement	
<ul style="list-style-type: none"> Architectural and engineering fees to support the design of innovative stormwater management systems, public spaces, or public art elements, when specifically requested. Note: Up to 10% of the awarded amount for the related grant-fund activity and these costs will only be reimbursed once the eligible element, to which architectural/engineering fees are related, is constructed. Community engagement efforts beyond the minimum public meetings or presentation to neighborhood groups and governing bodies. <i>See Appendix 3 for additional information on community engagement.</i> 	<ul style="list-style-type: none"> Architectural and engineering fees related to the general site or building or not related directly to grant-funded elements specifically listed as “eligible”.
Site Acquisition	
<ul style="list-style-type: none"> Site acquisition, after the date of award OR for sites acquired within 12 months prior to the application due date for the development of affordable housing or for the retention or creation of jobs made more accessible to low-income and underserved populations. <ul style="list-style-type: none"> Eligible site acquisition costs are only those that are for the transfer of property from one completely unrelated entity to another within the timeframes indicated above. Holding costs directly associated with requested site acquisition. <ul style="list-style-type: none"> Holding costs may not exceed 5% of the grant amount <u>awarded</u> for the purchase price, or \$100,000, whichever is less. Eligible holding costs include property maintenance, insurance, and interest. <p>Note: Site acquisition costs may only relate to the portion of the project which meets the criteria above. For example, if a project includes market rate units, then the cost of site acquisition will be prorated to the percent of affordable units.</p>	<ul style="list-style-type: none"> Reimbursement, refinancing of land acquisition or site control costs incurred by the applicant, any current or future grant subrecipient, related LLC, LP or the like, or other project partner before the date of an LCDA grant award. This includes costs to acquire or gain site control for project sites where site control has been established or where formal steps to acquire the property, such as a purchase agreement, have been taken. Site acquisition costs for transactions between or among partnerships or other legal entities for project sites where any grantee, current or future subrecipient or other project partner has any ownership or site control interest in a property prior to the grant award are also not eligible. LCA funds may not be used to refinance or supplant other sources of funding available to acquire or gain site control of the development project property. Site assembly for lands to be used for transit infrastructure.

Site Preparation	
<ul style="list-style-type: none"> • Demolition and removal of obsolete structures. • Grading, filling, or soil correction to prepare a site for construction. <p>Note: Eligible activities are for items not considered hazardous, or that would not be eligible under the TBRA program.</p>	<ul style="list-style-type: none"> • Demolition, abatement, cleanup, removal, hauling or disposal of contaminated materials or debris. • Cleanup, removal, hauling or disposal of contaminated soil or debris.
Public Infrastructure Elements	
<ul style="list-style-type: none"> • New streets, or street extensions only for local public streets; • New sidewalks and trails, clearly for public use and that exceed minimum city requirements that connect the development project to transit, retail/commercial activities and/or nearby public spaces such as parks and schools; • Site-integrated transit shelters • Bike facilities at non-residential developments available to the public; • Extensions or modifications of <u>local public</u> sewer, water, or telecommunication lines that are needed to serve the development project; • The publicly available portion of shared-use parking structures 	<ul style="list-style-type: none"> • County road improvements • Private sidewalks, amenities or amenity spaces specifically serving the development project • Perimeter sidewalks or boulevards that are built to minimum city requirements • Surface parking and parking structures without a shared public component • Expansion or extension of local public utilities not directly related to the development project • Transit infrastructure or capital investments e.g., transit stations, station platforms, and park-and-ride facilities. • Regional parks or trails and trails that would otherwise be included within a city's capital improvement budget. • Trail, sidewalk, or road connections that do not directly connect to or support the development project
Other Ineligible Activities	
<ul style="list-style-type: none"> • Administrative overhead; • Building construction or rehabilitation; • Affordability gap or value gap financing; • Relocation costs; • Travel expenses; • Legal fees, late payment fees or finance charges; • Bonds and or Insurance; • Overhead/profit • Traffic control or other temporary project construction activities; • Employee worksite parking; • Marketing costs; • Permits, Licenses or authorization fees, • Costs associated with preparing grant proposals or applications or bids, • Applicant project coordination costs, operating expenses, planning costs, and prorated lease and salary costs. • Entertainment, gifts, or prizes • Costs associated with the exercise of eminent domain. • Costs incurred before the date of grant award, or after the expiration date of the grant agreement. 	

Section 3: Application Process

- **No LCDA Development or LCDA-TOD Development grant application will be accepted without a PCP submittal.**
- PCP materials can be found online on the [LCDA and TOD webpages](#). **See application instructions below.**

TOD PCPs are due on June 1, 2019 by 3:00 p.m.

LCDA PCPs are due July 1, 2019 by 3:00 p.m.

- No more than six PCPs may be submitted by any one city in any one funding program. Only one PCP per project is needed.
- Livable Communities staff will work with applicants to assist them in submitting only applications that are viable for consideration. Applicants are encouraged to talk with staff about project proposals prior to submitting a PCP. Staff contact information can be found below.

Staff will provide feedback on submitted PCPs related to eligibility of grant activities, project fit with Livable Communities goals and specific programs, and design considerations. Each applicant is required to meet with LCA staff to discuss PCP feedback. LCA-TOD and LCDA feedback meetings will occur as listed in the schedule above.

- **Design Workshops:** the Council offers optional design workshops for LCDA and LCA-TOD applicants. During these workshops, independent industry professionals will review the proposals and offer their advice regarding the project's design qualities and consistency with Livable Communities goals. These workshops are free, and applicants are encouraged to take advantage of the opportunity. Participation in the workshops and/or incorporation of the resulting recommendations does not guarantee funding.

More information on the workshops is [available online](#).

Use of Application Images

By submitting any renderings, images, perspectives, sections, diagrams, photos or other copyrightable materials (collectively, "copyrightable materials") with an application, you certify that your organization is the owner of the copyrightable materials or is fully authorized to grant permissions regarding the copyrightable materials and that the copyrightable materials do not infringe upon the copyrights of others. Your organization also agrees that: 1) the Council has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish any copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet; and 2) your organization will not hold the Council responsible for the unauthorized use of the copyrightable materials by third parties. If your organization desires attribution on the copyrightable materials, you may include a discreet transparent watermark.

Completing the Project Concept Plan

- The PCP is a PDF form that can be completed electronically. To access the PCP, download it from the [LCDAs or TOD webpages](#).
- The Sources and Uses worksheet is an Excel spreadsheet which can also be downloaded from the link above.
- Use the Council’s online Make-a-Map application to create the required: *Overview Map*, *Aerial Map*, *Parcel Map* and, for LCA-TOD projects, the *Walking Route Map*. Also use Make-a-Map to ensure that at least a portion of the TOD project is located within an 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 check “TOD Grant Areas”.
- For instructions on using Make-a-Map, refer to Appendix 3

Required Attachments

The following required attachments must be submitted with the PCP Application Form. Attachments, other than the Sources and Uses workbook, should be formatted to 11 x 17”, one side only.

Compress PDF files to reasonable sizes, and rotate all pages so they are legible on screen.

“Make-A-Map” Generated Documents

1. Overview Map, Aerial Map and Parcel Map.
2. **TOD-Only:** A Walking Route Map: The applicant will sketch a route from the project location to the nearest transit station.

Applicant Generated Documents

1. A site plan clearly illustrating the location and extent of each requested grant activity. Title this document “Grant Requested Activities Plan”
2. A site plan of the entire site indicating all ground floor uses, vehicular and pedestrian entrances, public and semi-public spaces, transit stations and/or stops. Title this document “Site Plan”
3. To scale context plan showing the site plan and nearby public realm elements such as parks, trails, plazas, etc. Title this document “Public Realm Context Plan”
4. To scale street, site and building sectional drawings that illustrate precisely how buildings meet the ground, the articulation of the façade and the interior uses of the building, as well as the design of the spaces between buildings if more than one. Title this document “Sections”
5. Ground perspective from any adjacent streets. Title this document “Perspectives”
6. Projects requesting funding for stormwater management: A stormwater management plan that illustrates stormwater calculations for the site accounting for the stormwater management strategies and provides enough detail to support the requested grant amount.
7. Projects requesting funding for site acquisition: an appraisal, or broker price opinion, of the subject parcel(s) clearly indicating the appraised value.
8. Sources and Uses Worksheet

Optional attachments

1. Up to two, one-page images of your choice –elevations, sections, perspectives, or other drawings that will explain the intent of the project, compressed to reasonable sizes. Please use the naming convention established above.
2. A financial analysis for the project, if one has been completed. Please use the naming convention established above.

Submittal Instructions

- Combine the documents below, in the provided order, into a **single PDF**, and submit to:
LCAGrantAdmin@metc.state.mn.us.
 1. PCP Application Form
 2. Sources & Uses Worksheet
 3. “Overview Map”
 4. “Aerial Map”
 5. “Parcel Map”
 6. “Walking Route” if applicable
 7. “Site Plan”
 8. “Grant Requested Activities Plan”
 9. “Public Realm Context Plan”
 10. “Sections”
 11. “Perspectives”
 12. Any Optional Attachments
 13. Financial Analysis
 14. Stormwater management plan if applicable
 15. Appraisal if applicable
- Title the PCP Application: “2019PCP – [City Name]-[Project Name]”

Complete applications must be submitted by

TOD – 3:00 p.m. on Saturday, June 1

LCDA – 3:00 p.m. on Monday, July 1

For assistance with questions regarding application interpretation or assistance, contact:

Ryan Kelley, *TOD Questions*
(651) 602-1541
ryan.kelley@metc.state.mn.us

Hannah Gary, *LCDA Questions*
(651) 602-1633
hannah.gary@metc.state.mn.us

Application Guidance

General guidance for each question of the PCP can be found within the application document.

Please reference the information below for “Question 4-H”.

Council staff will evaluate projects based on their ability to increase perviousness, reduce stormwater runoff, incorporate green building design practices, utilize stormwater management devices, and protect and provide access to natural resources, including parks and trails. More detail on each of these Council objectives is provided below:

- Increased perviousness: Impervious surfaces (rooftops, sidewalks, surface parking, etc.) all contribute to site runoff. A reduction in site coverage by impervious surfaces can result in a reduction in both the total stormwater runoff volume and pollutant loading in the runoff leaving a site. The LCA program actively supports an increase in site perviousness by at least 15% over existing or former site coverage.
- Reduced runoff: It is a program goal to ensure one or more hydraulic runoff reduction functions is designed into each redevelopment project to reduce site runoff with the intent of replicating the pre-settlement hydrology. Runoff flows can be reduced by utilizing any number of different methods and technologies – utilization of permeable pavement, green roof construction, routing runoff into rainwater gardens or native planting bio-infiltration areas, construction of underground detention/infiltration structures, rainwater storage for site irrigation/reuse, or other ‘low impact development’ techniques.
- Green building design: The Council recommends utilizing any one or more of a number of available ‘green building design’ programs. No preference will be given to the use of any particular standard or certification process, but the Council supports projects that are environmentally responsible and resource-efficient through their orientation and siting, selection of materials, method of construction, use of energy efficient heating and cooling systems, sustainable maintenance practices, and demolition.
- Stormwater performance: The Council recommends that each proposed project apply one or more stormwater best management practices to effectively reduce stormwater runoff volume and improve runoff water quality. These practices could include the following: bioretention cells, use of (deep rooted) native grasses, trees and vegetation, grassed swales, infiltration basins or trenches, permeable pavement, rain barrels and cisterns, sand and organic filters, soil amendments, tree box filters, green roofs, and subsurface detention or infiltration structures.
- Natural resources: List any natural areas (i.e., woods, wetlands) that will be disturbed by the project and list whether the project will have access within a 15-minute walk to regional parks and trails.

NOTE: Each *stormwater* component that will be incorporated into the proposed project must be identified in the narrative **and** located on a project site plan.

Section 4: Appendices

Appendix 1: Using Make-a-Map

The Council's 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>

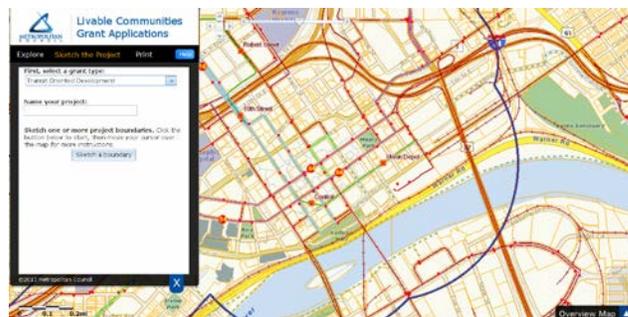
Creating the Required Maps for LCDA and LCA-TOD

For more detailed instructions, click the blue "help" button

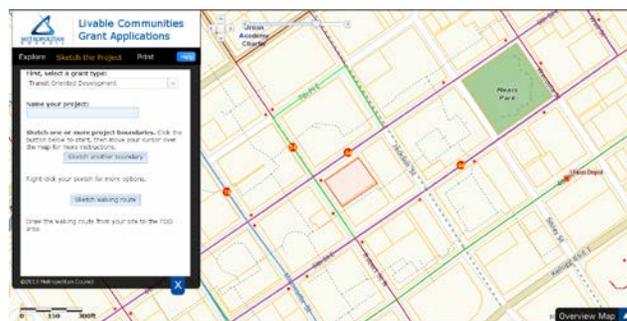
- 1) Enter an address or landmark in the search bar to navigate to your project area.



- 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 a 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 the 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. For LCDA projects, skip to Step 5. For LCA-TOD projects, proceed to Step 4.



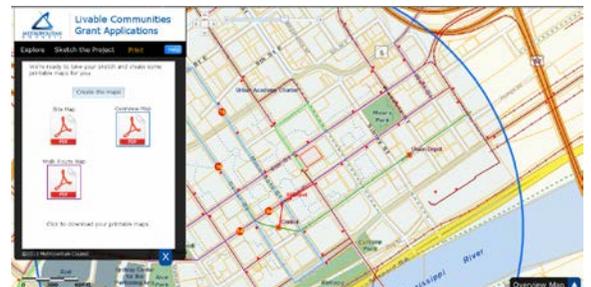
- 4) **(LCA-TOD projects only)**. Click “Sketch walking route” and draw the most direct walking route between the project site and the TOD station. Only draw the walking route along publically-accessible (privately or publically-owned) paths, plazas, or other pedestrian areas. Do not draw the route across parking lots.

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. (If a station name does not appear then your project may not be eligible for the TOD program).



- 5) 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.

Click each PDF to download them separately.



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

Appendix 2: Definition of Terms

- **Affordable Housing** is ownership or rental housing affordable to households earning 80% or less of Area Median Income (AMI). All Livable Communities Act 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 purposes.
- **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** (called 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** (called 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.
- 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.
- 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>
- **Floor-area Ratio (FAR)** is the measurement of a building’s floor area in relation to the size of the lot/parcel that the building is located on. For example, a one-story building that covers an entire 1-acre site and a 4-story building, of the same total square footage, that covers one-quarter of the 1-acre site both have a FAR of 1.0. The Gross FAR is calculated by dividing the total finished square footage of structures by the total square footage of land included in the development project.

- Net FAR considers “buildable land area” only. Buildable land area is that portion of a development site where construction can legally and reasonably occur. To determine Net FAR, subtract unbuildable areas from the total site area, expressed in square feet. For Livable Communities grants, the following site features may be calculated as unbuildable:
 - **Public** streets and rights-of-way
 - Wetlands, floodplains and watercourses
 - Slopes of 12% or more
 - Areas that will remain or become public parks
- 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 Areas** 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. **Site Improvement** means demolition and removal of obsolete structures; grading, filling, or soil correction to prepare a site for construction. This does not include activities related to contaminated material.
- **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 and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability, or disability.

Appendix 3: Applicant Resources

Transit Oriented Development		
Resource Name	Type of Resources	Description
Metropolitan Council Transit Oriented Development Guide	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.
Institute for Transportation and Development Policy, What is TOD	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.
National Resources & Technical Assistance for Transit-Oriented Development, FTA and Smart Growth America	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.
Reconnecting America, Center for Transit-Oriented Development	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.
Minneapolis' "What Does Density Look Like?"	Guide	Pamphlet illustrating building form at various densities and heights.
Saint Paul Transit-Oriented Development Guidebook for the Central Corridor	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
Council Public Engagement Plan	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.
Metropolitan Council Community Engagement Resources	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
Metropolitan Council PlanIt Series – Workshops	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>



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