2020 LCDA APPLICATION GUIDE

2020 Livable Communities Demonstration Account Grant

METROPOLITAN COUNCIL

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.

The image on the front cover is of the SpringBOX project, awarded to the City of Saint Paul in 2019

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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;

Types of LCDA Grants
1. **LCDA 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 Pre-Development** – these grants are intended for applicants with an identified redevelopment site that are defining their 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.

Funding Profile

Available Funding	$8.5 million
Local Match	None
Grant Terms	3 years from date of award
Term Extensions	Up to 2 years
Award Limits	No more than 40% of available funds to projects located in Minneapolis and Saint Paul*
Application Limit	No more than three per city

The Council reserves the right to consider awarding more than 40%, to award less than the amount requested, and to award less than the available funding in a funding cycle.

Schedule

The Council will offer one round of competitive funding for LCDA Development grants in 2020

March — Release NOFA and hold Design Workshop

July 31 — Development Applications Due

August/ September — Application Review

November — Development Awards
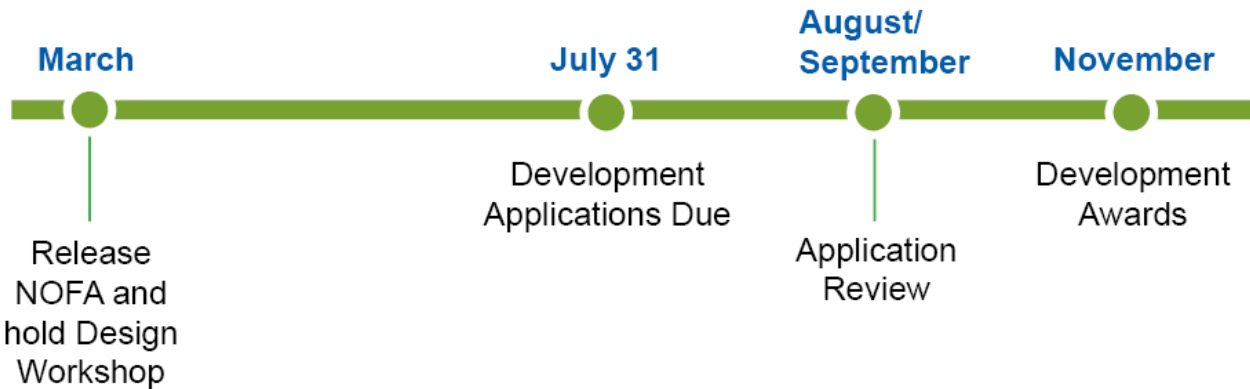
Program Contact

Hannah Gary, Senior Planner
Hannah.gary@metc.state.mn.us
651.602.1633

Section 2: Eligible Applicants, Eligible Projects and Eligible 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 Council's Local Housing Incentives Account 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, listed on the LCA website at *https://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA-Participating-Communities.aspx?source=child*

Applicants that receive a Livable Communities Act (LCA) grant must have adopted a Fair Housing Policy prior to the disbursement of LCA funds. A link to a sample Fair Housing Policy is available in Appendix 4 of this guide.

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 are required to comprise an eligible LCDA-Development grant project:

- The project must meet the criteria for *Development Projects*, as defined in the "definition of terms" section of this guide.

- The project must be located within a Council-identified *Developed Area*, *Developing Area* or a *Rural Center*. Regional park land is ineligible.

- 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 project must be consistent, or 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 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.

Eligible Uses of LCDA Grant Funds

Grant funds are intended to assist development projects that meet Livable Communities priorities to move forward and/or assess the feasibility of those priorities.

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.)

Eligible Uses	Ineligible Uses
Site-Integrated Stormwater Management	
- Infiltration swales or tanks; - Landscaping, including rain gardens, that is an integrated part of the stormwater management system; - Pervious pavement; - Green roofs	Trees, sod or landscape plantings, unless an integral part of a stormwater management system
Renewable Energy Elements	
- Photovoltaic cells*; - Geothermal heat pumps; - Fuel cells; and - Wind turbines *When demonstrated that upfront costs are an insurmountable burden. Payback period, tax credits and rebates, and who benefits from utility savings are considerations	
Public Space	
- 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, which may include: - 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 must be led and fabricated by a professional artist and/or art organization.	- General landscaping elements, lighting, sidewalks or paths around the development which are not part of an intentionally designed public space; - City or neighborhood parks - Parks, playgrounds, or 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	
- 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 grant-funded activity and these costs will only be reimbursed once the eligible element, to which architectural/engineering fees are related, is constructed. - Community engagement beyond a traditional public meeting or presentation to a neighborhood organization or planning board *See applicant resource page for additional community engagement resources*	- 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	

- Site acquisition for the development of affordable housing or for the retention or creation of jobs made more accessible to low-income and underserved populations. Available for acquisition **after the date of award OR** for sites acquired **within 12 months prior to the application due date**
  o Eligible site acquisition costs are only those that are for the transfer of property from one **completely unrelated** entity to another within the timeframes indicate above.
- Holding costs both directly associated with requested site acquisition and not associated with site acquisition.
  o Holding costs may not exceed 5% of the grant amount <u>awarded</u> for the purchase price, or $100,000, whichever is less.
  o Eligible holding costs include property maintenance, insurance, and interest.
 	
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.
	- Reimbursement, refinancing of land acquisition or site control costs incurred by the applicant, any current or future grant subrecipient, related LLC, Limited Partner, 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.
	- LCDA funds may not be used to refinance, replace 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	
• Demolition and removal of obsolete structures. • Grading and soil correction to prepare a site for construction. **Note:** Eligible activities are for items not considered hazardous, or that would not be eligible under the TBRA program.	• 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	
• 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 mixed-use developments available to the public; • Extensions or modifications of local public sewer, water, or telecommunication lines that directly serve the development project; • Publicly available portion of shared-use parking structures	• 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 project site.

Other Ineligible Activities
Such costs include: • 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 Projects

- Not every good development or redevelopment project is a good LCDA project. To qualify for LCDA funds and score competitively, the application must describe **how the project will address LCDA goals and outcomes**, which are listed on Page 3.

- Efficient land use, site design, and connections are significant elements in the LCDA scoring process. Consider how the proposed project connects to surrounding development, activates first-floor uses, includes human-scaled architecture, creates an environment that encourages walking and biking to and throughout the site, and offers opportunities for increased community and social connections.

- 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 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.

- The application is designed to focus on a specific development or redevelopment project that exemplifies LCDA goals. 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:

  o Will the project use new development concepts, strategies, elements, or partnerships?

- o Is there some element of the project's funding, implementation or design that hasn't been done locally?
  - o Can some quality, element, or portion of this project serve as an example elsewhere in the region? What can the region learn from this project?
  - o Did the project include equitable development strategies during project design and/or planning?
- It is important to understand the difference between the project and the grant activities for which you are requesting funds. The project is the development or redevelopment work that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. 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.

- 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. See public space definition in Appendix 4.

Note that unless otherwise instructed, your answers should pertain **only** to the development project that will begin development/redevelopment work within the 36-month grant term. It is not adequate to be "shovel-ready"; the project must commence hard construction by within three years of award. Do not include project phases that will not be included within this timeframe.

Section 3: Evaluation Process for LCDA Grants

LCDA applications are evaluated in a two-step process. Step One is conducted by an internal review staff team of experts. Applications that successfully meet the Step One point threshold will move to Step Two. The Livable Communities Advisory Committee (LCAC) conducts Step Two of the evaluation process 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 committee 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 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.

Evaluation Criteria for <u>LCDA</u> – Step One	Possible Points
Efficient Land Use and Site Design	
• The project's ability to maximize the potential of the location through intensified land use and increased density • The development introduces a diversity of uses to the project area • The project includes internal pedestrian circulation which is convenient, efficient, and attractive throughout and around the project site • The site is designed to facilitate pedestrian activity and considers first floor activity, parking location, and wayfinding	15
Connections	
• The development project takes advantage of or maximizes connections between or among housing, centers of employment, education, retail, and recreation uses through location or design • The development provides convenient, efficient, and attractive access from the project site to the neighborhood or the surrounding community through infrastructure that emphasizes pedestrian and/or bike mobility • The development creates opportunities for social interaction, through location, programming or design, to increase community connections	8
Environmental Design	
• The project conserves, protects, and enhances natural resources • The project reduces 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 project utilizes sustainable site design and conserves, restores, or protects the region's water resources through best management practices or innovative design	7

Jobs and Housing (Projects will be scored as Jobs or Housing projects, taking the highest score of either category)	
Jobs Projects • The project's ability to expand employment opportunities through the creation or preservation of permanent employment opportunities with emphasis on including living wage jobs and increasing diversity of jobs type in the area • The creation of jobs in or near Areas of Concentrated Poverty that will be accessible to existing area residents • There is an established process to advance and promote the employment of local workers • The development prioritizes the preservation of existing small businesses and/or the ability to occupy commercial space with small with 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 Projects** • The project provides or preserves housing types that contribute to a full range of housing choices • The addition of affordable housing, or preservation of affordable units • The acceptance of Housing Choice Vouchers • Housing affordability requirements (i.e. mixed income housing policies implemented by applicant) for development projects assisted with city funds or other fiscal devices	12
Partnerships and Processes	
• The project team involves partnerships among government, private for-profit and nonprofit 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 project's ability to work with community partners to assess displacement risk and implement a displacement prevention strategy if needed	8
Total	**50**
Applications must score 25 or more points to advance to the Step Two evaluation process.	

Evaluation Criteria for LCDA – Step Two	Possible Points
Innovation and Demonstration	
The project provides demonstration value for the community and region through: • New development concepts, strategies, elements, or partnerships in one or more of the scoring areas covered in the Step One evaluation process • Being a model of LCDA goals as defined in statue or described in Step One criteria • Incorporating equitable development strategies when planning and/or designing the proposed project • Ability to glean and share demonstration and/or innovation findings to other communities/projects in the region	25
Catalyst	
• The proposed development project will catalyze additional efforts to further community development goals • The inclusion of strategies to support wealth building for residents within the community where the project is located	10
Readiness Assessment	
The development project is ready and able to use awarded grant funds within the 36-month grant term, based on an assessment including: • The status of implementation tools – for example, zoning codes and other official controls, design standards, or development standards • The status of funding commitments and other indicators of readiness • Partnerships have been formalized and committed to and roles and contributions have been agreed to • The applicant's capacity to manage the grant partnership	15
Step Two Total	**50**
Combined Step One and Step Two Total	**100**
Combined Step One and Step Two scores must total 60 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 Senior Project Administrator with questions regarding reporting requirements and grant follow-up
Josiah Waderich, Senior Project Administrator, (651) 602-1297 Josiah.Waderich@metc.state.mn.us

Section 5: Completing the LCDA Application

Application Process

Design 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.

Accessing the Application

The Council has a web-based management system for grant applications, evaluation, and payment requests. WebGrants is entirely online and will cover nearly all phases of grants management across every Council grant program. To begin the application process, visit
http://metrocouncil.org/Communities/Services/Livable-Communities-Grants/WebGrants-Info.aspx?source=child

A Word document of the application questions is available upon request. 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.

Submitting the Application

> **Full LCDA applications are due by 3:00 PM on July 31, 2020. No late submittals will be accepted. Convert all attachments to PDF.**

Follow the application submittal instructions through the WebGrants system:
https://metrocouncilgrants.org/index.do

Each application requires a resolution of support from the city in which the project is located. Two sample resolutions are included as a part of the application form: one for city applicants submitting one or more LCDA grant applications in 2020, and another for eligible applicants other than a city (i.e. county, economic development authority, port authority, etc.). **Signed resolutions must be submitted at the time of application.** See Appendix 1 for details on Required Attachments to the application.

After the application has been reviewed for completeness and found to be acceptable for evaluation submittal, you will be notified of next steps. Livable Communities staff will review submittals to ensure all required elements have been received. Incomplete applications may be disqualified.

For assistance with questions regarding application interpretation or assistance, contact:
Hannah Gary at **hannah.gary@metc.state.mn.us** or **(651) 602-1633**

Section 6: Appendices

Appendix 1:   **Required Attachments**
Appendix 2:   **Make-A-Map**
Appendix 3:   **Applicant Resources**
Appendix 4:   **Definition of Terms**
Appendices 5-6:   **Sample Resolutions**
Appendix 7:   **Eligible Use Quick Reference Guide**

Appendix 1: Required Attachments

The following <u>required</u> attachments must be submitted as part of an LCDA Application.

- Attachments 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

- Overview Map

- Aerial Map

- Parcel Map

See Appendix 2 for details on using "Make-A-Map" and producing the required maps.

Applicant Generated Documents

1. A site plan clearly illustrating the location and extent of each requested grant activity. Title this file "Grant Requested Activities Plan – [Project Name]"

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 file "Site Plan – [Project Name]"

3. To-scale context plan showing the site plan and nearby public realm elements such as parks, trails, plazas, etc. Title this file "Public Realm Context Plan – [Project Name]"

4. To scale neighborhood map or aerial showing the project site and labeled with all community assets, amenity areas, and key connections such as transit hubs, regional centers, and employment centers OR a detailed narrative description of the listed elements. Title this file "[Project Name] – Asset Map"

5. 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 file "Sections – [Project Name]"

6. Ground perspective from any adjacent streets. Title this file "Perspectives – [Project Name]"

7. 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"

8. 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.

9. Projects requesting funding for site acquisition: an appraisal, or broker price opinion, of the subject parcel(s) clearly indicating the appraised value.

10. Resolution of support from the city in which the project is located.

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.

Appendix 2: 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*

How to Create the Required Maps for LCDA

1. Enter an address or landmark in the search bar to navigate to your project area.
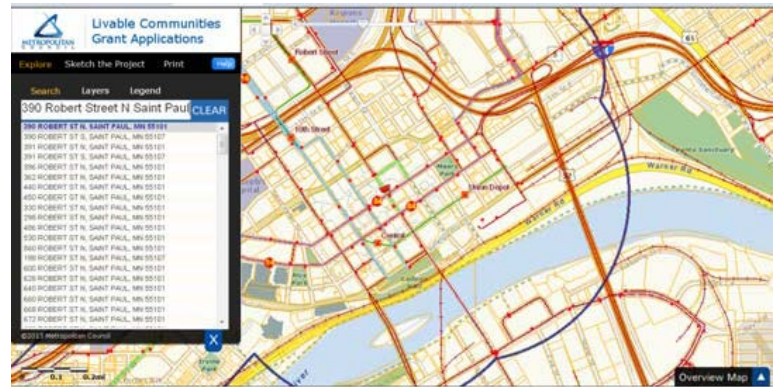
2. Click "Sketch the Project" and select "Livable Communities Demonstration Acct" from the dropdown menu. Provide a name for your project.
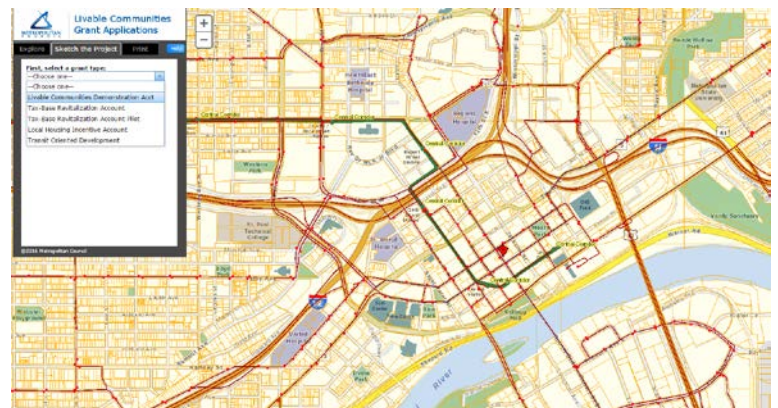
3. You may use the zoom and pan buttons to navigate to your project site. Click "Sketch a Boundary" and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining the boundary, double click to close the polygon. If there are multiple, non-contiguous parcels that are part of your project, you have the option of sketching another boundary.

5. Select "Print" and "Create the maps". The system will generate three maps for LCDA; a *Parcel Map*, *Overview Map*, and *Aerial Map*. Please be patient – depending on your connection, it can take up to one minute to generate the maps.
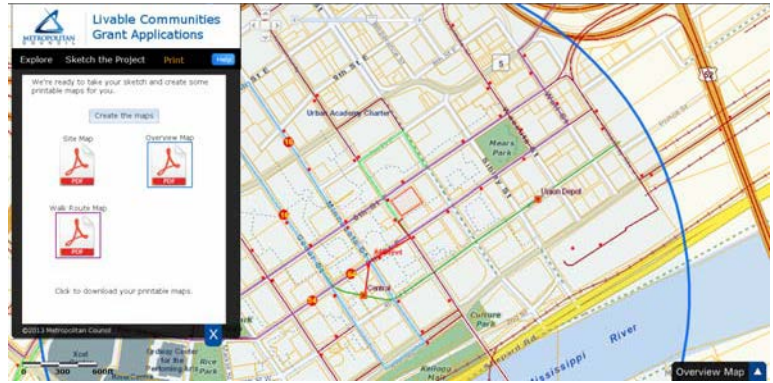
6. Click each PDF to download them separately. Rename the files according to the naming conventions as follows:

- "Parcel Map - [City Name]-[Project Name]"

- "Overview Map – [City Name]-[Project Name]"

- "Aerial Map – [City Name]-[Project Name]"

If you have any questions regarding the "Make-A-Map" Application, please consult the Make-A-Map Help Section or contact LCDA Staff

Appendix 3: Applicant Resources

Community Engagement		
Resource Name	**Type of Resources**	**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	**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

Resource Name	Type of Resources	Description
		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	**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.
[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		
[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 United States Conference of Mayors and American Architectural Foundation.

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://metrocouncil.org/Communities/Services/Livable-Communities-Grants/LCA-Project-Profiles.aspx#TBRA

Appendix 4: Definition of Terms

- **Affordable Housing** is ownership or rental housing affordable to households earning 60% or less of Area Median Income (AMI). All Livable Communities Act affordable housing grant applications that include affordable housing must have a minimum 15-year affordability term, and a mechanism in place to ensure this term, to be considered as affordable for scoring.

- **Developed Communities** (*Urban Center* and *Urban* Community Designations in Thrive*)* are cities where more than 85% of the land is developed, infrastructure is well established and efforts must go toward keeping it in good repair. Projects awarded grants in developed communities will be focused on maintaining and improving infrastructure, buildings and land to support adaptive reuse, infill development and redevelopment.

- **Developing Communities** (*Suburban, Suburban Edge* and *Emerging Suburban Edge* Community Designations in Thrive) are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur. Projects awarded grants in developing communities will be focused on accommodating growth by supporting local efforts and policies to plan for growth that efficiently uses transportation and transit infrastructure and regional services, promotes land use patterns with clear distinctions between urban and rural areas, and by supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design.

- The **Development Project** is the development or redevelopment project that provides the deliverables upon which the grant application is scored. Note that in most cases, the grant-funded activities, in and of themselves, do not comprise the development project.

- **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://metrocouncil.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. Playgrounds, tot lots, neighborhood parks, or general amenity areas primarily for the use of the development project's tenants are examples of spaces that do not meet eligible public space criteria for Livable Communities. Well-designed public spaces can foster civic engagement, build social connections, catalyze economic development, demonstrate environmental sustainability, and contribute to the unique sense of identity of a project area or neighborhood.

- Communities designated **Rural Center** in Thrive are local commercial, employment, and residential activity centers serving rural areas in the region. Projects awarded grants in rural centers will be focused the efficient use of land and existing infrastructure, encouraging

innovative approaches to development where existing infrastructure and capacity can support increased density, improving land use patterns to reduce carbon emissions.

Appendix 5: 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 6: 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 7: LCDA Eligible Items: Quick Reference Guide

Grant-Funded Activities	LCDA Pre-Development	LCDA 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	
Community Engagement	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 to the project site		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 project site 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 eligible items		X
Energy efficiency installations such as photovoltaic solar panels, geothermal pumps, wind turbines, or fuel cells		X

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