

LCDA-TOD DEVELOPMENT APPLICATION GUIDE

2020 Livable Communities Transit-Oriented Development Grants

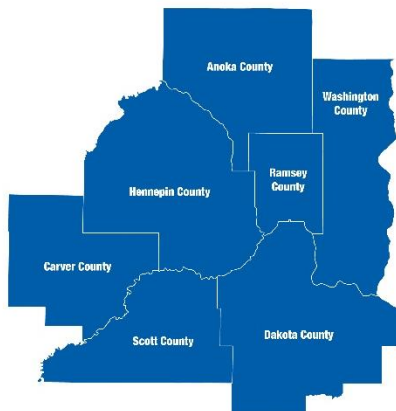


March 2020

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.

On request, this publication will be made available in alternative formats. Call Metropolitan Council information at 651-602-1140 or TTY 651-291-0904.

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Section 1: General Information and Schedule

Purpose of Livable Communities Demonstration Account (LCDA) Grants

LCDA funding assists cities with the implementation of their community development objectives and comprehensive plans in ways that:

- Interrelate two or more of the following: development or redevelopment, affordable housing, and employment growth;
- Intensify land uses and lead to more compact development or redevelopment;
- Achieve a mix of housing opportunities;
- Create incentives to preserve and rehabilitate affordable housing in the fully developed area;
- Encourage public infrastructure that connects communities, attracts investment, and provides project area residents with expanded opportunities for employment.
- Help to change long-term market incentives that adversely impact creation and preservation of living-wage jobs in the fully developed area;

Purpose of LCDA-TOD Grants

The LCDA Transit Oriented Development grants are an extension of the LCDA grant program.

The Council definition of 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 LCDA-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 for Future Project** – 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, fiscal, travel demand management, or impact analyses (health, displacement, etc) in support of an identified Future Development Project.
3. **LCDA-TOD Pre-Development for Zoning**– 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.

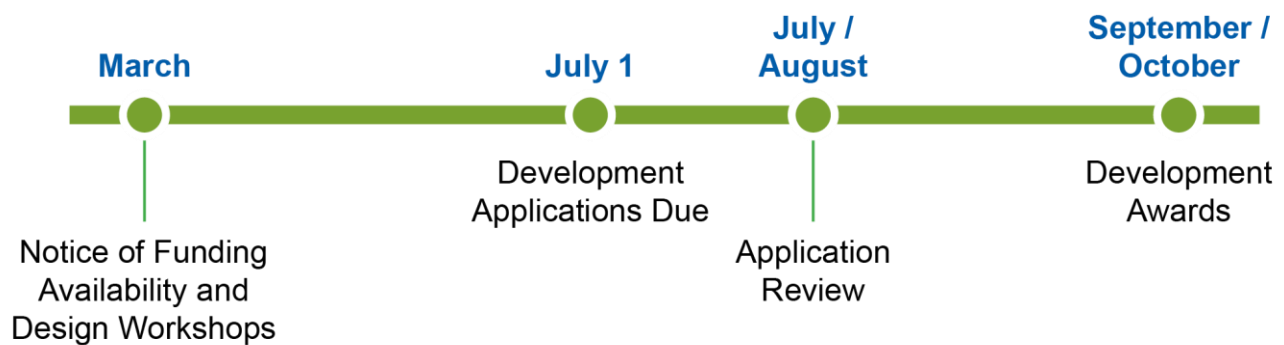
Funding Profile

LCDA-TOD

Available Funding	\$5 million
Local Match	None
Grant Term	3 years from award date
Term Extensions	Up to 2-year extension possible
Award Limit	\$2 million per city
Application Limit	No more than three per city

Schedule

In 2020, the Council will offer one round of competitive funding for LCDA-TOD Development.



Contact

Contact the Program Officer for questions or assistance:

Stephen Klimek, LCDA-TOD Program Officer | 651-602-1541 or stephen.klimek@metc.state.mn.us

Section 2: Eligible Applicants, Projects, and Uses

Eligible Applicants

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 and within an eligible TOD Area, as defined below. A list of participating municipalities can be found on the LCA website: <https://metro council.org/Communities/Services/Livable-Communities-Grants/LCA-Participating-Communities.aspx>

Applicants that receive a Livable Communities Act (LCA) grant must have adopted a Fair Housing Policy prior to the disbursement of LCA funds. A sample policy is referenced in Section 3.

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

Eligible Areas

Development projects must be located within a Council-identified *Developed Area*, *Developing Area*, or a *Rural Center*. Regional park land is ineligible in all respects. The project must also be within a TOD Eligible Area, described as within:

- A ½-mile radius of an existing station on the following transit corridors:
 - LRT: METRO Blue Line and Green Line
 - BRT: METRO Red Line, A Line, and C Line
 - Northstar Commuter Rail Line
- A ½-mile radius of a proposed station on the following planned transit corridors:
 - LRT: METRO Blue Line and Green Line Extensions
 - BRT: METRO Orange and Gold Line, and D Line
- A ½-mile radius of a bus stop or station with significant infrastructure on high-frequency express routes. High-frequency express service is defined as bus service providing either six or more trips during at least one of the peak morning hours between 6:00 AM and 9:00 AM, or 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" web tool to ensure that the TOD project is located within a TOD eligible area. The Make-a-Map application is available at:

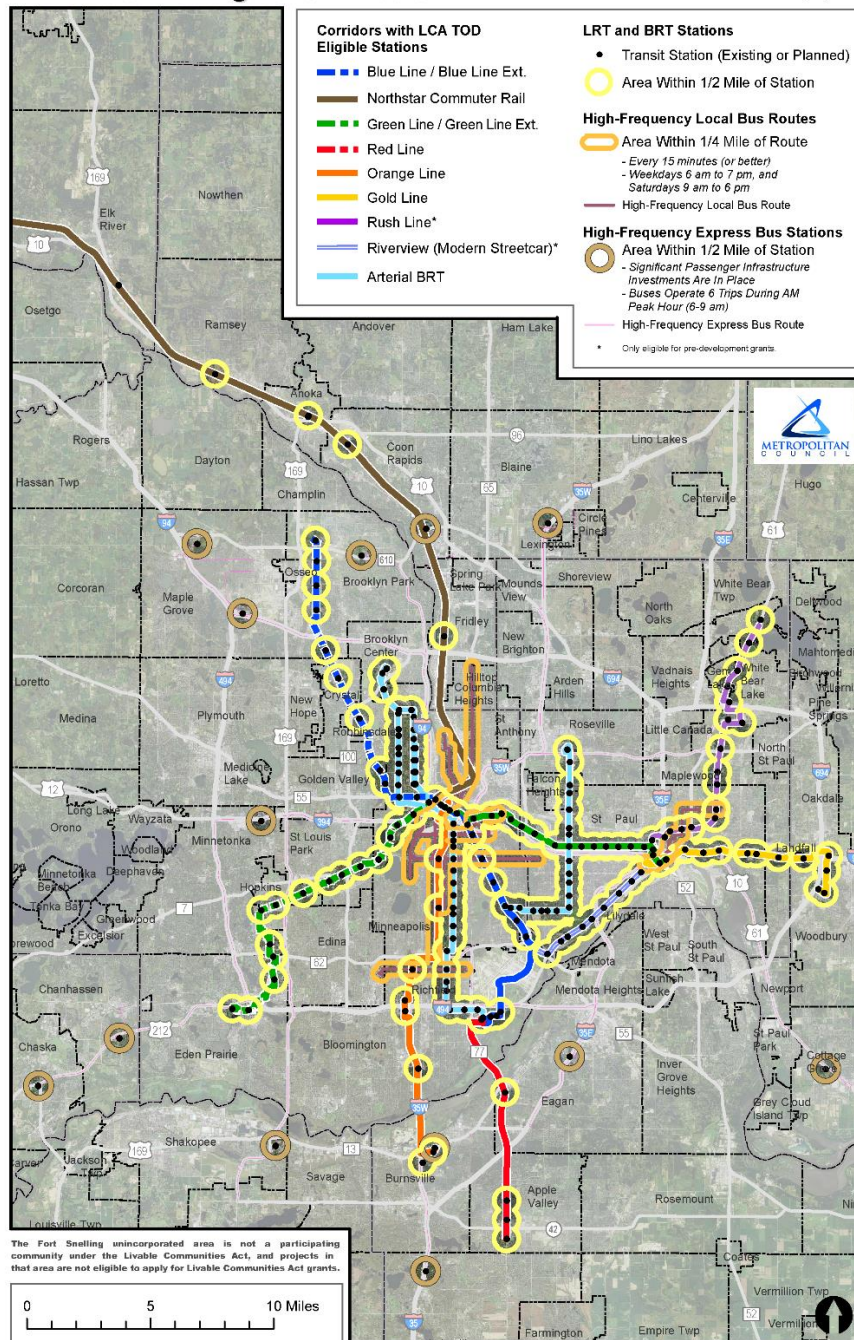
<http://giswebsite.metc.state.mn.us/publicmaps/lca>

To identify TOD Eligible Areas – select the "Layers Tab" and select "TOD Grant Areas". See Section 3: Required Attachments for how to produce application documents using Make-a-Map, and see Appendix 1: Using Make-a-Map for step by step instructions on how to do so.

Twin Cities Metropolitan Area

LCA TOD Eligible Areas

2/27/2020



Illustrative map of LCDA-TOD 2020 eligible transit corridors and stations. Reference "Make-a-Map" for official eligibility.

Eligible Projects

Additionally, 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 involve new development, redevelopment or infill development addressing the program goals. Projects involving rehabilitation may be eligible if they have other components that address one or more of the program goals.
- The specific grant-funded activities must be *completed* within the 36-month grant term, while the development or redevelopment project must have *commenced* within the same term. In this context, “commence” means significant physical improvements have occurred in furtherance of the LCDA project (e.g., a foundation is being constructed or other tangible work on a structure has been initiated). For example, if land acquisition is a grant-funded activity, the acquisition must be completed within the grant term and the associated development project must also commence within the grant term.
- The development project must be consistent, or will be made consistent, with the local comprehensive plan that has been reviewed by the Council and be consistent with any area, neighborhood, corridor, or other local plan adopted by the municipality in which the project is located.
- If housing is planned, the TOD 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 TOD project is located if the applicant is a county or county development authority) under the Local Housing Incentives program of the Livable Communities Act. All housing projects must have a fair housing marketing plan prior to marketing the project.

Eligible and Ineligible Uses of Funds

Development grant funds are intended to assist development projects that meet Livable Communities priorities to 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.

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

See table below for specific eligible and ineligible uses.

Eligible Uses	Ineligible Uses
Site-Integrated Stormwater Management	
<ul style="list-style-type: none"> • Infiltration swales or tanks; • Landscaping, including rain gardens, 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"> • Photovoltaic systems* • Geothermal heat pumps; • Fuel cells; • Wind turbines; <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 or neighborhood parks • Areas that are, through management or design, primarily for the use of the development project's tenants or residents.

Eligible Uses	Ineligible Uses
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. <p>Note: Applicable for 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.</p> <ul style="list-style-type: none"> Community engagement efforts beyond the minimum public meetings or presentation to neighborhood groups and governing bodies. <p>Note: Applicable for up to 10% of the awarded amount for the related grant-fund activity and requires documentation of the engagement process along with a final report. See Appendix 2 for additional information on community engagement.</p>	<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”. Soft costs which are not directly related to an award grant activity
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.

Eligible Uses	Ineligible Uses
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	
<p>Such costs include:</p> <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. 	

Considerations for LCDA-TOD Applications

1. Not every good development or redevelopment project is a good fit for the LCDA-TOD Program. To qualify for funds and score competitively, the application must describe **how the project will address LCDA goals and outcomes**, which are listed in Section 1.
2. The application is designed to focus on a specific development or redevelopment project that exemplifies LCDA goals and TOD principles. As the program name implies, the future development or redevelopment project needs to pursue a result that offers demonstration value to the region. Questions to ask about your project include:
 - What TOD design principles will be exemplified in the project?
 - Will the project utilize new, unique, or challenging development strategies?
 - How will the project address an identified community need?
 - Can some quality, element, or portion of this project serve as an example elsewhere in the region?
 - Did the project include equitable development strategies during project design and/or planning?
3. Development grants are intended to assist in realizing exemplary TOD projects. TOD Design is a significant scoring criterion for these grants. Well-designed TOD projects contain many of the following features: intensified land use, diversification of uses within the project or station area, well-designed public spaces or “outdoor rooms” that create a sense of place, connections to surrounding neighborhoods, enhanced human-scale physical environment with tree-lined streets and active ground floor uses, bicycle infrastructure and mobility options to access daily needs and essential services, reduced, eliminated, or hidden parking, reducing the need for automobile ownership, and a quality pedestrian experience that encourages walking/biking to and from transit stops/stations.
4. Community engagement is foundational to equitable development. Including community voices in the process supports projects that best meet the needs of residents and lead to more successful, equitable outcomes. The LCDA-TOD review process considers project teams that go beyond minimum requirements to engage residents most affected by the development project. The public engagement process must seek to mitigate existing racial, ethnic, cultural, or linguistic barriers and include people of diverse ages, races, ethnicities, incomes, national origins, and abilities. The process must include opportunity for the public to be heard and to have influence over the development project. Public engagement plans must clearly articulate how the engagement activities directly relate to the development project through defined engagement goals and must include a plan for how engagement information will be included in the project.
5. It is important to understand the difference between the future project and the grant activities for which you are requesting funds. The project is the development or redevelopment work that will support identified LCDA-TOD goals and deliver benefits such as housing, connections, and/or jobs to the region. Significant physical improvements for the project must have commenced

before the end of the grant term. The activities for which grant funds are requested **support** the overall project and must be completed before the end of the grant term.

6. Public space elements must be more than mere amenities – if you are requesting only items such as benches or planters, consider those as furnishings. 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.

The Livable Communities Transit-Oriented Development Handbook is a useful resource outlining design principles, best practices, case studies, checklists as well as additional resources for TOD projects:

<http://metro council.org/Communities/Services/Livable-Communities-Grants/Transit-Oriented-Development.aspx>

Further TOD support and references are available in Appendix 2: Applicant Resources.

Section 3: Evaluation Process for LCDA-TOD grants

LCDA-TOD Development applications are evaluated in a two-step process. First, Livable Communities staff will review submittals to ensure all required elements have been received. Incomplete applications may be disqualified. Step One is conducted by an interdivisional Metropolitan Council staff evaluation team to review and score eligible applications using the Step One evaluation criteria (see table below). Applications that successfully meet the Step One point threshold will move on to the Step Two process. The Livable Communities Advisory Committee (LCAC) conducts Step Two of the evaluation process using the Step Two evaluation criteria (see table below) and makes funding recommendations to the Council. Applicants may meet the minimum score to be considered for funding but not be recommended for funding.

The LCAC includes members representing seven areas of expertise to provide the range of skills and experience necessary for evaluating the complex development and redevelopment projects for which LCDA-TOD funding is requested. There are two members for each area of expertise: local government (planning, economic or community development); development finance (one member in private finance, one in public finance); development (one member in new development, one in redevelopment); transportation, environment; site design, and planning, economic and community development/engagement representing traditionally under-represented communities. The LCAC chair, not representing a specific area of expertise, is the 15th member.

Step One Evaluation Criteria for LCDA-TOD Development		Possible Points
TOD Design		
<ul style="list-style-type: none"> • The intensity of the site's future land use, increased density, and consistency with the Council's Housing Policy Plan and Transportation Policy Plan • The type and diversity of uses within the development project and/or TOD area, how the project fits into the area's context, and its potential impact on transit service levels • The innovative application of TOD principles and best practices in architecture, urban design, mobility, and equitable development • The use of strategies to create an enhanced human-scale physical environment and street life that establishes a sense of place, fosters social interaction, and connects to the surrounding neighborhood, its public realm space, and its amenities • The use of strategies that promote convenient pedestrian, bicycle, and micro mobility options to access daily needs and essential services between housing, employment, education, retail and recreation • The use of strategies to increase the viability of transit use, car share and other alternative modes of transportation, as well as reducing the need for automobile ownership, vehicular traffic, and parking requirements • The use of strategies to create equitable outcomes in the TOD area and the region • The degree to which proposed development project advances city TOD guidelines, area plans, and/or otherwise identified TOD goals 		20
Transit Accessibility, Walkability, & Ridership		
<ul style="list-style-type: none"> • The degree to which the development project makes the TOD Area more transit-oriented OR the degree to which the existing area is already supportive of transit users • The extent and quality of connections from the development project to transit service and other uses in the TOD area • An increase in transit ridership beyond what would be expected from a conventional development 		15
Environmental Design		
<ul style="list-style-type: none"> • Conserving, restoring, or protecting the region's water resources through best management practices or innovative design • Commitment to reducing greenhouse gas emissions and carbon use through the application of resilient energy infrastructure, green building design, energy efficiency standards, and/or the inclusion of renewable energy sources • The conservation, protection, or enhancement of natural resources 		12

Continued:

Step One Evaluation Criteria for LCDA-TOD Development		Possible Points
Jobs and Housing (Projects will be scored as Jobs or Housing projects, taking the highest score of either category)		
Jobs Projects: <ul style="list-style-type: none"> The expansion of employment opportunities, emphasizing permanent living wage jobs and diversity of jobs in the area The creation of jobs within or near Areas of Concentrated Poverty that will be accessible to existing area residents The use of strategies to advance and promote the employment of local workers The use of strategies to preserve existing small businesses or provide space for local small businesses The applicant's policies, practices or programs that support Disadvantaged Business Enterprises The project's proximity and access to employment centers with high job densities and its ability to enhance the local tax base OR Housing Criteria: <ul style="list-style-type: none"> The creation or preservation of housing types that contribute to a full range of housing choices The addition of affordable housing, or preservation of affordable units within the station area The acceptance of Housing Choice Vouchers Housing affordability requirements for development projects assisted with city funds or other fiscal devices applicable in the TOD Area 		20
Process and Partnerships		
<ul style="list-style-type: none"> Partnerships have been established among various levels of government, private for-profit and non-profit sectors, and the local community The project fills an identified and specific community need Community engagement efforts are authentic, initiated early in the planning process, and plan to be maintained throughout the project's duration, especially if project changes occur The planning process is inclusive of and responsive to community participation, vision, and leadership The use of strategies to assess displacement risk and implement displacement prevention if needed 		8
TOTAL		75
Applications must score 45 or more points to advance to the Step Two evaluation process.		

Step Two Evaluation Criteria for LCDA-TOD Development		Possible Points
TOD Innovation and Demonstration		
The project's demonstration value provided through: <ul style="list-style-type: none"> • New development concepts, strategies, or partnership in one or more Step One scoring area • Modeling LCDA goals as defined in statute or described in Step One criteria • Using equitable development strategies when planning and/or designing project • Ability to glean and share demonstration and/or innovation findings to other communities in the region • The degree to which the development plan demonstrates TOD design principles beyond a conventional project 		20
Catalyst		
<ul style="list-style-type: none"> • The extent to which the proposed project will position the TOD area for further intensification and additional transit-oriented development • The extent to which the proposed project will support wealth building for residents within the community where the project is located 		15
Readiness		
Development can use fund within 3 years, based on: <ul style="list-style-type: none"> • Status of regulatory approvals • Status of other funding commitments • Partnership are formal and committed • Applicant capacity to manage grant partnership 		15
Step Two Total		50
Combined Step One and Step Two Total		125
Applications must score 75 or more points of the total 125 available points from Step One and Step Two combined to be considered for funding.		

Section 4: Reporting Requirements

Grantees are required to submit bi-annual progress reports, which is supplemented by details provided in the payment request. Additional reporting requirements may be included at the time of award depending on grant requested activities. A final report is required with the last payment request. Projects receiving funding for community engagement will be required to document the engagement process and submit a final report with their final payment request. The grantee is responsible for monitoring development progress and notifying the Project Administrator of any project changes.

The grant may be used as a loan for projects that include affordable housing partially financed through LIHTC. Grantees must enter into a loan agreement with the project owner and comply with additional reporting requirements.

Contact LCA Staff with questions regarding reporting requirements and grant follow-up:

Josiah Waderich, Senior Project Administrator | 651-602-1297 or josiah.waderich@metc.state.mn.us

Section 5: Completing the LCDA-TOD Application

Application Support

Design Excellence Workshops

The Council offers optional design workshops for LCDA and LCDA-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 about the design workshops is available on both the LCDA and LCDA-TOD websites.

Application Process

Accessing the Application

The Council has a web-based management system for grant application, evaluation, and payment requests. WebGrants is entirely online and will cover nearly all phases of grants management across every Council grant program. The LCDA-TOD application is only available through the WebGrants system. To begin the application process, visit: <http://metro council.org/Communities/Services/Livable-Communities-Grants/WebGrants-Info.aspx>

If you are new to WebGrants, read the WebGrants Quick Tips Guide. The guide available online at: <https://metro council.org/Communities/Services/Livable-Communities-Grants/WebGrants-Info.aspx>

A Word document of the narrative application questions is available upon request when the online application is opened. Applications will be made available no later than one month prior to the due date. This is a resource to better facilitate collaboration on the application. **All applications must be submitted through WebGrants to be considered.** Applications submitted through the Word document will not be considered.

Resolution of Support

Each application requires a resolution of support from the grant applicant. Two sample resolutions are provided: one for cities submitting a grant application and one for applicants which are counties, housing, economic development, or port authorities. **Signed resolutions are due at the time of application** in WebGrants. Resolutions can be uploaded in the "Attachments" section of WebGrants.

Submitting the Application

Follow the application submittal instructions through the WebGrants system: <https://metro councilgrants.org/index.do>

Full applications are due Wednesday, July 1, 2020 by 3:00 p.m.

After the application has been reviewed for completeness and found to be acceptable for evaluation submittal, you will be notified of next steps.

Questions

Contact the LCDA-TOD Program Officer for assistance, application interpretation, or with questions regarding the application process.

Required Attachments

Attachments should be formatted to 11" x 17" tabloid size as a compressed PDF file. Please ensure all pages are rotated to be legible onscreen.

The following required attachments must be submitted as part of a LCDA-TOD Application.

"Make-A-Map" Generated Documents

1. Parcel Map
2. Overview Map
3. Aerial Map
4. Walking Route Map

See Appendix 1 for details on using "Make-A-Map" and producing the required maps.

Applicant Generated Documents

1. Resolution of Local Support (See Appendix 4 and 5 for samples.) Title this file "[Project name] – Resolution"
2. A site plan clearly illustrating the location and extent of each requested grant activity. Title this file "[Project Name] – Grant Requested Activities Plan"
3. 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 file "[Project Name] – Site Plan"
4. To scale context plan showing the site plan and nearby public realm elements such as parks, trails, plazas, etc. Title this file "[Project Name] – Public Realm Context Plan"
5. To scale context plan showing the site plan and all transit routes, stops, and/or stations within a ½-mile radius of the project. Title this file "[Project Name] – Transit Connections"
6. To scale neighborhood map or aerial showing the project site and labeled with all community assets including but not limited to local leaders and organizations, resources and amenities, institutions and services as well as transit stops, regional connections, and key employment sites. If a map cannot be produced create a detailed narrative description of the listed elements. Title this file "[Project Name] – Asset Map"
7. To scale street, site, and building section and elevation 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 file "[Project Name] – Sections"
8. Ground perspective from any adjacent streets. Title this file "[Project Name] – Perspectives"
9. A "before photo" of the project site. Please take the photo from a vantage point that can be used again after the project is complete. This may be sized at 8.5" x 11". Title this file "[Project Name] – Before Photo"
10. 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. Title this file "[Project Name] – Stormwater Plan"
11. Projects requesting funding for site acquisition: an appraisal, or broker price opinion, of the subject parcel(s) clearly indicating the appraised value. Title this file "[Project Name] – Appraised Value"

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.

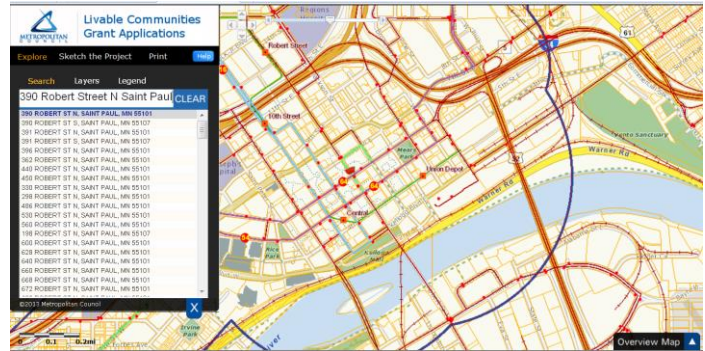
Section 6: Appendices

Appendix 1: Using Make-a-Map

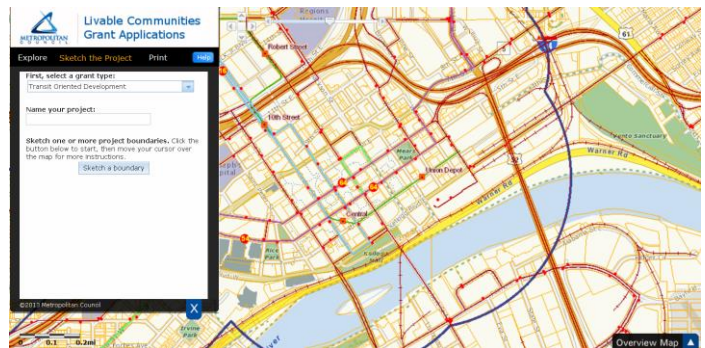
The Make-a-Map tool has been customized for LCDA-TOD Grants. To access Make-a-Map, follow this link: <http://giswebsite.metc.state.mn.us/publicmaps/lca>

Creating the Required Maps for LCDA-TOD

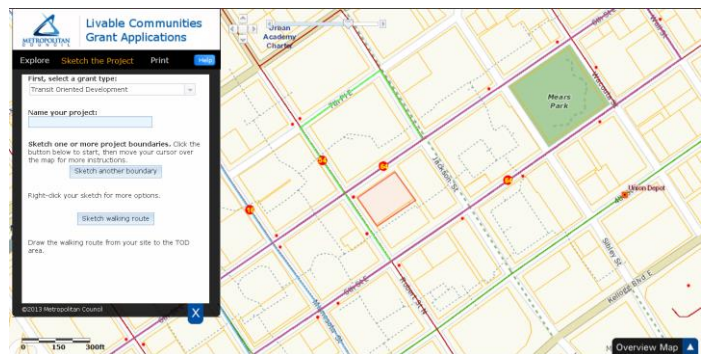
1. Enter an address or landmark in the search bar to navigate to your project area.



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.

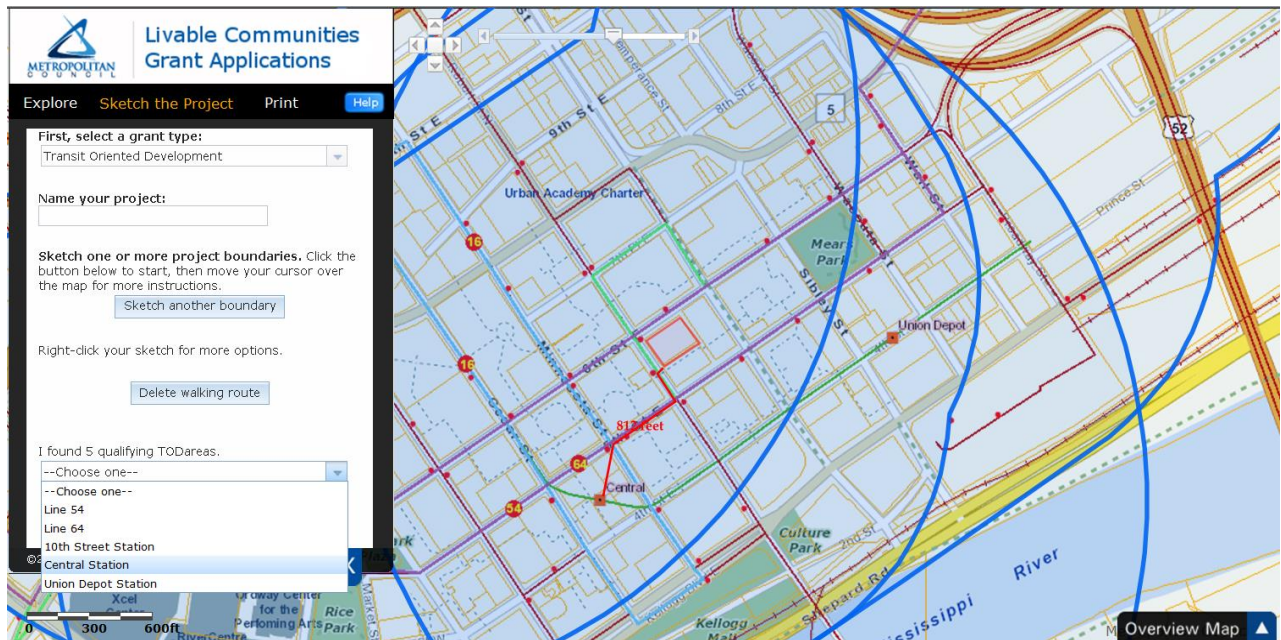


3. You may use the zoom and pan buttons to navigate to your project site. Click “Sketch a Boundary” and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining the boundary, double click to close the polygon.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

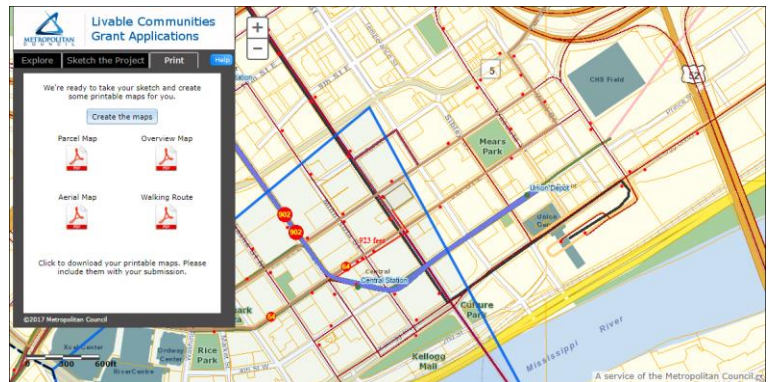


4. Click “Sketch walking route” and draw the most direct walking route between the project site and the TOD station. Only draw the walking route along publicly-accessible (privately or publicly-owned) paths, plazas, or other pedestrian areas. Do not draw the route across parking lots.

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.



6. Select “Print” and “Create the maps”. The system will generate four maps for LCDA-TOD; a *Parcel Map*, *Overview Map*, *Aerial Map*, and *Walking Route*. 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. Rename the files according to the naming conventions described in Section 5: Required Attachments:
- “[Project Name] – Parcel Map”
 - “[Project Name] – Overview Map”
 - “[Project Name] – Aerial Map”
 - “[Project Name] – Walking Route”

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

Appendix 2: Applicant Resources

LCDA-TOD Project Profiles



This is an adaptive reuse of the former Film Exchange building in the Warehouse District of Minneapolis. The project will provide 48 units of permanent supportive housing for people experiencing homelessness, mental illness, and/or chemical dependency. Priority will be given to individuals with Native American tribal affiliation. The City and the developer are partnering with the Red Lake Nation to provide supportive services to residents.

Bimosedaa

Applicant: City of Minneapolis

Location:

16 N 4th St,
Minneapolis, MN 55401

Station Area:

Green Line - Warehouse District

Developer: Beacon Interfaith

Architect: LHB

Funding Cycle: 2019 Development

Grant Amount: \$1,000,000

Funded Elements: Site Acquisition

Dwelling Units: 48 - 100% Affordable

10 below 30% AMI;
38 between 31-50% AMI

Jobs: 8 Full-time

Est. Total Development Cost:

\$16,311,666

Floor-Area Ratio: 8.0

Dwelling Units/Acre: 436.36

Distance to Station/Stop: 733 feet

Residential Parking Ratio: 0 stalls/unit

Additional 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:

Mill City Quarter



2012 LCDA-TOD Awardee

ARTery



2014 LCDA-TOD Awardee

Vandalia Tower



2016 LCDA-TOD Awardee

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. All profiles are available at:

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

References

Transit Oriented Development		
Resource Name	Types	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.
Metropolitan Council Livable Communities Transit-Oriented Development Grant Handbook	Guidebook, Best Practices, Scorecard	handbook intended for use by cities, developers, and consultants involved in preparing LCDA-TOD grant applications. It provides a review of metrics and qualitative analysis used in evaluation categories related to transit-oriented development, as well as profiles of model projects funded by Livable Communities. The information and examples are provided solely as a resource for application preparers and do not represent all grant criteria or Council policy.
Institute for Transportation and Development Policy, What is TOD	Best Practices, 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?"	Guidebook	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.
Enterprise Community Partners Promoting Opportunity through Equitable Transit-Oriented Development (eTOD)	Research, Best Practices	A report demonstrating how barriers to eTOD can be overcome by: adopting proactive, collaborative strategies; taking early action to reform plans, codes and policies that influence station area development; expanding access to capital with eTOD-appropriate terms and conditions; and enhancing site-access and improving site-viability.

Community Engagement		
Resource Name	Types	Description
Metropolitan 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.
Springboard Irrigate	Toolkit, Case Studies	This toolkit provides step-by-step guidance in creating partnerships, connecting with local artists, training workshops and evaluation, as well as templates for budgets and timelines for projects at different scales.

Equitable Development		
Resource Name	Types	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.
EcoDistricts Protocol	Guidebook, Assessment Tool	The protocol is a comprehensive framework to guide urban and community development from planning to implementation by putting equity, resilience and climate protection at the heart of every decision.
AIA Minnesota Twenty-First Century Development	Assessment Tool, Checklist	21st Century Development is a model for the creation of regenerative communities that strives to provide a healthy environment for all people and living systems now and in a dynamic future.

Complete Streets		
Resource Name	Types	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.
Smart Growth America	Resource Collection	Smart Growth America hosts a collection of resources on policy, transportation, sustainability, complete streets, neighborhood revitalization, and community wellbeing.

Placemaking		
Resource Name	Types	Description
Project for Public Spaces	Resource Collection, Checklists, Presentations, Best Practices, Case Studies	Project for Public Spaces (PPS) is a nonprofit organization dedicated to helping people create and sustain public spaces that build strong communities. PPS provides a variety of resources on public space best practices across several topic areas.
Bass Center for Transformative Placemaking	Research, Base Studies, Best Practices	A collection of research and resources aimed at inspiring public, private, and civic sector leaders to make transformative place investments that generate widespread social and economic benefits.
Gehl Institute Public Life Data Protocol	Project Toolkit	The Public Life Data Protocol is a data specification that aims to improve the ability of everyone to share and compare information about what people do in public space. The Protocol describes a set of metrics that are crucial to the understanding of public life in public spaces.
How to Do Creative Placemaking	Guidebook, Case Studies	An action-oriented guide by the National Endowment for the Arts for making places better including instructional and thought-provoking case studies and essays.
National Endowment for the Arts Creative Placemaking White Paper	Research, Best Practices	Foundational Research on Creative Placemaking from The Mayors' Institute on City Design, a leadership initiative of the National Endowment for the Arts in partnership with the US Conference of Mayors and American Architectural Foundation.

Appendix 3: 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 the LCDA-TOD Development grants, the following definitions apply:

- **Affordable housing** is ownership or rental housing affordable to households with incomes of 60% or less of Area Median Income (AMI). Units indicated as affordable must have a minimum 15-year affordability term, and a mechanism to ensure the affordability for that period of time.
- **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.
- **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, as well as 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 2020 this annual wage is \$34,060. Learn more at: <https://aspe.hhs.gov/poverty-guidelines>
- **Public Spaces** are areas within the project site that invite public use and provide space for community interaction. Eligible spaces 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. 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.
- **Rural Center** (Community Designation 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.

- ***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).
- ***TOD-Eligible Areas*** Limited geographic areas are eligible for LCDA-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 Development – The transit project has completed environmental review or received a Record of Decision.
 - LCDA Pre-Development – The transit project is in environmental review and included in the Transportation Policy Plan Current Revenue Scenario or the lead agency has adopted the Final Corridor Plan for arterial bus rapid transit.

Appendix 4: Sample Resolution for a City Submitting One or More Applications

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

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

WHEREAS the City of _____ is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 20XX as determined by the Metropolitan Council, and is therefore eligible to apply for Livable Communities Demonstration Account funds; and

WHEREAS the City has identified a proposed project (or projects) within the City that meets the Demonstration Account's 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 ensure adequate project administration; 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 agrees to act as legal sponsor for the project(s) contained in the grant application(s) submitted on _____, 20XX; and

WHEREAS the City 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 project(s) or key components of the proposed project(s) 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.

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

Finds that it is in the best interests of the City's development goals and priorities for the proposed project or projects to occur at these particular sites and at this particular time.

Finds that the project components for which Livable Communities Demonstration Account funding is sought:

will not occur solely through private or other public investment within the reasonably foreseeable future; and

will occur within three years after a grant award only if Livable Communities Demonstration Account funding is made available for this project at this time.

Represents that the City has undertaken reasonable and good faith efforts to procure funding for the project components for which Livable Communities Demonstration Account funding is sought but was not able to find or secure from other sources funding that is necessary for project component completion within three years and states that this representation is based on the following reasons and supporting facts:

List project or projects applied for here:

Project Name	Amount Requested

Authorizes its _____ to submit on behalf of the City an application or applications for Metropolitan Council Livable Communities Demonstration Account grant funds for the project component(s) identified in the application(s), and to execute such agreements as may be necessary to implement the project(s) on behalf of the City.

Adopted this ____ day of _____, 20XX.

Mayor

Clerk

Appendix 5: 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 20XX as determined by the Metropolitan Council; and

WHEREAS the County/EDA/Port Authority has identified proposed projects within the City of _____ that meet the Demonstration Account'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 _____, 20XX;

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 _____, 20XX.

Executive Director

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		
Development of Project Studies to assess demand and/or impact (see Application Guide)	X		
Creation of TOD zoning ordinances		X	
Community Engagement (see Application Guide)	X	X	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



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