

### Community Development Committee

For the Metropolitan Council meeting of March 26, 2014

**Subject:** Approve the 2014 Annual Livable Communities Fund Distribution Plan

#### Proposed Action

That the Metropolitan Council Approve the 2014 Annual Livable Communities Fund Distribution Plan.

#### Summary of Committee Discussion/Questions

Livable Communities Manager Paul Burns presented an overview of the 2014 Annual Livable Communities Fund Distribution Plan. The Plan sets out the funding amounts, timetables and funding criteria for the Tax Base Revitalization Account (TBRA), the LCDA and the Local Housing Incentives Account (LHIA).

The Community Development Committee had discussed the Plan at two previous meetings. The primary topic of conversation was how best to incorporate direction from the *Thrive MSP 2040* draft regarding the outcomes of stewardship, prosperity, livability and sustainability, and most specifically equity. The *Thrive* draft indicates the Council, will ask grant applicants to describe how their proposed projects will provide opportunities for people living in concentrated and racially-concentrated areas of poverty and/or lower-income households. Committee members expressed the need to take more time to determine the best methods to measure such responses. Patricia Nauman, Executive Director of the Association of Metropolitan Municipalities, encouraged the Committee to avoid asking a question that did not yet have any identified standards by which to judge responses. She also offered to work with the Council to help facilitate discussions with communities to develop a more clear set of goals for communities to work towards providing more opportunities to improving equity in the region. The Committee decided not to include a question of this nature in the grant application in 2014, but to further discussions about ways to incorporate for the 2015 Fund Distribution Plan.

After directing staff to remove references to this question from the Plan, the Committee voted unanimously to recommend approval of the 2014 Annual Livable Communities Fund Distribution Plan.

## Community Development Committee

Meeting date: March 17, 2014

For the Metropolitan Council meeting of March 26, 2014

**Subject:** Approve the 2014 Annual Livable Communities Fund Distribution Plan

**District(s), Member(s):** All

**Policy/Legal Reference:** Minnesota Statutes 473.25

**Staff Prepared/Presented:** Beth Reetz (651) 602-1060; Paul Burns (651) 602-1106

**Division/Department:** Community Development/Housing and Livable Communities

### Proposed Action

That the Metropolitan Council Approve the 2014 Annual Livable Communities Fund Distribution Plan.

### Background

The Livable Communities Act (LCA) requires that the Council prepare an annual plan for distribution of the Livable Communities Fund based on criteria developed by the Council. The annual LCA Fund Distribution Plan establishes the amount of funding that will be available for grant awards from each of the LCA fund accounts; sets the calendar for the grants making processes; and sets forth the criteria upon which grant awards will be based.

At the February 18 and March 3, 2014 Community Development Committee meetings, staff presented information on the content of the draft 2014 Annual Livable Communities Fund Distribution Plan. Committee Members discussed how to use LCA as a tool to help accomplish Thrive MSP 2040 outcomes.

At the March 3, 2014 meeting, Committee Members requested staff to:

- Provide funding partner and applicant feedback and ideas on the planned changes and other needs they would suggest for the programs; and
- Be more specific about what activities are grant eligible that could lead to energy savings.

### Rationale

The changes to the 2014 Annual Livable Communities Fund Distribution Plan, based on input from partners and applicants, experience in implementation, and Thrive direction include:

- Updating the TOD-eligible areas to reflect the change in the St. Paul Snelling Avenue Corridor from a high-frequency bus corridor to a Bus Rapid Transit corridor with station areas, and extending the corridor along Ford Parkway and 46<sup>th</sup> Street to connect to the Blue Line;
- LCDA-TOD Pre-Development and TBRA-TOD Site investigation funding will be offered in two rounds rather than one, which will provide applicants more scheduling flexibility;
- The review cycle for LCA-TOD grants has been shortened from eight to five months, which will enable TBRA applicants three opportunities to apply for funding, rather than two.
- A question has been added to each funding application that asks applicants to explain how their project will advance equity, including helping residents of concentrated and racially-concentrated areas of poverty and/or lower-income households.
- A separate set of evaluation criteria has been added for applications for LCDA-TOD Pre-Development TOD Implementation Zoning Ordinances, to reflect that a Future Development Project will not be associated with the application.

Because the Council and our partners have been working together to develop Thrive, a section has also been added to the Plan to address how the LCA accounts and grant-making processes reflect the outcomes and principles set forth in Thrive.

As directed by the Community Development Committee, staff:

- Added more specific language on eligibility and scoring for energy-conserving practices for the LCDA and LCDA-TOD grant categories.
- Consulted with partners and applicants about the proposed changes and asked about other suggested improvements.
  - Please see copy of an email from Metro Cities.
  - Dakota County Community Development Agency commented that the proposed changes sounded appropriate, that the distribution of grants, based on the programs' objectives has been appropriate. DCCDA is particularly concerned that criteria for access to transit under the regular LCDA program not become a competitive disadvantage.
  - Staff had conversations with staff from Minneapolis, St. Paul and Bloomington staff and received responses similar to those made by Metro Cities.

As indicated above, staff added a new section to the Introduction of the plan to illustrate the information provided in the Committee meeting presentation demonstrating how LCA funded projects help accomplish Thrive outcomes and principles.

## **Funding**

The proposed 2014 Annual Livable Communities Fund Distribution Plan recommends:

- \$5 million in the TBRA for Cleanup grants, with up to \$250,000 of that available for TBRA Cleanup-Site Investigation grants;
- \$7.5 million in the LCDA;
- \$1.5 million in the LHIA;
- \$5 million in the LCDA-TOD, with up to \$500,000 of that available for LCDA-TOD Pre-Development grants; and
- \$3 million in TBRA-TOD, with up to \$250,000 of that available for TBRA-TOD Site Investigation grants.

## **Known Support / Opposition**

Please see the description above.

**From:** [Patricia Nauman](#)  
**To:** [Burns, Paul](#)  
**Subject:** LCA feedback  
**Date:** Friday, March 07, 2014 11:31:33 AM

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Hello Paul –

As promised, some feedback for you regarding the LCA:

Metro Cities believes that overall, the LCA program is well positioned as it is currently structured to advance Thrive outcomes and we would strongly urge the Council to exercise caution in considering any changes to a highly successful program that has widespread support.

The LCA program is widely utilized and has served, with a relatively modest amount of funding, to advance multiple regional and community objectives that ultimately work in tandem to advance the region. Metro Cities supports the statutory objectives of the LCA, which are focused yet broad enough to encompass important and varied regional and local goals and needs.

We would oppose changes that would serve to constrain the program around its statutory goals and/or criteria. If the Council desires to examine the program, we would ask that it do so comprehensively and in concert with its city partners.

Let me know if you need more information –

Thanks for the opportunity to provide feedback!

Patty

# 2014 ANNUAL LIVABLE COMMUNITIES FUND DISTRIBUTION PLAN



March 26, 2014

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## Introduction

### *Background*

The Livable Communities Act<sup>1</sup> (LCA) created the Livable Communities Fund, consisting of three active accounts:

- The **Local Housing Incentives Account (LHIA)** helps expand and preserve lifecycle and affordable rental and ownership housing. There have been 155 LHIA grants awarded through December 2013, for a total of \$28.5 million.
- The **Tax Base Revitalization Account (TBRA)** helps clean up contaminated urban land and buildings for subsequent development in order to provide the highest return in public benefit for public costs incurred, strengthen tax base, and create and retain jobs and/or affordable housing. There have been a total of 383 TBRA grants awarded through January 2014, for a total of over \$104 million.
- The **Livable Communities Demonstration Account (LCDA)** funds development and redevelopment projects that link housing, jobs and services and that use infrastructure and regional facilities efficiently. There have been 261 LCDA grants awarded through January 2014, for a total of over \$142 million.

The LCA requires that the Council prepare an annual plan for distribution of the fund based on the criteria for Project and applicant selection.

### *Funding sources*

The LCA establishes the funding sources for each of the active accounts:

- The TBRA is funded by a property tax levy established in statutes and which may not exceed \$5,000,000.
- The LCDA is funded by a property tax levy.
- The LHIA funding includes \$500,000 from the LCDA plus \$1,000,000 annually from the Council's general fund.

### *Categories of grants*

- The TBRA and LCDA have distinct funding categories included in each account.
- TBRA Cleanup awards focus on cleanup activities, such as asbestos and lead-based paint abatement, soil remediation, or soil vapor mitigation.
- TBRA Site Investigation awards focus specifically on pre-cleanup activities, such as Phase I and Phase II Environmental Site Assessments, hazardous material assessments, and Response Action Plan development.

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<sup>1</sup> MN Statutes §473.25



- LCDA Development awards fund public infrastructure and placemaking improvements in support of projects that improve connections between people, housing and jobs and that do so in innovative ways that offer demonstration value for other projects.
- LCDA Pre-Development awards (for 2014, only available in the Transit-Oriented Development category) fund early activities, such as market studies, appraisals, architectural work, financial analysis, or design workshops that need to be done to prepare for development or redevelopment.

Collectively, the funding categories above are referred to as the “regular program” grants.

The TBRA and LCDA also offer a category of transit-oriented development (TOD) awards for projects located within a set of TOD-eligible areas along light rail, commuter rail and bus rapid transit corridors. To be eligible for the TOD grants, projects must include development that is higher density, oriented to the primary street with minimal setbacks, minimizes parking and locates it behind the building or in a parking structure, is generally mixed-use, and is within easy walking distance to the transit station. The TOD awards are funded through the TBRA and LCDA accounts and may include monies from the Council’s general fund.

### *2014 funds available for award*

The amount of LCA funding available for distribution each year may be greater than legislatively-authorized amounts. The additional funds derive from two sources:

- relinquished balances or reduced awards (grants may be relinquished because a project finished under budget, without needing all its grant funding, or because a project did not move forward and did not use its grant funding); and
- interest credited to each account during the previous year.

The dollar amounts set in the Fund Distribution Plan are the base amounts for grants to be awarded during 2014. If significant additional monies accrue to any account during 2014 due to relinquished funds, those additional dollars may be included in the amount of money available for distribution for that particular account, carried forward to a subsequent Fund Distribution Plan, or used for LCA TOD grants.

The funds available for 2014 are estimated to include:

- \$5 million for the TBRA, with up to \$250,000 of that available for Site Investigation grants;
- \$7.5 million for the LCDA;
- \$1.5 million for the LHIA; and
- \$5 million for LCDA-TOD grants, with up to \$500,000 of that amount for LCDA-TOD Pre-Development awards; and
- \$3 million for TBRA-TOD grants, with up to \$250,000 of that amount available for TBRA-TOD Site Investigation grants. If funds remain after the evaluation of 2014 TBRA-TOD grant applications, those remaining funds will be available to be awarded in the fall round of regular TBRA grants.

## Eligible applicants

The following applicants are eligible to apply: statutory or home rule charter cities or towns that are participating in the Metropolitan Livable Communities Housing Incentives Program (the “Program”) and metropolitan counties and their development authorities (e.g., Housing and Redevelopment Authority, Economic Development Authority, Community Development Authority or Port Authority).

To participate in the program, communities are required each year to contribute a specified amount of local resources to create affordable and lifecycle housing. This amount is known as the Affordable and Lifecycle Housing Opportunities Amount (ALHOA), and is equal to the community's LCDA levy. Participating communities must contribute at least 85% of their annual ALHOA obligation to be eligible. Communities have some flexibility in determining which local expenditures fulfill the ALHOA contribution. Examples of ALHOA-eligible expenditures include housing assistance, development or rehabilitation efforts, the costs of local housing inspection and code enforcement, and local taxes to support a local or county Housing and Redevelopment Authority or similar agency.

Further, a municipality in which the proposed project will be located must have negotiated affordable and lifecycle housing goals that have been adopted by the Council. The municipality must have identified the actions it plans to take to achieve these negotiated goals in a Housing Action Plan submitted to the Council and be actively pursuing various ways to meet those goals. Municipalities must have approved the project/activities for which another authority is applying.

There are currently 94 communities participating in the Livable Communities Act programs.

## Definitions

- **Affordable housing** is ownership or rental housing affordable to households with incomes of 60% or less of Area Median Income (AMI).
- The **Grant-Funded Activities** are components of the Project described in the application. The Grant-Funded Activities do not in and of themselves comprise the Project for which grant funds are awarded.
- 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 do not comprise the Project.
- The **Future Development Project** is the development or redevelopment project that provides the deliverables upon which the grant application is scored. These criteria apply only to LCA-TOD Pre-Development and TBRA-TOD Site Investigation applications as specified in the LCA-TOD eligibility criteria.
- 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.
- **Placemaking** elements are those functional improvements that serve to create an identity, a focal point of, or gateway to the development *and* that attract other investment – these may include lighting, seating, sidewalks, paths, and furnishings and equipment for parks, plazas and other public areas provided they are an integral part of and contribute to the placemaking component of the project. . Placemaking activities should promote walkability and the use of transit, set the stage for interaction among users of the site, enhance or reinforce the urban qualities of the site and surrounding neighborhood, and play a key role in catalyzing additional private investment.
- The **Project Area** is the specific geographic area in which LCDA-TOD Pre-Development activities will be conducted.

- For the purposes of LCDA and LCDA-TOD Development applications, **site improvement** means demolition and removal of obsolete structures; grading and soil correction to prepare a site for construction.
- **Transit-Oriented Development (TOD)** is high density, mixed-use development adjacent to transit stations or stops using pedestrian-friendly design standards.
- An **LCA-TOD-Eligible Area** is:
  - a DEED-designated Transit Improvement Area (TIA) or TIA-eligible station area located along fixed transitways operational by 2020 (Hiawatha LRT, Northstar Commuter Rail, Central Corridor LRT, Southwest LRT, I-35W BRT, and Cedar Avenue BRT). TIAs are special tracts of land designated by DEED that encompass a half-mile radius around transit stations that support bus rapid transit, light rail transit or commuter rail and that have the potential to increase ridership and stimulate new commercial and residential development. Fifty-seven TIAs have been designated; and/or
  - the area within ½-mile of a proposed station along the A-Line arterial bus rapid transit corridor; and/or
  - the area within a linear zone one-quarter mile either side the length of high frequency local bus lines, which are defined as having bus service running at least every 15 minutes between 6:00 a.m. and 7:00 p.m. on weekdays and 9:00 a.m. to 6:00 p.m. on Saturdays; and/or
  - the area within a one-half mile radius of bus stops/stations on high-frequency express bus routes where significant passenger infrastructure is in place. High frequency bus routes are those running a minimum of six trips during at least one hour of the morning peak hours between 6:00 a.m. and 9:00 a.m. and every ten minutes during the morning peak hours.

## Changes for 2014

### Changes to grants management system

The Metropolitan Council is implementing a new online grants management system called “WebGrants,” which will handle grant applications, application reviews, funds disbursement and data management across the Council. LHIA grants, which use the Minnesota Housing Implementation Group SuperRFP as its application process, will not use the WebGrants application process. Training sessions and information will be made available to all potential applicants and their partners.

### TBRA:

- If funds remain after the evaluation of 2014 TBRA-TOD grant applications, those remaining funds will be available to be awarded in the fall round of regular TBRA grants.

### LCDA:

- Eligible uses have been expanded to include energy conservation practices, such as, green roofs, photovoltaic cells, geothermal heat pumps, fuel cells and wind turbines.

## LCA TOD:

- Sites within one-half mile of proposed stations along the A-Line, an arterial bus rapid transit corridor that is expected to open in 2015, are now eligible for LCA-TOD grants. This will replace the TOD-Eligible Area for high frequency local bus route #84, which was a one-quarter mile linear buffer along the length of the corridor. With this change, sites along the Ford Parkway and 46<sup>th</sup> Street corridors east of the Blue Line will now be eligible;
- LCDA-TOD Pre-Development and TBRA-TOD Site Investigation funding will be offered in two rounds, with application deadlines in June and November. The total annual amounts for Pre-Development and Site Investigation grants will be split equally between the two rounds. Any funding not awarded in the first round will be available for development/cleanup grants. In addition, the LCA TOD Pre-Development/Site Investigation funding cycle has been shortened from 90 to 45 days;
- The funding cycle for LCA-TOD Development and Cleanup grants has been shortened from 8 to 5 months;
- Applicants may submit “dual track” TBRA-TOD applications. If a TBRA-TOD application is not recommended for funding, applicants may submit their applications for funding during the November TBRA grant round; and
- A separate set of evaluation criteria has been added for applications for LCDA-TOD Pre-Development TOD Implementation Zoning Ordinances, to reflect that a Future Development Project will not be associated with the application.

## Award limits

In the **LCA regular programs**, no minimum or maximum award levels for projects have been established except for TBRA Cleanup-Site Investigation grants (\$50,000 per award) and distribution limits established for cities by statute.

**For TOD grants**, the following limits apply:

- TBRA-TOD Cleanup awards are limited to \$1 million.
- TBRA-TOD Site Investigation awards are limited to \$100,000.
- LCDA-TOD Pre-Development awards are limited to \$100,000 **total** per city, *per round*. A city may submit up to three applications and receive up to three LCDA TOD Pre-Development grant awards, but the total amount awarded to any one city for **all** LCDA TOD Pre-Development grant awards may not exceed \$100,000.
- LCDA-TOD Development awards are limited to no more than \$2,000,000 **total** per city. A city may submit up to three applications and receive three LCDA TOD Development grant awards, but the total amount awarded to any one city for **all** LCDA TOD Development grant awards may not exceed \$2,000,000.

The Metropolitan Council reserves the right to award less than the amount requested and to award less than the available funding in a funding cycle.

## Relationship to Thrive

Under state law, the Council is responsible for preparing a comprehensive development guide for the seven-county metropolitan area. *Thrive MSP 2040* provides a framework for a shared vision for the future of our region over the next 30 years. During 2014, the Council will adopt Thrive, and later in 2014 and into 2015 will adopt the Transportation, Water Resources, Regional Parks and Housing Policy Plans.

Thrive and the Policy Plans provide the policy foundation and strategies to help accomplish the five desired outcomes that define the shared regional vision: **Stewardship, Prosperity, Equity, Livability and Sustainability**.

The five outcomes reinforce and support one another to produce greater benefits than any single outcome alone. Outcomes describe how Council investments and policies are enriching the region for residents and businesses.

In addition to the Thrive systems and policy plans, the Council will consider how to advance the Thrive outcomes by making investments through **Livable Communities Act** grants. Livable Communities Act funding currently addresses the Thrive outcomes in many ways. Some of the ways include:

**Stewardship:**

*“Leveraging our infrastructure investments with higher expectations of land use.”*

- LCDA and LCDA TOD grants, in particular, help fund land acquisition and public infrastructure that increase densities, and provide a mix of uses and housing affordability and types.

**Prosperity:**

*“Planning for and investing in infrastructure, amenities, and quality of life with an eye to what the region needs to be economically competitive”*

- LCDA and LCDA TOD grants help fund basic infrastructure and placemaking features that help create livable neighborhoods, as well as helping provide workforce housing in proximity to job centers and transit

*“Encouraging redevelopment and infill development across the region”*

- All LCA accounts have helped, and will continue to help participating communities implement projects in priority sites, that help further their comprehensive plan community development and redevelopment objectives

**Equity:**

*“Using our influence and investments to build a more equitable region.”*

- The Livable Communities Act, Council policies and participating communities implement projects across the region that provide a range of employment, housing and transportation opportunities

*“Investing in a mix of housing affordability along the region’s transitways.”*

- LCA grants have worked with participating communities and funding partners to create and preserve a mix of housing types and affordability levels connected to transit and jobs. Through the TOD grant category, the Council specifically awards grants for affordable housing in transit areas.

**Livability:**

*“Providing housing and transportation choices for a range of demographic characteristics and economic means.”*

- The Livable Communities Act, by design, provides funding to assist with the production and preservation of a range of housing and transportation choices.

*“Aligning resources to support transit-oriented development and walkable, urban places.”*

- One of the early initiatives of the current Council was to create the TOD category of TBRA and LCDA grants. To date, the Council has awarded \$30.2 million in grants to 38 projects through the LCA-TOD grant categories.

**Sustainability:**

*“Promoting the wise use of water through expanding water conservation and reuse, increasing groundwater recharge, and rebalancing surface water and groundwater use.”*

- Many of the LCDA, LCDA-TOD, and TBRA-funded projects have included water conservation and re-use features, as well as provisions to protect water quality.

In collaboration with regional funding partners and participating cities, the Council will continue work to tailor the scoring criteria for LCA investments to balance the Thrive outcomes recognizing that *“projects that balance all five of the outcomes create positive change, while efforts that advance only one or two at the expense of the others may fall short over the long term.”*

The five outcomes focus on the “why” of *Thrive MSP 2040*. Just as important is the “how” - the principles set forth in *Thrive* guide how the Council carries out its work to advance the outcomes. The Council has identified three principles: **Integration, Collaboration, and Accountability.**

An example of the principle of **Integration** at work in the LCA is perhaps most clearly seen in the creation of the LCA-TOD grant category which focuses resources for projects that intensify land use in station areas and along high frequency bus corridors.

**Collaboration** is inherent in the LCA through statutory language that requires proposals using innovative partnerships between government, private for-profit, and nonprofit sectors be given priority. Additionally the Council works with participating communities to support their community development needs when reviewing and developing the scoring criteria for the grant accounts

**Accountability** is essential for LCA. Monitoring and evaluating projects funded with LCA grants is an ongoing effort and challenge. Council staff is committed to continual improvement in this work to measure and report the regional accomplishments gained through completed projects, as well as hurdles experienced by projects that do not materialize. Both accomplishments as well as hurdles will be used to refine future Fund Distribution Plans to advance the *Thrive MSP 2040* outcomes.

# **LCA Grant Programs**



## **Tax Base Revitalization Account**

**2014  
Funding Schedule  
Funding Criteria  
and Selection Process**



## Tax Base Revitalization Account 2014 Funding Schedule

**2014 Available Funding for TBRA Grants: \$5 Million, including up to \$250,000 for Site Investigation Grants**

Application Type	Month	Activity
Round 1: Investigation and Cleanup	April	Notice of Funding Availability
	May	Applications due
	June	Community Development Committee recommends grant awards
	June	Metropolitan Council awards grants
Round 2: Investigation and Cleanup	August	Notice of Funding Availability
	November	Applications due
	December	Community Development Committee recommends grant awards
	January 2015	Metropolitan Council awards grants

## Tax Base Revitalization Account

### *Section 1: Background and purpose*

The Metropolitan Livable Communities Act<sup>2</sup> (LCA) created the **Tax Base Revitalization Account** (TBRA) in 1995. The TBRA provides funds to investigate and clean up contaminated land and buildings in areas that have lost commercial/industrial activity, to make them available for economic redevelopment that enhances the tax base of the recipient municipality while promoting job retention or job growth and/or the production of affordable housing. TBRA funds, raised by a legislatively-authorized levy, are capped at \$5 million per year. Applications for 2014 funding will be accepted in May and November of 2014.

Applicants will choose one of the following two grant categories for each proposal submitted for funding:

- *Site Investigation* grants are intended for applicants that have a redevelopment site with suspected or perceived contamination and are seeking public funding to determine the scope and severity of the contamination and to develop a cleanup plan.
- *Cleanup* grants are intended for applicants with projects that have recently completed their cleanup-site investigation and are seeking public funding to assist with the cost of implementing a cleanup plan for eligible activities and beginning redevelopment on a specific project.

### *Section 2: TBRA Changes for 2014*

- If funds remain after the evaluation of 2014 TBRA-TOD grant applications, those remaining funds will be available to be awarded in the fall round of regular TBRA grants.

### *Section 3: Partnerships and coordination*

TBRA awards are coordinated with complementary programs at the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Employment and Economic Development (DEED), Hennepin County and Ramsey County.

### *Section 4: Application process*

In 2014, Livable Communities TBRA Cleanup and/or Site Investigation grant applications will only be available through the Council's new *WebGrants* online electronic grants application and management system. Access to *WebGrants* will be available via a link from the Council's website.

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<sup>2</sup> MN Statutes §473.252

## Local resolution

Any application for funds under this program must include a resolution from the eligible local unit of government within which the proposed project is located. The resolution must affirm that the project would not occur through private or other public investment without Council funding. Municipalities occasionally partner with counties or other agencies (e.g., a county, housing or development/redevelopment authorities; collectively, “Partners”) when preparing application for funds; however, only one eligible entity may be cited as the applicant. If the application is successful, that applicant will become the grantee. The named applicant is expected to administer the grant should the application be successful.

## Number of applications

There are no limits for the number of TBRA applications submitted.

## Award limits

As specified in Statute, if applications for grants exceed the available funds for an application cycle, no more than one-half of the funds may be granted to projects in a single city, and no more than three-quarters of the funds may be granted to projects located in Minneapolis or Saint Paul.

## *Section 5: Competitive process, eligible and ineligible uses for TBRA Site Investigation grants*

### Eligible Uses for Site Investigation Grants

Eligible expenditures include:

- Phase I and Phase II environmental site investigations.
- Preparation of approved Response Action Plans (RAPs) developed in conjunction with the Minnesota Pollution Control Agency (MPCA) for soil or ground water contamination or hazardous waste that meet the requirements for the Voluntary Investigation and Cleanup (VIC) Program and/or the Petroleum Brownfields Program (PBP) at the MPCA.
- Hazardous materials assessments for asbestos and/or lead-based paint that meet the requirements for Asbestos Hazard Emergency Response Act (AHERA) standards for asbestos and applicable federal and state laws, rules and standards governing lead abatement.

### Ineligible Uses for Site Investigation Grants

Ineligible expenditures include:

- investigation costs incurred prior to the date of the grant award (excluding eligible matching costs);
- cleanup costs;
- retainers paid in advance of services; and
- costs incurred to prepare or submit TBRA applications.

## Scoring criteria

The Council is required by statute to consider certain factors in order to ensure the highest return of public benefits for the public costs incurred. The following criteria will be assigned point values and will be used to compare and evaluate each applicant’s proposal against the others in a grant cycle. Consultation with Council staff and external partners may also be a part of the process of evaluating applications (e.g., DEED, MPCA, and county environmental cleanup programs).

## Site Investigation Applications

Applications will be ranked according to the extent to which they demonstrate:

<b>Tax Base (5 points)</b>	<b>Possible Points</b>
Increase to the tax base of the recipient municipality based on a redevelopment proposal.	5
<b>Jobs and/or affordable housing (5 points):</b>	
<ul style="list-style-type: none"> <li>Potential to increase the number of new full-time equivalent jobs for the region.</li> <li>Potential to retain existing full-time equivalent jobs for the region.</li> <li>Potential to add affordable rental or ownership housing units.</li> </ul>	5
<b>Brownfield clean up/environmental health improvements (15 points):</b>	
The site to be investigated and ultimately cleaned up is one of the most contaminated sites and will provide the greatest improvement to the environment and the greatest reduction in human health risk as compared to other cleanup-site investigation proposals received in the same funding round.	7
The site and suspected contamination will use green remediation practices.	4
The applicant’s track record of successful completion of site cleanup with prior Council-funded environmental investigations.	4
<b>Compact and efficient development (15 points):</b>	
Show how the investigation supports the Council’s Metropolitan Development Guide goals by:	
<ul style="list-style-type: none"> <li>Measuring anticipated density of the likely project (floor area ratio);</li> </ul>	5
<ul style="list-style-type: none"> <li>Likelihood of potential development to increase the use of transit; and/or</li> </ul>	5
<ul style="list-style-type: none"> <li>Re-use of vacant or abandoned sites.</li> </ul>	5
<b>Readiness/Market demand (15 points)</b>	
Demonstrate readiness to proceed with cleanup-site investigation.	5
Demonstrate readiness to proceed with site cleanup.	5
Demonstrate market demand for proposed redevelopment elements in the project area and demonstrate readiness to implement the proposed project if/when TBRA funding is provided, including identifying a developer and any tenants.	5
<b>Partnership (5 points)</b>	
Demonstrate established financial partnerships. Points are awarded for committing matching funds beyond the required minimum 25% match.	5
<b>TOTAL</b>	<b>60</b>

Site Investigation applications **will** be determined ineligible for funding if:

- a current private property owner or developer caused the property to be contaminated;
- no known or suspected environmental contamination is demonstrated;
- an analysis of the application determines the funding is not needed in order for the project to proceed;
- the application does not score at least 50% (30 points) of the total points available (60 points); or
- for applications requesting asbestos or lead-based paint assessments, the building area is less than 10,000 square feet (gross) per structure.

Site Investigation applications **may** be determined ineligible for funding if:

- site Investigation funding is available from other public and private sources;
- any portion of a Project site is an active Superfund site that is scheduled for funding under the Federal Superfund Program in the current or following fiscal year at the date of the TBRA application;
- the project requires extensive new regional infrastructure beyond that which is already planned; or
- the proposal is not consistent with the municipality's comprehensive plan.

### **Other requirements**

- The applicant must pay for at least 25% of the total environmental investigation costs as a local match. Matching costs may include eligible investigation activities incurred up to 180 days prior to the date of application.
- The maximum investigation award is \$50,000 per site per cycle.
- Grantees seeking MPCA approval of a RAP for projects that are awarded an investigation grant for soil or ground water investigations under review by the MPCA VIC program are required to submit a sampling work plan to VIC for review and comment prior to submitting a RAP to the MPCA.
- All Grant-Funded Activities must be completed within the grant term.

## ***Section 6: Competitive process, eligible and ineligible uses for TBRA Cleanup Grants***

### **Eligible Uses for TBRA Cleanup grants**

Eligible expenditures include:

- Costs incurred to implement a cleanup or abatement in accordance with an approved Response Action Plan (RAP) for:
  - contaminated soil cleanup;
  - contaminated ground water cleanup;
  - contaminated soil vapor mitigation; and/or

- abatement of asbestos-containing materials and lead-based paint.
- Costs related to contaminated-site investigation activities incurred no more than 180 days prior to the current TBRA application deadline and that are related to an eligible cleanup grant request. These include investigating the extent and/or nature of soil or ground water contamination, as well as asbestos and lead-based paint assessments, including such activities as:
  - Phase I and Phase II environmental site investigations;
  - preparation and implementation of approved RAPs developed in conjunction with the MPCA for soil or ground water contamination or hazardous waste that meet the requirements for the VIC Program and/or the PBP at MPCA; and/or
  - hazardous materials surveys for asbestos and or lead-based paint that meet the requirements for AHERA standards for asbestos and applicable federal and state laws, rules and standards governing lead abatement.

### Ineligible Uses for Cleanup grants

Ineligible expenditures include:

- removal of solid waste;
- handling and disposal of regulated (non-hazardous) waste;
- retainers paid to consultants or other vendors in advance of service; and
- costs to prepare or submit a TBRA application.

NOTE: Costs for cleanup ***incurred prior to the date of application are not eligible unless*** the applicant has previously been awarded TBRA cleanup funding for the same redevelopment project ***and*** the costs are expressly authorized by the Council. Eligibility of incurred cleanup costs will be determined on a case-by-case basis and will consider:

- when the cleanup work occurred;
- the timing and types of approvals received for the project site by voluntary cleanup programs (e.g., MPCA, Minnesota Department of Agriculture );
- the types of standards used to complete an asbestos evaluation; and
- when Council staff was officially informed about a grant request pertaining to performance of any cleanup work.

### Scoring Criteria

The Council is required by statute to consider certain factors in order to ensure the highest return of public benefits for the public costs incurred. The following criteria will be assigned point values and will be used to compare and evaluate each applicant's proposal against the others in a grant cycle. Consultation with Council staff and external partners may also be a part of the process of evaluating applications (e.g., DEED, MPCA, and county environmental cleanup programs).

## Cleanup Applications

Cleanup applications will be ranked according to the extent to which they achieve the following:

Cleanup	Possible Points
<b>Tax base (25 points):</b>	
Increase the tax base of the recipient municipality	20
Add tax revenue in the near term. (Projects not in or not expected to be in a Tax Increment Finance [TIF] district earn 5 points because all the affected tax jurisdictions benefit immediately.)	5
<b>Jobs and/or affordable housing (25 points):</b>	
<ul style="list-style-type: none"> <li>• Increase the number of permanent jobs in the region;</li> <li>• retain existing permanent jobs;</li> <li>• preserve and/or increase the number of permanent living wage jobs;</li> <li>• increase permanent living wage jobs within and near areas of concentrated poverty; and/or</li> <li>• add or preserve affordable rental or ownership housing units. (A minimum of 20% of the total housing units proposed must be affordable for a project to be considered for affordable housing points.)</li> </ul>	25
<b>Brownfield cleanup/environmental health improvements (25 points):</b>	
Clean up the most contaminated sites to provide the greatest improvement in the environment and the greatest reduction in human health risk	25
<b>Metropolitan Development Guide/Regional System support (30 points):</b>	
Show how the project supports Metropolitan Development Guide goals to: <ul style="list-style-type: none"> <li>• accommodate growth through increased redevelopment density;</li> <li>• provide housing choices; and</li> <li>• conserve vital natural resources.</li> </ul>	16
Show how the project is integrated with Regional Systems: <ul style="list-style-type: none"> <li>• Environmental Services;</li> <li>• Transportation; and</li> <li>• Regional Parks.</li> </ul>	14
<b>Readiness and market demand (20 points):</b>	
Demonstrate readiness to proceed with project site cleanup.	5
Demonstrate market demand for proposed redevelopment elements in the project area and demonstrate readiness to promptly implement the proposed project if/when TBRA funding is provided, including identifying an end-stage developer and any non-residential tenants.	15
<b>Partnership (5 points):</b>	
Represent innovative partnerships among various levels of government and private for-profit and non-profit sectors.	5
<b>Community's housing performance score (20 points):</b>	
The applicant's Housing Performance Score will be converted from a 100 point scale to a 20 point scale. If a proposed project includes new affordable housing or if affordable housing is located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual score or the average score for this section from all proposals.	20
<b>TOTAL</b>	<b>150</b>



Cleanup-site applications **will** be determined ineligible for funding if an analysis of the proposal determines:

- an analysis of the proposal determines that a private responsible party has been identified and is likely financially capable of carrying out the remediation or cleanup in the foreseeable future;
- the funding is not needed in order for the project to proceed;
- eligible cleanup costs are equal to one percent or less than the total project costs;
- redevelopment proposals include principally tax-exempt uses that do not generate property taxes or Payment in Lieu of Taxes (PILOT); or
- upon review the application does not score at least 50 percent (75 points) of the 150 total points available.

Cleanup applications **may** be determined ineligible for funding if an analysis of the proposals determines:

- cleanup funding is available from other public and private sources;
- the project requires extensive new regional infrastructure beyond that which is already planned;  
or
- the proposal is not consistent with the municipality's comprehensive plan.

### **Other requirements**

- Cleanups must be completed within the grant term.
- Redevelopment project construction must commence within the grant term.
- All cleanup costs must be incurred after the grant award date to be eligible for reimbursement, with the notable exception of activities conducted by applicants requesting supplemental grant awards that adhere to the conditions in the Ineligible Uses section of this Fund Distribution Plan.
- Consistent with DEED guidelines, the funds may be used to provide up to 13% of the investigation/cleanup cost as the local match required for a grant from DEED's Cleanup Grant Program.

### **Section 7: Reporting Requirements**

TBRA grantees are required to submit periodic progress reports. Until the first draw request is made, quarterly progress reports are required. Thereafter, the detail supplied with payment requests comprises the bulk of these progress reports. When the grant is closed, the grantee's chief financial officer is required to certify to the appropriate expenditure of funds.

Recipients of TBRA Cleanup-Site Investigation grants must also submit to the Council at the closure of the grant a copy of the environmental investigation documents and approval of the response action plan by the MPCA VIC or PBP program.

Recipients of TBRA Cleanup grants must also submit a report annually for four years to the Metropolitan Council after the end of the grant term, stating:

- the site redevelopment activities completed the previous calendar year;
- the net tax capacity assessed in the prior year and the total property taxes paid on the parcel (land and buildings) for the reporting year; and
- the percentage of full-time equivalent jobs on the site at the end of the previous year that are at or above a living wage.

# **LCA Grant Programs**

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## **Livable Communities Demonstration Account**

**2014  
Funding Schedule  
Funding Criteria  
and Selection Process**

# Livable Communities Demonstration Account – Regular Program

## 2014 Available Funding for LCDA Grants: \$7.5 Million

<b>Application Type</b>	<b>Month</b>	<b>Activity</b>
LCDA Development	March	Notice of Funding Availability
	April	Application Submittal Workshops
	May	Project Concept Plans due
	June	Full applications due
	August – October	Staff and Livable Communities Advisory Committee review and rank proposals
	November	Community Development Committee recommends grant awards
	December	Metropolitan Council awards grants

# Livable Communities Demonstration Account

## Section 1: Background and purpose

The Livable Communities Demonstration Account (LCDA) was established by the Livable Communities Act (LCA)<sup>3</sup> in 1995. As the name of the account suggests, Demonstration Account funds are intended to be used for projects that demonstrate innovative and new ways to achieve and implement the statutory objectives of the program, not merely to fill project funding needs.

- LCDA *Development* grants provide funds to support projects that connect development or redevelopment with transit; intensify land uses; connect housing and employment; provide a mix of housing affordability; provide infrastructure to connect communities; attract investment, and provide Project-area residents with expanded opportunities for private sector employment.

LCDA funding helps applicants implement their community development objectives and comprehensive plans in ways that lead to economic development. The LCDA legislative objectives are supported by Metropolitan Development Guide policies. LCDA funding will support Development Projects that demonstrate innovative and new ways of meeting Metropolitan Development Guide desired outcomes. These outcomes include:

- develop land uses in centers linked to the local and regional transportation systems;
- efficiently connect housing, jobs, retail centers and civic uses;
- develop a range of housing densities, types and costs; and
- conserve, protect and enhance natural resources by means of development that is sensitive to the environment.

In developed communities<sup>4</sup>, the emphasis of these goals will be consistent with Development Guide direction on maintaining and improving infrastructure, buildings and land to provide developments that integrate and intensify land uses.

Projects in developing communities<sup>5</sup> will be focused on accommodating growth by means of connected development patterns for new development, supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design.

Projects meeting these goals and funded through the LCDA program can help reduce travel by eliminating or shortening vehicle trips or by making some trips possible by walking, biking or transit. These results are made possible by connecting land uses, improving access to transportation corridors, connecting modes of transportation and linking housing with destinations accessible to transportation corridors and a range of transportation modes. Over the long run, results are expected to reduce air pollution, mitigate congestion, and reduce infrastructure costs and greenhouse gas emissions.

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<sup>3</sup> MN Statutes §473.25(b)

<sup>4</sup> Developed Communities 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. (2030 Regional Development Framework)

<sup>5</sup> Developing Communities are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur. (Ibid.)

The Council encourages LCDA applications that also reduce energy use through siting, building orientation and innovative design of residential and other buildings.

## *Section 2: LCDA Changes for 2014*

- Eligible uses have been expanded to include energy conservation practices, such as, green roofs, photovoltaic cells, geothermal heat pumps, fuel cells and wind turbines.

## *Section 3: Partnerships and coordination*

The criteria and evaluation process are coordinated with state agency policies and initiatives so that funding consideration is given to projects that include or demonstrate:

- strategies to provide a continuum of affordable housing (Minnesota Housing);
- Green Communities criteria for building affordable housing (Minnesota Housing);
- the potential benefit of major state transportation investments (Minnesota Department of Transportation);
- the Minnesota Sustainable Building Guidelines to encourage more sustainable building practices (Minnesota Departments of Administration and Commerce);
- the land use goals of Project 2030, an initiative that identifies the impact of the aging of the baby boom generation and supports lifecycle housing (Minnesota Department of Human Services); and
- implementation of policies and requirements of the Minnesota Pollution Control Agency for surface water management.

## *Section 4: Application process*

In 2014, Livable Communities LCDA grant applications will only be available through the Council's new *WebGrants* online electronic grants application and management system. Access to *WebGrants* will be available via a link from the Council's website.

### **Local resolution**

Any application for funds under this program must include a resolution from the local unit of government within which the proposed project is located. The resolution must affirm that the project would not occur through private or other public investment without Council funding.

Municipalities occasionally partner with counties or other agencies (e.g., a county, housing or development/redevelopment authorities; collectively, "Partners") when preparing application for funds; however, only one eligible entity may be cited as the applicant. If the application is successful, that applicant will become the grantee. When applications are submitted by a Partner, resolutions of support must be included from both the municipality and the Partner. The named applicant is expected to administer the grant should the application be successful.

### **Number of applications**

A city may submit up to six Project Concept Plans and no more than three LCDA regular program applications may be submitted for projects in a single city in any application cycle. The limit of three

applications includes those submitted by all entities within the city (i.e., the city, economic development authority, port authority, etc.) and projects submitted by counties on behalf of cities.

Applicants submitting more than one application per funding cycle must prioritize their applications according to the applicant's internal priorities, prior to submittal. These rankings will be used to inform the review process; however, the Council reserves the right to make awards independent of such rankings.

### **Award limits for all LCDA awards**

Council-established guidelines state that up to 40% of the total funds available in a grant cycle may be awarded to projects located in Minneapolis and/or Saint Paul. The Council reserves the right to consider awarding more than 40%.

## *Section 5: Competitive process, eligible and ineligible uses for Development grants*

### **Eligible projects**

A project eligible for consideration for an LCDA Development award is one that meets the statutory requirements and policy goals for the program. These include projects that will:

- interrelate development or redevelopment and transit;
- interrelate affordable housing and employment growth areas;
- intensify land use that leads to more compact development or redevelopment;
- involve development or redevelopment that mixes incomes of residents in housing, including introducing or reintroducing higher value housing in lower income areas to achieve a mix of housing opportunities;
- encourage public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector redevelopment investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment; or
- that provide project-area residents with expanded opportunities for private sector employment.<sup>6</sup>

### **Eligible uses of Development grants**

Grant funds may be used for basic and placemaking public infrastructure and site assembly to support development projects that meet the funding goals, and funded elements must directly contribute to completion of the project. Requests will be evaluated in the context of individual projects.

Funds can be used to help acquire or otherwise gain site control for a project site(s) not previously owned or controlled by the applicant or any current or future subrecipient or other partner to the project for which LCDA funding is requested.

**Basic and placemaking public infrastructure** includes:

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<sup>6</sup> MN Statutes §473.25 (b)

- local public streets;
- public-use or shared-use parking structures;
- extensions or modifications of local public sewer, water, or telecommunications lines;
- public connecting elements (generally in the public right-of-way or clearly for public use) including sidewalks and trails that enhance the functional connectivity of the project to transit and other surrounding public spaces including schools and parks;
- publically-accessible, site-integrated transit shelters, bike racks, bridges for vehicle or pedestrian use;
- site-integrated stormwater management improvements;
- energy-conservation features, such as: green roofs, photovoltaic cells, geothermal heat pumps, fuel cells and wind turbines;
- lighting, seating, sidewalks, paths and furnishing and equipment for parks, plazas and other public areas;
- architectural and engineering fees to support site planning and the design of eligible grant-funded activities related to publically-accessible placemaking elements or infrastructure;
- construction of placemaking functional elements or improvements for the project site. Placemaking activities should promote walkability and the use of transit, set the stage for interaction among users of the site, enhance or reinforce the urban qualities of the site and surrounding neighborhood, and play a key role in catalyzing additional private investment.

### *Site Acquisition*

The purpose of allowing the use of LCDA funding for site acquisition is to assist with establishing site control for projects meeting the statutory and Council policy purposes of the LCDA account, not merely to assist with the overall funding of the project.

#### **Eligible site acquisition costs**

- Funds can be used to help acquire or otherwise gain site control for a project site(s), **not previously or currently owned or controlled** by the applicant **or** any current or future subrecipient **or** other partner to the project for which LCDA funding is requested.
  - Exception: funds can be used to reimburse a non-profit or socially responsible for-profit developer, as determined by the participating community, for sites previously acquired within 12 months of the grant application date for projects that will lead to the development of affordable housing or will result in jobs retained, created or made more accessible to low-income and underserved populations including opportunities for entrepreneurship.
- Funds can be used for associated property holding costs prior to the project development.
  - Eligibility for holding costs can also apply when the grant request does not include the cost of site acquisition.
  - Holding costs are limited to no more than five percent of funding awarded for acquisition costs, not to exceed \$100,000.

#### **Ineligible Site Acquisition Costs**

- Other than described above, reimbursement or refinancing of land acquisition or site control costs incurred by the applicant, any current or future grant subrecipient or other project partner before the



date of an LCDA grant award by the Metropolitan Council is not eligible. 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. LCDA grant funds may not be used to refinance or supplant other sources of funding available to acquire or gain site control of the project property.

- 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, except as described above.

Eligible **site improvement** activities include:

- demolition and removal of obsolete structures; and
- grading and soil correction to prepare a site for construction.

### **Ineligible uses of Development grants**

Ineligible uses of LCDA Development funds include:

- county road improvements;
- parking structures without a shared public component;
- surface parking, unless it is an integral part of a stormwater management system;
- trees, sod, and landscape plantings, unless an integral part of a stormwater management system;
- site assembly for lands to be used for transit infrastructure or capital investments, e.g., transit stations, station platforms, and park-and-ride facilities;
- building construction, rehabilitation and affordability gap and value gap financing;
- pollution cleanup;
- relocation costs;
- licenses, permits, fees, planning and administrative costs; and
- architectural fees to support the design of building-related items

More detail on eligible and ineligible LCDA costs will be available in the LCDA Application Guide.

### **Evaluation process for Development grants**

LCDA applications are evaluated in a two-step process. A staff evaluation team reviews and scores eligible Development grant applications using the Step One evaluation criteria and guidelines. Step Two of the evaluation process is conducted by the 13-member Livable Communities Advisory Committee, which makes funding recommendations to the Council. The Committee includes members representing six areas of expertise to provide the range of skills and experience necessary for evaluating the complex LCDA applications. Two members are selected for each of the areas 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; and site design. The LCAC chair, not representing a specific area of expertise, is the thirteenth member.

**Step One Evaluation Criteria for Development Grants: 50 possible points**

A staff evaluation team will score eligible proposals using the Step One evaluation criteria and guidelines:

<b>Land use criteria</b>	<b>Possible Points</b>
How well the project will use land efficiently and will achieve:	
Development that intensifies land use and increases density to a level that maximizes the potential of the location.	8
How well the Project will achieve development that is designed in relationship to transit and transportation by:	
<ul style="list-style-type: none"> <li>• Providing internal pedestrian convenience and efficiency through the design, layout and features of the design of the Project.</li> <li>• Providing efficient, effective, thoughtful pedestrian access to transit through connections to, and/or integration of transit stops/ access points in the design.</li> <li>• If the proposed Project has no transit access, the proposal may be eligible to receive up to 2.5 of the 5 points available for this criterion, if the project takes advantage of locational potential/opportunity to encourage alternative modes of access to the site and through the site, such as bike paths or trails.</li> </ul>	10
Connections between housing and centers of employment, education, retail, and recreation uses.	8
A developed range of housing densities, types and costs that addresses diversification of the housing stock.	8
Development that is sensitive to the environment and that conserves, protects and enhances natural resources, and/or incorporates green building design and energy efficiency standards.	8
<b>Tools and processes</b>	<b>Possible points</b>
The extent to which the application includes tools and processes appropriate to the Project to ensure successful outcomes, including pertinent and effective regulatory tools; partnerships among government, private for-profit and nonprofit sectors; community participation; local vision and leadership.	8
<b>Total</b>	<b>50</b>
<b>Applications must score 25 or more points to advance to the Step Two evaluation process.</b>	

Applications that successfully meet the Step One point threshold move on to the Step Two process.

<b>Step Two Evaluation Criteria for Development Grants – 50 possible points</b>	
The LCAC scores proposals according to the evaluation and selection criteria in Step Two.	
<b>Innovation and demonstration</b>	<b>Possible points</b>
<p>The extent to which the project demonstrates for the community and for the region:</p> <ul style="list-style-type: none"> <li>• new development concepts or elements in one or more of the scoring areas covered in the Step One evaluation process;</li> <li>• other innovation; or</li> <li>• serves as a model of LCDA goals.</li> </ul>	30
<b>How LCDA funding is a catalyst for the project</b>	
The extent to which LCDA funding will be a catalyst to implement the project of which it is a part.	10
<b>Readiness assessment</b>	
<p>The extent to which the proposed project is ready and able to use an LCDA grant, if awarded, within the 36-month grant term. The readiness assessment includes:</p> <ul style="list-style-type: none"> <li>• the status of implementation tools – e.g., zoning codes and other official controls, design standards, or development standards;</li> <li>• the status of funding commitments to ensure construction starts for funded element(s) or further progress within a year from the date of the grant award, and other indicators of readiness;</li> <li>• whether grant funds have been expended for or progress has been made on a prior LCDA development or opportunity grant for the same project or a related project.</li> </ul>	10
<b>Step Two Total</b>	<b>50</b>
<b>Combined Step One and Step Two Total</b>	<b>100</b>
<b>Applications must score 60 or more points of the total 100 available points from Step One and Step Two combined to be considered for funding.</b>	
<b>Housing Performance Score</b>	
<ul style="list-style-type: none"> <li>• The applicant’s Housing Performance Score will be converted from a 100 point scale to a 10 point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community’s actual performance score or the average performance scores from all proposals being evaluated.</li> </ul>	10
<b>Overall Total</b>	<b>110</b>

### *Section 6: Reporting requirements*

LCDA grantees are required to make periodic progress reports. Until the first draw request is made, quarterly progress reports are required. Thereafter, detail supplied with payment requests comprises the bulk of these progress reports. When the grant is closed, the grantee’s chief financial officer must certify to the appropriate expenditure of funds, and a final progress report is required.

# **LCA Grant Programs**



## **Local Housing Incentives Account**

**2014  
Funding Schedule  
Funding Criteria  
and Selection Process**

# Local Housing Incentives Account 2014 Funding Schedule

## 2014 available funding for LHIA: \$1.5 Million

Application Type	Month	Activity
Ownership and Rental programs	April	MHFA/MHIG Issues Notice of Funding Availability
	June	Application deadline
	July-August	MHFA/MHIG staff review applications
	September	MHIG application evaluation and selection meeting
	October	MHFA Board acts on recommendations from MHIG for RFP selections
	November	Community Development Committee recommends grant awards
	December	Metropolitan Council awards grants

## Local Housing Incentives Account

### *Section 1: Background and purpose*

The Metropolitan Livable Communities Act<sup>7</sup> (LCA) established the requirements for the distribution of Local Housing Incentives Account (LHIA) funds to help cities meet their negotiated affordable and lifecycle housing goals. To implement the LHIA, the Metropolitan Council (Council) partners with the Minnesota Housing Finance Agency (MHFA), the Family Housing Fund and others—collectively called the Metropolitan Housing Implementation Group (MHIG)—in a collaborative process for distributing funds to assist affordable housing development and preservation. The MHIG employs an overall set of investment guidelines and criteria to which the funding partners may add their own criteria. The criteria set forth in this Fund Distribution Plan address the LHIA-specific criteria.

### *Section 2: LHIA Changes for 2014*

- No changes have been made to the LHIA for 2014.

### *Section 3: Partnerships and coordination*

MHIG issues an annual Request for Proposals (known as the Super RFP) and the Council and other funding partners participate in the evaluation process for home ownership and multifamily rental housing programs. The Super RFP is advertised in the State Register and on the Council and Minnesota Housing websites, and an electronic notification is sent to all communities participating in the Local Housing Incentives Program.

### *Section 4: Application process*

Applications are submitted to Minnesota Housing for consideration for LHIA funding and all other funding available through the MHIG.

### **Receptivity form**

Note that because of differences in the funding programs administered by the MHIG partners, private parties such as developers are eligible to apply for funding through the SuperRFP. Developers, however, are **not** eligible for LHIA grants. Awards must be made to the eligible participating city, county or development authority.

To ensure the eligible city, county, or development authority supports LHIA-eligible applications, any proposal for funds under this program **must include** an Acknowledgement of Receptivity form from the local unit of government within which the project is proposed. This form has two purposes:

- to establish communication between the city in which the proposed project will occur and the developer of the project at the onset of the application process; and

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<sup>7</sup> MN Statutes §473.254, Subd. 6

- to verify that the city will act as the grantee of any funds awarded to the project and be responsible for all requirements of the grant contract.

Note that although two or more eligible applicants may partner on an LHIA application, a grant award will be made only to a single eligible applicant. Further, if a project crosses jurisdictional boundaries, such as an application for a scattered-site housing project, all cities in which project work will be done must be participating communities and must agree on one grantee to receive the award and administer the grant.

## *Section 5: Competitive process, eligible and ineligible uses for LHIA grants*

### **Eligible uses for LHIA grants**

Eligible uses of funding include:

- gap financing costs, including land acquisition;
- property (structure) acquisition;
- demolition;
- site preparation (e.g., water, sewer, roads);
- general construction/structural additions;
- alterations and rehabilitation;
- interior and exterior finishing;
- roofing;
- electrical;
- plumbing; and/or
- heating and ventilation.

### **Ineligible uses for LHIA grants**

Soft costs, such as:

- administrative overhead;
- bonds and insurance;
- legal fees;
- permits;
- travel;
- grant/bid preparation costs;



## Competitive process for LHIA grants

Because LHIA grants are awarded through a joint process with MHIG, there are multiple sets of criteria that apply during the competitive process.

### *MHIG criteria*

Applicants apply for LHIA funds through the Super RFP distributed by the Minnesota Housing Finance Agency (<http://mnhousing.gov>). All applications submitted are reviewed and evaluated as to the extent they address the following MHIG Shared Evaluation Criteria:

- preserving existing affordable housing stock;
- providing workforce housing choices;
- increasing homeownership opportunities for underserved populations;
- exhibiting strong implementation partnerships;
- identifying significant leveraged resources;
- demonstrating a high degree of readiness;
- achieving comprehensive community support;
- complying with the missions of the funding partners;
- using land efficiently;
- displaying efforts to end long-term homelessness;
- adhering to green development criteria. For the specific criteria and more information, see the following website: [http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa\\_006584.pdf](http://www.mnhousing.gov/idc/groups/public/documents/document/mhfa_006584.pdf); and
- locating developments within walking distances of public transit stations and stops.

### *Metropolitan Council project eligibility criteria*

Funds from this account are awarded as grants that must be matched by a dollar-for-dollar expenditure on affordable housing activities by the eligible applicant receiving the funds (see the definition of *eligible applicants* on page 3). LHIA grant funds may be used for costs associated with projects that help eligible applicants meet their negotiated LCA housing goals, including, but not limited to acquisition, rehabilitation and construction of permanent affordable and lifecycle housing.

### *Threshold and competitive criteria*

- Applicants seeking assistance through LHIA funds must have a significant component of the project serving households with incomes at or below 60 percent of Area Median Income (AMI).
- The LHIA contribution to fill the gap in homeownership applications will be limited to no more than one-half of the difference between the purchase price of the home and the total per-unit hard costs.

- The Council will give priority to ensure one-half of the funds are directed to rental proposals creating/preserving affordability to persons at or below 30% of AMI.
- The Council will continue to give consideration to proposals that serve large families by providing two or more bedrooms in their projects.

Among these proposals, further priority will be given to those meeting the needs of the chronically homeless.

### *Other considerations*

Funding preference will be given if:

- a municipality currently has a net fiscal disparities contribution of \$200 or more per household;
- a municipality does not use its Affordable and Lifecycle Housing Opportunity Amount (ALHOA) expenditure as the source for its matching funds; or
- a municipality has a lower Housing Performance score than the other proposals being considered for funding.

### **Evaluation process**

All proposals received through the RFP process are reviewed by Minnesota Housing staff for completeness and are evaluated according to the MHIG criteria.

Proposals meeting baseline criteria are then reviewed by a selection committee consisting of representatives of the MHIG, including staff from Minnesota Housing, the Council and the Family Housing Fund. Proposals are discussed regarding their overall concept, consideration of the joint selection criteria and individual funder's criteria, as well as any funder's past experience with the applicant, previous funding allocations, and familiarity with the project or expertise related to any aspect of the proposals. The selection committee then rates the proposals on the applicant's organizational capacity to deliver the project and the feasibility of the proposal. Funds are then allocated to each proposal based on its composite rank and the best use of each of the MHIG funding sources.

### *Section 6: Reporting requirements*

LHIA grantees are required to submit periodic progress reports. Until the first draw request is made, quarterly progress reports are required. Thereafter, the detail supplied with payment requests comprises the bulk of the progress reports, which are augmented with semi-annual reports. A final progress report is required with the last payment request. When the grant is closed, the grantee's chief financial officer is required to certify to the appropriate expenditure of funds.

# **LCA Grant Programs**

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## **Transit-Oriented Grant Category for the Tax Base Revitalization and Livable Communities Demonstration Accounts**

**2014  
Funding Schedule  
Funding Criteria  
and Selection Process**

## Transit-Oriented Development Funding Schedule

### 2014 Available Funding for LCA-TOD Grants:

**TBRA-TOD Grants: \$3 Million, including up to \$250,000 of that amount available for TBRA-TOD Site Investigation grants**

**LCDA-TOD Grants: \$5 Million, including up to \$500,000 for Pre-Development Grants**

Application Type	Month	Activity
LCDA-TOD Pre-Development TBRA-TOD Site Investigation	March 2014	Notice of Funding Availability
	June 2014	Round 1 Applications due
	July 2014	Community Development Committee recommends grant awards
	July 2014	Metropolitan Council awards grants
	September 2014	Notice of Funding Availability
	November 2014	Round 2 Applications due
	December 2014	Community Development Committee recommends grant awards
	December 2014	Metropolitan Council awards grants
TBRA-TOD Cleanup LCDA-TOD Development	March 2014	Notice of Funding Availability
	May 2014	Project Concept Plans due
	May 2014	Design workshops
	June 2014	Applications due
	October 2014	Community Development Committee recommends TOD Development grant awards
	October 2014	Metropolitan Council awards grants

## Transit-Oriented Development Grants

### *Section 1: Background and purpose*

The Metropolitan Livable Communities Act<sup>8</sup> (LCA) created both the Tax Base Revitalization Account (TBRA) and Livable Communities Demonstration Account (LCDA) to promote the purposes of the Act and the policies of Metropolitan Development Guide

The Livable Communities Act is intended to:

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

The Metropolitan Development Guide policies are intended to:

- develop land uses in centers linked to the local and regional transportation systems;
- efficiently connect housing, jobs, retail centers and civic uses;
- develop a range of housing densities, types and costs; and
- conserve, protect and enhance natural resources by means of development that is sensitive to the environment.

### **Transit-Oriented Development Grant Category**

High density, mixed-use development adjacent to transit stations using pedestrian-friendly design standards is known as “transit-oriented development,” or TOD. In 2011, the Metropolitan Council (Council) established a new category within the TBRA and LCDA grant programs to catalyze TOD along transit corridors throughout the metropolitan area.

Adding a new grant category within the LCDA and TBRA programs to incent transit-oriented development meets the purposes of the LCA and Metropolitan Development Guide and demonstrates that increasing density around transit stations increases transit ridership and reduces automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.

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<sup>8</sup> MN Statutes §473.252

Funding for TOD grants is available because:

- the Council increased the LCDA levy to provide for additional LCDA-TOD funding, without reducing the regular LCDA funding level;
- the Council may make funds available from its general fund;
- previously-awarded grants have been relinquished when projects did not move forward within the grant term; and
- legislation passed in 2009 directed the Council to set aside one-half of the LCDA and TBRA levies for the years 2009 through 2011, to be used for transit operations if needed. These funds were not used for transit operations and therefore are distributed through this Plan.

The funding levels available for the regular TBRA and LCDA grant categories (\$5 million and \$7.5 million respectively) remain available as in previous years. The additional funds made available for the TOD grant category will enable strong TOD projects to compete in the TOD funding cycle while enabling requests for developments less proximate and oriented to transit stations to better compete in the regular TBRA and LCDA funding cycles.

## *Section 2: LCA-TOD Changes for 2014*

- Sites within one-half mile of proposed stations along the A-Line, an arterial bus rapid transit corridor that is expected to open in 2015, are now eligible for LCA-TOD grants. This will replace the TOD-Eligible Area for high frequency local bus route #84, which was a one-quarter mile linear buffer along the length of the corridor. With this change, sites along the Ford Parkway and 46<sup>th</sup> Street corridors east of the Blue Line will now be eligible;
- LCDA-TOD Pre-Development and TBRA-TOD Site Investigation funding will be offered in two rounds, with application deadlines in June and November. The total annual amounts for Pre-Development and Site Investigation grants will be split equally between the two rounds. Any funding not awarded in the first round will be available for development/cleanup grants.. In addition, the LCA TOD Pre-Development/Site Investigaton funding cycle has been shortened from 90 to 45 days;
- The funding cycle for LCA-TOD Development and Cleanup grants has been shortened from 8 to 5 months;
- Applicants may submit “dual track” TBRA-TOD applications. If a TBRA-TOD application is not recommended for funding, applicants may submit their applications for funding during the November TBRA grant round;
- A separate set of evaluation criteria has been added for applications for LCDA-TOD Pre-Development TOD Implementation Zoning Ordinances, to reflect that a Future Development Project will not be associated with the application.

## *Section 3: Partnerships and coordination*

TBRA-TOD awards are coordinated with complementary programs at the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Employment and Economic Development (DEED), Hennepin County’s TOD grant program, and Ramsey County.

LCDA-TOD criteria and evaluation process are coordinated with state agency policies and initiatives so that funding consideration is given to projects that include or demonstrate:

- strategies to provide a continuum of affordable housing (Minnesota Housing);
- projects located in Transit Improvement Areas (TIAs) designated by DEED, or TIA-eligible areas, as described in Section 5 below.
- use of Green Communities criteria for building affordable housing (Minnesota Housing);
- the potential benefit of major state transportation investments (Minnesota Department of Transportation);
- use of the Minnesota Sustainable Building Guidelines to encourage more sustainable building practices (Minnesota Departments of Administration and Commerce);
- the land use goals of Project 2030, an initiative that identifies the impact of the aging of the baby boom generation and supports lifecycle housing (Minnesota Department of Human Services); and
- implementation of policies and requirements of the Minnesota Pollution Control Agency for surface water management.

### *Section 4: Application process*

In 2014, Livable Communities TOD grant applications will only be available through the Council's new *WebGrants* online electronic grants application and management system. Access to *WebGrants* will be available via a link from the Council's website.

#### **Local resolution**

Any application for funds under this program must include a resolution from the local unit of government within which the proposed project is located. The resolution must affirm that the project would not occur through private or other public investment without Council funding.

Municipalities occasionally partner with counties or other agencies (e.g., a county, housing or development/redevelopment authorities; collectively, "Partners") when preparing application for funds; however, only one eligible entity may be cited as the applicant. If the application is successful, that applicant will become the grantee. When applications are submitted by a Partner, resolutions of support must be included from both the municipality and the Partner. The named applicant is expected to administer the grant should the application be successful.

#### **Number of applications**

Cities are limited in the number of applications they may submit. This limit includes those submitted by all entities within the City (i.e. the city, economic development authority, port authority, etc) and applications submitted by counties on behalf of cities. Applicants submitting more than one application per funding cycle must provide the Council with a prioritized list of proposals at the time of application. If applicants apply for more than one kind of funding for the same project, the application counts as one application from each account: ( i.e., if LCDA-Development and TBRA-TOD Cleanup funds are sought for the same project, these count as **two** applications).

There will be three LCA-TOD funding rounds in 2014.

- Funding Round #1: LCDA-TOD Pre-Development and TBRA-TOD Site Investigation (applications due June 2014). No more than three applications, combined, may be submitted on behalf of a single city.
- Funding Round #2: LCDA-TOD Development and TBRA-TOD Cleanup (PCPs due May 2014; applications due June 2014). No more than three applications in each category may be submitted on behalf of a single city.
- Funding Round #3: LCDA-TOD Pre-Development and TBRA-TOD Site Investigation (applications due November 2014). No more than three applications, combined, may be submitted on behalf of a single city.

### Award limits

TBRA-TOD Site Investigation	\$100,000 per <b>application</b>
LCDA-TOD Pre-development, TBRA-TOD Cleanup	Combined total of \$100,000 <b>per city, per round</b>
LCDA-TOD Development	\$1,000,000 per <b>application</b>
	Combined total of \$2,000,000 <b>per city</b>

Additionally:

- No one city/applicant will be awarded more than half of LCDA-TOD funds in any TOD funding cycle.
- According to statute, if TBRA grant applications exceed the available funds for an application cycle, no more than one-half of the may be granted to projects in a single city, and no more than three-quarters of the funds may be granted to projects located in cities of the first class (Minneapolis and Saint Paul). This TBRA requirement is also applicable to TBRA-TOD.
- The award limit guideline listed in the LCDA section regarding the allowable percentage of awards made to Minneapolis and Saint Paul does not apply to the LCDA-TOD grant awards; however, the Council will consider geographic distribution and station area/bus stop types when making LCA-TOD grant award decisions.
- Projects receiving LCDA-TOD Development grants must be consistent with station area or small area plan prior to receipt of grant funds. This does not apply to LCDA-TOD Pre-Development grants when they are awarded to assist with creating Transit-Oriented Development zoning implementation tools.
- If funds remain after the Council awards the 2014 TBRA-TOD grants, those remaining funds will be available to be awarded in the fall round of TBRA awards.

## Section 5: *Competitive process, eligible and ineligible uses for LCDA-TOD and TBRA-TOD grants*

### Eligible Applications

An application eligible for consideration for a LCDA-TOD Pre-Development or TBRA-TOD Site Investigation must conduct its activities within a **TOD Area**, as defined on page 4.



In TBRA-TOD, eligible applications must include requests in support of an identified Development Project, as defined previously.

In LCDA-TOD Development, eligible applications must include requests for public infrastructure, site acquisition, placemaking, building demolition and site preparation in support of an identified Development Project, as defined previously.

In LCDA-TOD Pre-Development and TBRA-TOD Site Investigation eligible applications must include requests in support of an identified Future Development Project, as defined previously, except for applications for development of zoning implementation tools.

## Eligible Uses for LCDA-TOD Development and TBRA-TOD Cleanup Grants

For TBRA-TOD Cleanup grants, the same eligible uses as stated in the TBRA Cleanup section, with no changes, are also eligible for TBRA-TOD Cleanup. See page 13 for additional TBRA-specific eligibility considerations.

For LCDA-TOD Development, the same eligible uses as stated in the LCDA Development section, with no changes, are also eligible for LCDA-TOD Development.

### *Site Acquisition*

The purpose of allowing the use of LCDA-TOD funding for site acquisition is to assist with establishing site control for projects meeting the statutory and Council policy purposes of the LCDA account, not merely to assist with the overall funding of the project.

#### **Eligible site acquisition costs**

- Funds can be used to help acquire or otherwise gain site control for a project site(s), **not previously or currently owned or controlled** by the applicant **or** any current or future subrecipient **or** other partner to the project for which LCDA funding is requested.
  - Exception: funds can be used to reimburse a non-profit or socially responsible for-profit developer, as determined by the participating community, for sites previously acquired within 12 months of the grant application date for projects that will lead to the development of affordable housing or will result in jobs retained, created or made more accessible to low-income and underserved populations including opportunities for entrepreneurship.
- Funds can be used for associated property holding costs prior to the project development.
  - Eligibility for holding costs can also apply when the grant request does not include the cost of site acquisition.
  - Holding costs are limited to no more than five percent of funding awarded for acquisition costs, not to exceed \$100,000

#### **Ineligible Site Acquisition Costs**

- Other than described above, costs associated with reimbursement or refinancing for land acquisition or site control that are incurred by the applicant, any current or future grant subrecipient or other project partner before the date of an LCDA-TOD Development grant award by the Council

are not eligible. This includes costs to gain site control or to acquire project sites where site control has been established or where formal steps have been taken to acquire the property (such as a purchase agreement). LCDA-TOD Development grant funds may not be used to refinance or supplant other sources of funding available to acquire or gain site control of the project property.

- Except as described above, site acquisition costs are not eligible 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 currently or prior to the grant award.

### Ineligible Uses for LCDA-TOD Development TBRA-TOD Cleanup Grants

The same ineligible uses as stated in the TBRA Cleanup and LCDA Development sections, with no changes, are also ineligible for TBRA-TOD Cleanup and LCDA-TOD Development.

### Evaluation Process

The Evaluation Process includes both Threshold Criteria and Ranking Criteria.

#### Threshold Criteria:

To compete in the TBRA-TOD Cleanup and LCDA-TOD Development grant categories, **all** threshold criteria must be met. If not already met, the applicant must agree it will fulfill all threshold criteria within one year of completion of preliminary engineering for the station’s transit line.

<b>LCDA-TOD Development and TBRA-TOD Cleanup Threshold Criteria</b>		
A staff evaluation team will review the application to determine if the proposal meets the threshold criteria. Only proposals that have met <b>all</b> threshold criteria will move on to the Ranking Criteria process.		
<b>Transit-Oriented Development Design Features in the TOD Area</b>		
The Development Project must be in compliance with an approved station area plan or small area plan that demonstrates the following TOD design features: <ul style="list-style-type: none"> <li>• minimal building setbacks;</li> <li>• short blocks with pedestrian connections adjacent to the buildings;</li> <li>• optimal pedestrian convenience between Station and other connecting transit</li> <li>• a range of housing densities; types and costs</li> <li>• connections between housing; retail; employment centers and recreational uses</li> <li>• cycling and walking conveniences</li> <li>• current and future employment opportunities within the TOD Area and within the connecting transit corridor/corridors; and</li> <li>• conservation, protection, and enhancement of natural resources; and</li> <li>• residential and commercial parking is limited, shared between uses, located to the rear of buildings, and/or is structured.</li> </ul>	Pass	Fail
<b>Equity Considerations within the TOD Area</b>		
City has adopted a policy/plan/guideline or other official local control to:		

Address both the preservation of existing subsidized and naturally occurring affordable housing units in the TOD Area <b>AND</b> 1. the addition of affordable housing units in the TOD Area OR 2. the addition of higher value housing in lower income areas to achieve a mix of housing opportunities		
Address how the applicant will proactively and intentionally address gentrification		

**Ranking Criteria for Development Proposals:**

LCDA-TOD Development and TBRA-TOD Cleanup applications are evaluated in a two-step process. A staff evaluation team reviews and scores eligible applications using the Step One evaluation criteria and guidelines. Step Two of the evaluation process is conducted by members of the Livable Communities Advisory Committee (LCAC). The LCAC includes members representing several areas of expertise to provide the range of skills and experience necessary for evaluating the complex LCA-TOD applications. Step Two scores are added to Step One scores for the overall ranking totals on which funding recommendations are determined.

<b>Step One Evaluation Criteria for LCA-TOD Applications: 75 possible points</b>	
A staff evaluation team will score eligible proposals using the Step One evaluation criteria and guidelines:	
Criteria category	Possible Points
<b>Housing:</b>	
<ul style="list-style-type: none"> <li>The proposal's ability to produce affordable housing</li> </ul>	<b>20</b>
<ul style="list-style-type: none"> <li>The City has adopted affordability requirements for housing assisted with City funds or other fiscal devices applicable in the TOD Area</li> </ul>	
<b>Transit Accessibility, Walkability, &amp; Ridership</b>	
<ul style="list-style-type: none"> <li>The degree to which the TOD Area provides the opportunity for residents and/or employees in that TOD Area to live or work there without reliance on an automobile; for meeting daily needs through the use of transit or walking; and for reducing automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.</li> </ul>	<b>16</b>
<ul style="list-style-type: none"> <li>The Project's ability to increase the share of transit ridership to a level above what would be expected from a more traditional development.</li> </ul>	
<b>Jobs &amp; Economic Competitiveness</b>	
<ul style="list-style-type: none"> <li>The Project's ability to create or preserve employment opportunities within 24 months (for construction jobs) and/or 48 months (for permanent jobs).</li> </ul>	<b>15</b>
<ul style="list-style-type: none"> <li>The City has established hiring and procurement goals and /or processes that advance and promote the employment of local workers and/or disadvantaged businesses</li> </ul>	
<ul style="list-style-type: none"> <li>The Project's proximity to employment centers with high job densities and its ability to enhance the local tax base.</li> </ul>	
<b>TOD Design:</b>	
<ul style="list-style-type: none"> <li>The degree to which the City has formalized TOD guidelines; the intensity of future use of the site; the Project's ability to demonstrate TOD design features that promote walking, bicycling, recreation, and the use of transit.</li> </ul>	<b>14</b>

<b>Step One Evaluation Criteria for LCA-TOD Applications: 75 possible points</b>	
<b>Environmental Design</b>	
<ul style="list-style-type: none"> <li>The Project's ability to minimize stormwater runoff, filter sediments, and promote infiltration; integrate native vegetation; incorporate green building design and energy efficiency standards; and clean contaminated land.</li> </ul>	<b>6</b>
<b>Leverage/Partnerships:</b>	
<ul style="list-style-type: none"> <li>Partnerships have been established advance the proposal and leverage other resources</li> </ul>	<b>4</b>
<b>TOTAL</b>	<b>75</b>
Applications must score 45 or more points to advance to the Step Two evaluation process.	

Applications that successfully meet the Step One point threshold move on to the Step Two process.

<b>Step Two Evaluation Criteria for LCA-TOD Applications: 45 possible points</b>	
The LCAC scores proposals according to the evaluation and selection criteria in Step Two.	
<b>TOD Model/Demonstration Value</b>	<b>Possible points</b>
<ul style="list-style-type: none"> <li>The Project's demonstration value and potential to provide area-wide benefits.</li> <li>The degree to which the development plan demonstrates TOD design features as listed under the threshold criteria</li> <li>Consideration will be given to how well the application addresses four criteria categories from the Step One process: transit access/design/ridership impact, housing, jobs, and TOD Design.</li> </ul>	<b>20</b>
<b>Catalyst</b>	
<ul style="list-style-type: none"> <li>The Project's ability to be catalytic to attracting private sector investment</li> </ul>	<b>10</b>
<b>Readiness</b>	
<ul style="list-style-type: none"> <li>Project readiness and anticipated timeframe of development (higher points for proposals further advanced on predevelopment continuum and development projects closest to "shovel-ready/ground breaking" stage).</li> </ul>	<b>15</b>
<b>Step Two Total</b>	<b>45</b>
<b>Combined Step One and Step Two Total</b>	<b>120</b>
<b>Applications must score 72 or more points of the total 120 available points from Step One and Step Two combined to be considered for funding.</b>	
<b>Housing Performance Score</b>	
<ul style="list-style-type: none"> <li>The applicant's Housing Performance Score will be converted from a 100 point scale to a 10 point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual performance score or the average performance scores from all proposals being evaluated.</li> </ul>	<b>10</b>
<b>Overall Total</b>	<b>130</b>

**Ranking Criteria for LCDA-TOD Pre-Development and TBRA-TOD Site Investigation Applications:**

Applications seeking funding for site-investigation and/or pre-development activities apply for funds through the LCDA-TOD Pre-Development or TBRA-TOD Site Investigation funding round. The process for evaluating applications seeking **only** LCDA-TOD Pre-Development and/or TBRA-TOD Site Investigation is conducted by the staff evaluation team using a single step.

**Threshold Criteria:**

To be considered in the LCDA-TOD Pre-Development and TBRA-TOD Site Investigation grant categories, **all** threshold criteria must be met either at the time of application or within one year of completion of preliminary engineering for the station’s transit line. The Project Threshold Criteria must be met at the time the application is submitted for review.

<b>LCDA-TOD Pre-Development and TBRA-TOD Site Investigation Threshold Criteria</b>		
A staff evaluation team will review the application to determine if the proposal meets the threshold criteria. Only proposals that have met <b>all</b> threshold criteria will move on to the Ranking Criteria process.		
<b>Transit-Oriented Development Design Features in the TOD Area</b>		
The Development Project must be in compliance with an approved station area plan or small area plan that demonstrates the following TOD design features: <ul style="list-style-type: none"> <li>minimal building setbacks;</li> <li>short blocks with pedestrian connections adjacent to the buildings;</li> <li>optimal pedestrian convenience between Station and other connecting transit</li> <li>a range of housing densities; types and costs</li> <li>connections between housing; retail; employment centers and recreational uses</li> <li>cycling and walking conveniences</li> <li>current and future employment opportunities within the TOD Area and within the connecting transit corridor/corridors; and</li> <li>conservation, protection, and enhancement of natural resources; and</li> <li>residential and commercial parking is limited, shared between uses, located to the rear of buildings, and/or is structured.</li> </ul>	Pass	Fail
<b>Equity Considerations within the TOD Area</b>		
City has adopted a policy/plan/guideline or other official local control to:		
Address both the preservation of existing subsidized and naturally occurring affordable housing units in the TOD Area <b>AND</b> <ol style="list-style-type: none"> <li>the addition of affordable housing units in the TOD Area</li> </ol> OR <ol style="list-style-type: none"> <li>the addition of higher value housing in lower income areas to achieve a mix of housing opportunities</li> </ol>		
Address how the applicant will proactively and intentionally address gentrification		

<b>Evaluation Criteria for Pre-Development and Site Investigation Grant Applications with an Identified Future Development Project - 100 possible points</b>	
<b>Applications will be evaluated on the degree to which the proposed activities will enhance the potential for an associated development or redevelopment project to:</b>	<b>Possible Points</b>
<b>Transit Accessibility, Walkability, &amp; Ridership</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• provide the opportunity for residents and/or employees in the TOD Area to live or work there without reliance on an automobile; for meeting daily needs through the use of transit or walking; for reducing automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.</li> </ul>	
<ul style="list-style-type: none"> <li>• provide ridership impact</li> </ul>	
<b>Housing:</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• produce affordable housing</li> </ul>	
<ul style="list-style-type: none"> <li>• assist the city in meeting its affordable and life-cycle housing goals</li> </ul>	
<b>Jobs:</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• create or preserve employment opportunities</li> </ul>	
<b>TOD Design:</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• demonstrate TOD design features</li> </ul>	
<ul style="list-style-type: none"> <li>• Intensify future use of the site</li> </ul>	
<b>Partnerships &amp; Readiness:</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• the potential for meaningful and appropriate public involvement in carrying out the activities funded by an LCDA Pre-Development grant;</li> <li>• financial commitment for the pre-development and/or site investigation activities; and</li> <li>• political commitment for the future development or redevelopment project.</li> <li>• The extent to which the proposed project is ready and able to use a LCA TOD grant, if awarded, within the 24-month grant term. (Higher points will be given for more advanced on predevelopment continuum.)</li> </ul>	
<b>TOD Model/Demonstration Value</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• The ability of the proposed pre-development activities to evolve into a future development or redevelopment project that could be a model of TOD, highlighting TOD design features.</li> </ul>	
<b>Catalyst:</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• The Project's ability to be catalytic to attracting private sector investment</li> </ul>	
<b>Total</b>	<b>90</b>
<b>Applications must score 54 or more points of the total 90 available points from Step One and Step Two combined to be considered for funding.</b>	
<b>Housing Performance Score</b>	
The applicant's Housing Performance Score will be converted from a 100 point scale to a 10 point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual performance score or the average performance scores from all proposals being evaluated.	<b>10</b>
<b>Overall Total</b>	<b>100</b>

<b>Evaluation Criteria for Pre-Development TOD Implementation Zoning Ordinances Applications-100 possible points</b>	
<b>Applications will be evaluated on the degree to which the proposed activities will enhance the potential for the TOD Area to</b>	<b>Possible Points</b>
<b>Transit Accessibility, Walkability, &amp; Ridership</b>	<b>20</b>
<ul style="list-style-type: none"> <li>• provide the opportunity for residents and/or employees in the TOD Area to live or work there without reliance on an automobile; for meeting daily needs through the use of transit or walking; for reducing automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.</li> </ul>	
<ul style="list-style-type: none"> <li>• provide ridership impact</li> </ul>	
<b>TOD Design:</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• demonstrate TOD design features</li> </ul>	
<ul style="list-style-type: none"> <li>• Intensify future use of the site</li> </ul>	
<b>Partnerships &amp; Readiness:</b>	<b>15</b>
<ul style="list-style-type: none"> <li>• the potential for meaningful and appropriate public involvement in carrying out the activities funded by an LCDA Pre-Development grant;</li> <li>• financial commitment for the pre-development and/or site investigation activities; and</li> <li>• political commitment for the future development or redevelopment project.</li> <li>• The extent to which the proposed project is ready and able to use a LCA TOD grant, if awarded, within the 24-month grant term. (Higher points will be given for more advanced on predevelopment continuum.)</li> </ul>	
<b>TOD Model/Demonstration Value</b>	<b>20</b>
<ul style="list-style-type: none"> <li>• The ability of the proposed pre-development activities to evolve into a future development or redevelopment project that could be a model of TOD, highlighting TOD design features.</li> </ul>	
<b>Catalyst:</b>	<b>10</b>
<ul style="list-style-type: none"> <li>• The Proposal's ability to be catalytic to attracting private sector investment</li> </ul>	
<b>Total</b>	<b>90</b>
<b>Applications must score 54 or more points of the total 90 available points from Step One and Step Two combined to be considered for funding.</b>	
<b>Housing Performance Score</b>	
The applicant's Housing Performance Score will be converted from a 100 point scale to a 10 point scale. If a proposed project includes new affordable housing or if a significant amount of affordable housing is already located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual performance score or the average performance scores from all proposals being evaluated.	<b>10</b>
<b>Overall Total</b>	<b>100</b>



## Eligible Applications for LCDA-TOD Pre-Development and TBRA-TOD Site Investigation

An application eligible for consideration for a LCDA-TOD Pre-Development or TBRA-TOD Site Investigation must conduct its activities within a **TOD Area**, as defined on page 4.

### *Required Future Development Project for LCDA-TOD Pre-Development and all TBRA-TOD Site Investigation applications*

With limited exceptions, LCDA-TOD Pre-development applications (see Eligible Uses below) must specify an associated Future Development Project, which:

- will be located on specific, identified parcel/s
- has an identified development program of uses (housing units, retail, office, institutional, etc.).
- includes a developer or development team that will lead the project
- is within a LCA TOD-eligible area

### **Eligible Uses for LCDA-TOD Pre-Development and TBRA-TOD Site Investigation Grants**

For TBRA-TOD Site Investigation, the same eligible uses as stated on the TBRA Site Investigation section, with no changes, are also eligible for TBRA-TOD Site Investigation. See page 12 for additional TBRA-specific eligibility considerations.

For LCDA-TOD Pre-Development, the following uses are eligible:

#### *Eligible uses to which Future Development Project criteria (see above) applies:*

- architectural work to generate site plans or development staging plans for an identified parcel or multiple contiguous parcels;
- design workshops for development alternatives;
- financial analysis to determine the feasibility of one or many development scenarios for an identified parcel or multiple parcels, leading to the development of a *pro-forma*, provided that the development scenario/s meet the Future Project Threshold Criteria below;
- market study to determine the demand for the proposed development project;
- appraisals;
- project-specific stormwater management plans;
- soil testing to determine feasible land uses for site (not environmental testing); and
- environmental, fiscal, traffic, or gentrification impact analysis needed to advance project through city and/or community planning process

#### *Eligible uses to which Future Development Project criteria DOES NOT apply:*

- Creation of TOD implementation zoning ordinances.



## **Ineligible Uses for LCDA-TOD Pre-Development and TBRA-TOD Site Investigation Grants**

For TBRA-TOD Site Investigation, the same ineligible uses as stated in the TBRA Site Investigation section, with no changes, are also ineligible for TBRA-TOD Site Investigation.

For LCDA-TOD Pre-Development, the same ineligible uses as stated in the LCDA Pre-Development section are ineligible with the following additions:

- corridor or station area plans;
- station area analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water, or energy uses; and
- strategies for land banking and acquisition.

### *Section 6: Reporting Requirements*

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

Recipients of TBRA-TOD Cleanup-Site Investigation grants must also submit to the Council at the closure of the grant a copy of the environmental investigation documents and approval of the response action plan by the MPCA VIC or PBP program.

Recipients of LCDA-TOD Pre-Development grants must also submit copies of the work products for their eligible activities.

Grantees will be required to report annually for 36 months on progress toward achieving the threshold criteria.



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