

2011

TOD Grants Application Guide



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LCD A & TBRA

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Section 1: General Information

Introduction

The Livable Communities Act (LCA) Transit Oriented Development (TOD) program will leverage the region's public investment in its transit infrastructure by focusing on proposals that are located within any of the following areas (see [Appendix 4](#) for a complete list):

- In a Transit Improvement Area (TIA) designated by the Minnesota Department of Employment and Economic Development (DEED) or TIA-eligible station areas located along light rail, commuter rail or bus rapid transit transitways operational by 2020.
- Within one-quarter mile of any spot along high frequency local bus lines, defined as those routes providing service at least every 15 minutes and running between 6:00 AM to 7 PM on week days and between 9:00 AM and 6:00 PM on Saturdays.
- Within a one-half mile radius of a bus stop or station on high-frequency express routes. High-frequency express service is defined as bus service on or outside the I494/694 freeways providing six or more trips during at least one of the peak morning hours between 6:00 AM and 9:00 AM and every 10 minutes during the peak morning hour.

Types of LCA TOD Grants

The four categories of LCA TOD grants are as follows:

- **Tax Base Revitalization Account (TBRA) Contamination Cleanup Site Investigation TOD grants** – these grants are intended for applicants that have or will purchase a redevelopment site with suspected or perceived contamination and are seeking public funding to assist with the cost of determine the scope and severity of the contamination and to develop a cleanup plan. The investigation grants are intended to encourage an early start to the environmental remediation process.
- **TBRA Contamination Cleanup TOD grants** – these grants are intended for applicants that have recently completed their cleanup site investigation and are seeking public funding to assist with the cost of implementing a cleanup plan and beginning redevelopment.
- **Livable Communities Demonstration Account (LCDA) Pre-Development TOD grants** – these grants are intended for applicants who are defining their TOD Project through such activities as design workshops, preparing redevelopment, corridor or station area plans, developing zoning and land use implementation tools such as overlay zones or zoning districts, or determining strategies for land banking and land acquisition.
- **LCDA Development TOD grants** – these grants are intended for applicants that are ready to begin development or redevelopment and the infrastructure necessary to support it. This grant category includes site acquisition and site preparation.

There are both similarities and differences between the regular TBRA/LCDA programs and the TOD program:

- Similarities include:
 - o The same entities (cities, their development authorities and housing and redevelopment authorities, and counties with an eligible TOD Area) are eligible. See page 5.
 - o The grant term lengths will be the same for each of the grant categories. See page 12.
 - o With the exceptions noted below, the eligible grant-funded activities will be the same.
 - o Local resolutions of support are still required from the city or township in which the TOD Project is located. See [Appendices 7](#) and [8](#).
- Differences include:
 - o In the TOD program, only projects located in a TOD Area are eligible for grant funding. See [Appendix 4](#) for a complete list of TOD Areas.
 - o In the TOD program, the LCDA TOD and TBRA TOD categories have been integrated so that applicants may use a single application to apply for funds in any or all of the four TOD grant programs for a single TOD Project. The total grant request will equal the total from all four grant categories.
 - o There are several differences in eligible and ineligible costs. For example, in the LCDA TOD program only, holding costs related to land acquisition will be eligible. Also in the LCDA TOD program only, land may be purchased within tightly-defined areas to assure its availability for future development that meets program standards. [See page 8](#).
 - o Award limits have been instituted for the TOD program, and they will differ depending upon whether the application does or does not include site acquisition, whether the TOD programs are oversubscribed, and other factors. [See page 11](#).
 - o Cities are limited to three applications for LCDA TOD funds and six TBRA TOD applications *per application cycle*. [See page 12](#).
 - o Applications for TOD grants will be reviewed by Metropolitan Council staff in a new, two-step process.
 - The first step includes a set of pass/fail thresholds that must be achieved within 36 months after the date of award. These include minimum Floor Area Ratios and residential densities; local planning that demonstrates consideration of minimal setbacks, pedestrian convenience, current and future employment opportunity, limited parking, and other elements.
 - Applications that meet the required thresholds will proceed to an evaluation and ranking process based on criteria specific to the TOD program. [See page 23](#).

- o Cities awarded TOD funds will be required to report annually during the term of the grant on their progress toward achieving the required thresholds if they are not met at the time of application.
- o The application also differs in that the Excel® file that serves as the Sources and Uses documentation for the LCDA regular grant program has been expanded to include property tax calculations required for all TOD applications along with a worksheet to assist applicants in totaling their requests among the four different categories.

Purpose of Livable Communities Grants

The Metropolitan Livable Communities Act¹ (LCA) created both the TBRA and LCDA to promote the purposes of the Act and the policies of Metropolitan Development Framework. The Framework goals are designed to:

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

Additionally, a major goal of the Council's 2030 Transportation Policy Plan is to double transit ridership by 2030.

High density, mixed-use development, using pedestrian friendly design standards and proximate to transit stations encourages transit ridership along the transit corridors and supports transitway investments. In support of this, in 2008 the Minnesota Legislature passed legislation authorizing the Commissioner of the Minnesota Department of Employment and Economic Development (DEED) to designate land parcels proximate to transit stations as Transit Improvement Areas (TIAs) to increase the effectiveness of a transit project by incorporating one or more public transit modes with commercial, residential, or mixed-use development and by providing for safe and pedestrian-friendly use.

Integration of LCDA and TBRA awards in TOD Grants

In their regular programs, LCDA and TBRA grants are awarded independently of each other. An applicant may apply to both programs for the same project, but funding schedules are rooted in differences that prevent easy coordination between the programs, and the evaluation and ranking criteria are not linked between LCDA and TBRA regular programs. For the TOD program, not only may communities apply for all four categories of LCDA and TBRA funds with a single application, but the evaluation and ranking criteria have been coordinated.

The TBRA TOD and LCDA TOD grants are extensions of the regular TBRA and LCDA programs that will allow grantees to use TBRA's contaminated site investigation and cleanup funds in conjunction with LCDA's infrastructure and site acquisition funds for the same TOD Project. Depending upon the needs of the TOD Project, eligible entities may apply for LCDA TOD funds, TBRA TOD funds, or funds from both accounts.

¹ MN Statutes §473.252

There are, however, limitations on the *combinations* of funding elements based on the status of the TOD Project at the time of application. The Council will not, for example, fund site cleanup if the site investigation has not been completed. It is the Council's intention to use TOD funding to aid in the region's economic recovery, and readiness to use the funds will be a factor in determining the awards.

To implement this, the application form for TOD grants is shorter and quite different from the regular LCDA and TBRA programs. All applicants must complete the first four sections of the application. Applicants seeking funds for site acquisition complete the fifth section; applicants not requesting site acquisition funding leave the fifth section blank. Applicants requesting cleanup or contaminated site investigation funds complete the sixth section; applicants not seeking cleanup or contaminated site investigation funds leave this section blank. Applicants state on the first page of the application how much of each type of funding they are requesting. The Council reserves the right to determine the amount of all awards and how much is awarded from each funding category.

Definition of terms

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

- *Transit Oriented Development* (TOD) refers to residential and commercial centers designed to maximize access by transit and non-motorized transportation, and with other features to encourage transit ridership. A TOD neighborhood has a center with a rail or bus station, surround by relatively high-density development, with progressively lower-density spreading outwards.²
- *Transit Improvement Areas* (TIAs) are specially designated tracts of land that encompass a half-mile radius around transit stations that support bus rapid transit, light rail transit or commuter rail that have the potential to increase ridership and stimulate new commercial and residential development and that have been so designated by the Minnesota Department of Employment and Economic Development. Fifty-three TIAs have been designated along the routes of Northstar Commuter Rail, Hiawatha Light Rail, Cedar Avenue Bus Rapid Transit, I-35W Bus Rapid Transit, Central Corridor Light Rail and Southwest Light Rail Lines. See [Appendix 4](#).
- The *TOD Project* is the development or redevelopment work sited in a TOD Area that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region **or** the acquisition or preparation of a site for a future development delivering these same benefits.
- *TOD Areas* are the term collectively applied to the group of areas that meet the conditions stated in the [Introduction](#). These are:
 - o In a TIA or in TIA-eligible station areas located along light rail, commuter rail or bus rapid transit transitways operational by 2020. See [Appendix 4](#) for a list of TIAs.

² Marya Morris (ed.), *Creating Transit-Supportive Land-Use Regulations*, Planning Advisory Service Report No. 468, American Planning Associations, 1996

- o Within one-quarter mile of any spot along high frequency local bus lines, defined as those routes providing service at least every 15 minutes and running between 6:00 AM to 7 PM on week days and between 9:00 AM and 6:00 PM on Saturdays.
- o Within a one-half mile radius of a bus stop or station on high-frequency express routes. High-frequency express service is defined as bus service on or outside the I494/694 freeways providing six or more trips during at least one of the peak morning hours between 6:00 AM and 9:00 AM and every 10 minutes during the peak morning hour.
- The *TOD Named Area* is the specific portion of the TOD Area identified as the site of the work to be completed. The TOD Named Area may include all or part of a TOD Area. The TOD Named Area pertinent to the application is declared in Section I, question four, and is referenced throughout the application.
- The *Grant-Funded Activities* are components of the TOD Project described in the application for which funding is awarded (*i.e.*, street construction, site acquisition, lead-based paint abatement or the acquisition of a site for a future development delivering these same benefits).
- *Affordable Housing* is ownership or rental housing affordable to households earning 60% or less of Area Median Income (AMI).
- *Areas of Concentrated Poverty* are those in which 20% or more of the residents are living in poverty. See [Appendix 5](#) for a regional map and a link to a web page providing more information.

Eligible applicants

The following are eligible to apply: statutory or home rule charter cities or towns that are participating in the Metropolitan Livable Communities Housing Incentives Program; metropolitan counties and development authorities (*e.g.*, Housing and Redevelopment Authority, Economic Development Authority or Port Authority) with an eligible TOD Area.

TOD Project requirements

All of the following are required to comprise an eligible TOD Project:

- The TOD Project must involve new development, rehabilitation, redevelopment or infill development addressing the program goals or the acquisition or preparation of a site for future development addressing those same goals. TOD Projects involving rehabilitation are eligible if they have other components that address one or more of the program goals.
- The TOD Project must be located within a Council-identified developed area, developing area or a rural growth center (urbanized area). Regional park land is ineligible.
- LCDA Development TOD awards for TOD Projects must be composed of only site acquisition and/or site preparation or one or more development components that will commence within the 36-month grant term, or both. In this context, “commence” means significant physical improvements have occurred in furtherance of the TOD Project (*e.g.*, a foundation is being constructed or other tangible work on a structure has been initiated). In the absence of physical improvements, visible staking, engineering, land surveying, soil testing, cleanup site investigation, or pollution cleanup activities are not evidence of TOD Project commencement. If the application requests LCDA Development

TOD funds for land acquisition and associated holding costs, the acquisition must be completed within the 36-month term of the grant.

- TBRA Cleanup TOD Projects must include one of more development components that will commence within the 36-month term of the grant, with the same meaning of “commence” as shown above.
- LCDA Pre-Development TOD Projects must complete their Grant-Funded Activities within the 24-month term of the grant.
- TBRA Contamination Site Investigation TOD Projects must complete their Grant-Funded Activities within the 12-month term of the grant.
- The TOD Project must be consistent or will be made consistent with the local comprehensive plan that has been reviewed by the Council and be consistent with any area, neighborhood, corridor or other local plan adopted by the municipality in which the TOD Project is located.
- If housing is planned, the TOD Project must help achieve one or more of the affordable and lifecycle housing goals adopted by the applicant city (or the city in which the TOD Project is located if the applicant is a county or county development authority) under the Local Housing Incentives program of the Livable Communities Act.
- TBRA Cleanup TOD applications will be determined ineligible for funding if an analysis of the application determines:
 - The funding requested is not needed in order for the TOD Project to proceed;
 - Redevelopment applications that will not generate property taxes or payments in lieu of taxes (PILOT).
- TBRA Cleanup TOD applications may be determined ineligible for funding if:
 - Adequate cleanup funding is available from other public and private sources; and/or
 - The TBRA TOD Project requires extensive new (regional) infrastructure beyond that which is already planned; *i.e.*, while a TBRA TOD Project might need to connect to an existing sewer interceptor, *building* an interceptor would require new infrastructure that is outside the scope of the TOD grant program.
 - Eligible cleanup costs are one percent (1%) or less than the total TOD Project costs.

Quick-reference: Eligible uses for all LCA TOD funds

Timeline	Grant-Funded Activities	LCDA Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDA Development TOD
	Conduct design workshops for development alternatives	Eligible			
	Prepare redevelopment, corridor or station area plans	Eligible			
	Develop zoning and land use implementation tools	Eligible			
	Analysis of alternatives for market mix, land use mix, economic feasibility, or for air, water or energy issues	Eligible			
	Soil testing to determine feasible land uses for a specific site	Eligible			
	Site-specific surface water management	Eligible			
	Development staging plans	Eligible			
	Determining strategies for land banking and land acquisition	Eligible			
	Land acquisition after the date of award				Eligible
	Land acquisition up to 12 months prior to application due date*				Eligible
	Holding costs				Eligible
	Geotechnical work				Eligible
	Conducting Phase I & Phase II environmental site assessments		Eligible		
	Preparation of RAPs or DRAPs		Eligible		
	Preparation of asbestos abatement plans that meet AHERA standards		Eligible		
	Preparation of lead-based paint abatement plans that meet MDH/TSCA		Eligible		
	Asbestos abatement area containment			Eligible	
	Asbestos removal or encapsulation			Eligible	
	Lead-based paint removal or stabilization			Eligible	
	Asbestos and/or lead-based paint loading, transport and disposal			Eligible	
	Demolition and removal of obsolete structures			Contaminated areas only	Non-contaminated areas only
	Grading and soil correction			Contaminated areas only	Non-contaminated areas only
	Excavation, transportation, disposal fees for removal of contaminated soil, backfill and grading of clean soil			Eligible	
	Backfill to replace contaminated fill with clean fill			Eligible	
	Soil vapor mitigation			Eligible	
	Costs to document environmental monitoring systems or successful implementation of a RAP (e.g., technical writing)			Eligible	
	New or realigned streets, including lighting and signage; sidewalks and benches				Eligible
	Public-use or shared-use parking structures				Eligible
	Extensions/modifications of local public sewer, water or telecommunication lines				Eligible
	Public connecting elements, including sidewalks and trails that connect to transit and other surrounding public places				Eligible
	Site-integrated transit shelters, permanent bike racks, or bridges				Eligible
	Stormwater management improvements				Eligible
	Placemaking functional elements				Eligible
	Design and engineering for LCDA Development TOD eligible items				Eligible
	Project coordination				Eligible

*For development by a non-profit developer or a socially responsible for-profit developer that results in affordable housing or job creation ONLY see page 8

LCDA TOD Eligible & Ineligible Uses

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

Basic and placemaking public infrastructure:

- local public streets, including new streets, street realignment; reconstruction of an existing street grid; street extensions or connections; street lighting and street signs; permanent pedestrian features including sidewalks, and benches;
- public-use or shared-use parking structures;
- extensions or modifications of local public sewer and water lines, 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 TOD Project to transit and other surrounding public spaces including schools and parks;
- site-integrated transit shelters, bike racks or bridges for vehicle or pedestrian use;
- stormwater management improvements, including new or expanded stormwater ponds; rain gardens, rain beams, native vegetation specifically related to stormwater management and other innovative stormwater techniques; infiltration swales; pervious pavement;
- construction of placemaking functional elements or improvements that serve as a focal point of the development and that attract other investment, including lighting, seating, sidewalks, paths and furnishings and equipment for parks, plazas and other public areas;
- geotechnical work;
- design and engineering for the above items; and
- project coordination.

Eligible site assembly activities:

- site assembly;
 - funds can be used to reimburse a non-profit or socially responsible developer for sites acquired within 12 months prior to the application due date for TOD 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.
- holding costs, both those directly associated with requested site acquisition (e.g., closing costs, title fees, appraisals, etc.) and those that are not associated with site acquisition (e.g., property maintenance, insurance, property taxes, interest, etc.).
- demolition and removal of obsolete structures; and
- grading and soil correction to prepare a site for construction.

Ineligible LCDA TOD uses

- county road improvements (improvements may be made to local roads only);

- parking structures without a shared public component;
- impervious surface parking;
- trees, sod, and landscape plantings;
- 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 (cleanup is eligible under TBRA TOD but not LCDA TOD);
- relocation costs; and
- licenses, permits, fees, planning and administrative costs.

TBRA TOD Eligible & Ineligible Uses

TBRA TOD funding can help pay the cost difference between building on a contaminated site and building on a clean site. Costs directly related to cleaning up contaminated soil or ground water or combinations of the two are eligible for TBRA TOD grant funds.

All cleanup costs must be incurred after the date of award to be eligible for reimbursement.

Because all TBRA Cleanup grants are intended to help minimize the difference between building on a polluted site and building on a clean site, TBRA Cleanup TOD funds may be used only on the portion of costs that directly pertain to cleanup. For example, if some site excavation must be done to access and remove polluted soil, TBRA Cleanup TOD funds can pay for the portion of the excavation *directly related* to the portion of the excavation where the contamination was found. TBRA Cleanup TOD cannot pay for excavation of uncontaminated soil. However, in the TOD program, applicants may apply for LCDA Development TOD funds for excavation and site preparation for uncontaminated soil; TBRA Cleanup TOD funds may be requested for excavation of the portion of the site that is contaminated. The two grant funds can thus work together.

Eligible uses for soil remediation and soil vapor mitigation funds

- Excavation, transportation, disposal fees for removal of contaminated soil, back fill and grading of clean soil conducted according to the RAP submitted with the application. TOD Projects that have requested a RAP amendment and received approval from the PCA must submit the updated documents to the TBRA coordinator prior to submission of the corresponding payment request for soil or groundwater remediation.
- The costs for replacing contaminated fill with clean fill are eligible to the extent that the soil replacement is related to removing contamination. Note that LCDA TOD awards can cover soil preparation and grading for uncontaminated soil.
- Costs associated with soil vapor mitigation based on data analysis, provided that demonstrate soil vapors exceed PCA intrusion screening value thresholds.
- Actions documenting environmental monitoring systems or the successful implementation of a RAP, such as technical writing, are eligible for reimbursement.

Ineligible uses for soil remediation and soil vapor mitigation funds

- Excess contaminated soil that does not exceed the appropriate cleanup standards (Tier I Residential or Tier II Industrial) but does not meet the standard for “clean fill” is eligible for reimbursement of disposal costs only. (The standard costs for excavating, loading and transporting of mildly contaminated soil are not eligible.)
- The costs related to improving the geotechnical qualities of the soil for building purposes are not eligible; note that geotechnical expenses *are* eligible for LCDA TOD funding.
- The cost of removing clean fill or excess clean soil; note that these costs *are* eligible for LCDA TOD funding.
- Non-hazardous wastes, such as household waste, construction debris and solid waste such as old tires are not eligible for TBRA TOD funding; if related to funded demolition, these costs may be eligible under the LCDA TOD program.

In order to minimize the amount of funds needed to replace contaminated soils, applicants are encouraged to design and implement projects in a way that minimizes the amount of backfill needed to replace the contaminated soils (e.g., for underground parking, basements). Any underground use must be consistent with the approved RAP.

Eligible uses for asbestos or lead-based paint abatement funds

TBRA TOD funding can help pay the cost of adaptive reuse of an existing building or pre-demolition activities related to blighted or obsolete structures. TBRA Cleanup TOD funding may be used for costs associated with asbestos and lead-based paint abatement in accordance with state and federal standards established by the Minnesota Department of Health, Asbestos Hazard Emergency Response Act (AHERA) and the Toxic Substances Control Act (TSCA) and the EPA Renovation, Repair and Painting Rule.

All abatement costs must be incurred after the grant award date to be eligible for reimbursement.

- Abatement area containment
- Asbestos removal or encapsulation
- Lead-based paint removal or stabilization
- Asbestos and/or lead-based paint loading, transport and disposal

Environmental site investigation funding for costs already incurred

TBRA TOD grants funds may also be used for recently incurred environmental site investigation costs related to contaminated site cleanup.

- The investigation work must be done within the 180-days prior to the TBRA TOD application deadline for the proposed redevelopment.
- Eligible uses of funds include:
 - o conducting Phase I and Phase II environmental site investigations and preparation of RAPs developed in conjunction with the PCA for hazardous waste; or Development Response Action Plans (DRAPs) developed in conjunction with the PCA for petroleum; or
 - o preparing asbestos abatement plans that meet Asbestos Hazard Emergency Response Act and Minnesota Department of Health (MDH) standards; or
 - o preparing lead-based paint abatement plans that meet MDH standards and the Toxic Substances Control Act.
- The costs for the investigation work will only be reimbursed if the TBRA TOD applicant's overall TOD Project is recommended for funding.

Ineligible uses for asbestos or lead-based paint abatement funds

- Interior demolition is not eligible for funding reimbursement. (Note that LCDA TOD funds can be used for demolition.)
- Costs for abating other types of hazardous contamination found in buildings, such as mercury in thermostats, oils in door closers, and other contamination related to HVAC systems, are generally not eligible for reimbursement.
- Handling or removal of non-hazardous wastes, such construction debris and solid waste are not eligible for TBRA TOD funding. (Note that these costs are eligible for LCDA TOD.)

Award limits

- No applicant may receive more than half of the available TOD funds in any given application cycle.
- When requests for TBRA TOD funding exceed the available funding in a single application cycle, no more than 75% of available funding may be awarded to TOD Projects in Minneapolis and Saint Paul.

TOD grant category details

	LCDA Development TOD	LCDA Pre-Development TOD	TBRA Cleanup TOD	TBRA Contaminated Site Investigation TOD
Local match	None	25%	None	25%
Grant terms	3 years	2 years	3 years	1 year
Term extensions?	2 years	Not available	2 years	Not available
Award limits	\$1 million (no site acquisition) \$2 million (site acquisition)	\$100,000	\$1 million	\$100,000
Number of applications	No more than 3, combined		No more than 6, combined	

Section 2 Completing the TOD Application

Application process

1. Review [Appendix 4](#) to ensure at least a portion of the TOD Project is located within an eligible area.
2. Download the TOD Grant Application **and** the Sources and Uses file from <http://www.metrocouncil.org/services/livcomm/LCAApplicationsCalendar.htm>. Instructions for completing the application follow. See Appendix 1 for contact information for questions regarding program details or for application assistance. **Electronic versions of the applications and all required attachments are due by 4:00 PM on Wednesday, February 15, 2012.** Email applications to: LCAGrantAdmin@metc.state.mn.us. Compressed attachments are preferred to reduce email size.
3. Council staff will review the electronic submittal for completeness and eligibility and will advise applicants of the results of that review. Hard copies of the application and required attachments are not due until Council staff so advises the applicant. See [Appendix 1](#) for submittal instructions.
4. Each application requires a resolution of support from the City in which the TOD Project is located. Two resolutions are included as a part of the application form: one for applicants submitting only one TOD grant application in this round of funding and another for applicants submitting multiple applications. Applicants submitting more than one application must rank its applications according to its own priorities. Resolutions are due to the Council within 30 days after the application due date.

Application guidance

The TOD application has been created using Microsoft® Word's "form fields" function. Each question has at least one form field to be completed. The type of information that may be entered in each field has been defined by the Council and the length of information is limited. The fields will expand to the pre-defined character limit. Help text for each field is embedded into the field that will add explanations where necessary and will give the number of characters available for that field. The help text is visible at the bottom of the window in Microsoft Word®. Users may use the "Tab" key to move from field to field (Shift + Tab to move backwards) or click into each field.

Grant Application

Section I: Project identification

1.	Project name	
2.	Applicant – a city, county or development authority	
	City's application contact	
	Title	
	Phone	
	Email	

Enter the APPLICANT's name - the city, development authority or county who would be the formal grantee. 55 characters

- **Do not leave any questions blank in sections I - IV.** Applications received with blank responses in these sections will be considered incomplete.
- Complete Section V only if requesting site acquisition funds.
- Complete Section VI only if requesting TBRA TOD Cleanup or Site Investigation funds.
- Question-by-question guidance follows.

Section I: TOD Project Identification

1. Please use a descriptive TOD Project name (55 characters).
2. Note that only cities participating in the Livable Communities Program are eligible to apply, along with their development authorities; counties are eligible to apply for TOD Projects located in an eligible city. **Developers cannot apply and cannot be grantees.** However, developers are encouraged to partner with eligible applicants. Identify the full name of the entity that will be the formal grantee if awarded LCA TOD funds (e.g., City of XXXXX or City of YYYYY Economic Development Authority; 55 characters) along with the city's project manager or other formal project contact name and that individual's contact information (55 characters for each field). Enter the name and title of the individual authorized to execute a grant agreement on behalf of the applicant, should a grant be awarded (45 characters for each field).
3. Identify the names of the individual and organization responsible for preparing the application. If a developer or consultant prepares the application in conjunction with the eligible applicant, indicate that here. (55 characters each)
4. An entire section later in the application is devoted to questions about the TOD Area in which the proposed TOD Project is located. Identify the TOD Area and its location here and indicate whether the transit type is *bus*, *light rail* or *commuter rail*. Also indicate whether the TOD Project encompasses the entire TOD Area or a portion of

the area. This TOD Area or portion of a TOD Area named here will be referred to throughout the application as the “**Named TOD Area.**” (50 characters)

5. Identify the city in which the TOD Project is located. Provide the location (*i.e.*, cross streets or address) of the TOD Project (125 characters) and, if possible, the Property Identification Numbers (PINs). If the quantity of distinct PINs that comprise the Named TOD Area is numerous, it is acceptable to attach a list rather than entering them here. (60 characters)
6. Indicate the amounts requested for this TOD Project from all TOD funds: *i.e.*, enter the amount requested for each TOD grant category and the total of the request. Note: the Sources and Uses file includes a worksheet that may assist the user in determining the total amount from each available TOD grant category. Do not combine TOD Projects.

Section II: Required threshold criteria

TOD grants will be evaluated in a two-step process, the first of which is a set of required elements that the applicant must have in place at the time of application or that *will* be in place within the term of the grant. Annual reports on the status of any elements not in place at the time of application will be required during the term of the grant.

These elements apply to the Named TOD Area identified in Section I. They do not apply to the entire city or to only the TOD Project site.

1. Identify the primary focus of the Named TOD Area when it is fully developed. Will the Named TOD Area primarily provide housing, jobs, or a mix of the two? (Clicking in the desired checkbox will insert an “X” to indicate that it is selected.)
2. For each of the following elements, indicate by clicking in the checkbox whether the official local control is in place as of the date of application, whether it will be put in place within the term of the grant, or whether it will not be in place by the end of the grant term. Please note that the official local control need not be formally designated as pertaining solely to TOD.
 - a. Residential densities: if the Named TOD Area is related to light rail, the required residential density within the Named TOD Area is at least 30 units per acre; for bus or commuter rail, it is at least 15 units per acre. (Click in one checkbox.)
 - b. Minimum Floor Area Ratio (FAR): For light rail, the minimum FAR within the Named TOD Area or at least the portion of the Named TOD Area in which the development supported by the application will be located is at least 1.5; for bus or commuter rail, the FAR is at least 0.5. (Click in one checkbox.)

Note that cities may receive credit towards meeting the FAR through contributions to the pedestrian environment, such as plazas, special pedestrian infrastructure, outdoor seating areas, and other public spaces or through structured parking facilities with retail at street level. In no case shall more than 20% of the pedestrian area be credited toward the required FAR.

Cities may receive exemptions or exceptions from FAR minimums for certain types of uses, such as child care facilities, historic buildings or properties, expansions of existing buildings, etc. Individual phases of a phased development

may be less than the minimum provided the entire development meets the minimum requirement.

- c. All elements within question number four pertain to the **status of local planning** as it relates to TOD design features within the Named TOD Area. Does or will local planning incorporate, within the term of the grant:
 1. Minimal building setbacks within the Named TOD Area? (Click in one checkbox.)
 2. Short blocks, with pedestrian connections adjacent to the buildings in the Named TOD Area? (Click in one checkbox.)
 3. Optimal pedestrian connections between the stop(s) or station within the Named TOD Area and other connecting transit either in the Named TOD Area or adjacent to it? (Click in one checkbox.)
 4. A range of housing densities, types and costs within the Named TOD Area? (Click in one checkbox.)
 5. Connections among housing, retail, employment centers and recreational uses within the Named TOD Area? (Click in one checkbox.)
 6. Cycling and walking conveniences within the Named TOD Area? (Click in one checkbox.)
 7. Current and future employment opportunities within the Named TOD Area and within the connecting transit corridor(s)? (Click in one checkbox.)
 8. Conservation, protection and enhancement of natural resources within the Named TOD Area? (Click in one checkbox.)
 9. Residential and commercial parking within the Named TOD Area is limited, shared among uses, located to the rear of buildings and/or is structured? (Click in one checkbox.)
- d. Jobs: 50 jobs per acre are required within the Named TOD Area at employment centers. (Click in one checkbox.)
3. Will the city adopt an official local control regarding equity considerations within the Named TOD Area, that will address:
 - a. **both** the preservation of existing subsidized and naturally-occurring affordable housing units in the Named TOD Area **and one of the following:** affordable units within the Named TOD Area **OR** add higher-value in lower income areas to achieve a mix of housing opportunities? (Click in one checkbox in each of the three rows for question 3-a.)
 - b. how the applicant will proactively and intentionally deal with gentrification in the Named TOD Area? (Click in one checkbox.)
4. Is planning for the Named TOD Area consistent with the city's comprehensive plan? (Click in one checkbox.)
5. Will the city adopt the vision, goals and principles promoted by the Corridors of Opportunity (CoO), including the principle of Equitable Development? CoO is a three-year, multi-sector partnership initiated in 2011. Business leaders, foundations, nonprofits, neighborhood residents, local government and the Metropolitan Council

are collaborating to strategically invest over \$20 million to leverage more investment and create long-term jobs, affordable housing and sustainable communities along the region's emerging transitway system. CoO seeks to develop a world-class regional transit system that advances economic development and ensures people of all incomes and backgrounds share in the opportunities. The initiative is led by a 24-member policy board, co-chaired by Metropolitan Council Chair Sue Haigh and McKnight Foundation's Lee Sheehy. It funds affordable housing activities and transit-oriented development, as well as research and planning activities on seven established and emerging transit corridors. See [Appendix 6](#) for more information. (Click in one checkbox.)

6. Will the proposed TOD Project have the potential to enhance the tax base within the Named TOD Area? (Click in one checkbox.)

Section III: Questions pertaining to the Named TOD Area

Like Section II, these questions are directed towards the **Named TOD Area**. Ensure that these answers correlate directly to the Named TOD Area entered in Section I, question number four.

1. This question identifies the planned change in land uses for the Named TOD Area. For each type of use (*e.g.*, residential, commercial, retail, etc.), list the number and acreage of the uses that exist at the time of the application. Then indicate the acreage that will be retained for each use, the number of planned uses, and the acreage of planned uses that will be developed within the Named TOD Area. If there are existing or planned uses not adequately described by the items indicated, use the two bottom items to enter a use (15 characters) and its quantities. Other than these last two optional items, leave no input boxes blank; enter 0 if there are and will be no uses of a given type. Do not enter a range for any response; if in doubt, enter the minimum.
2. Has the city adopted affordability requirements for housing assisted with city funds in the Named TOD Area?
3. What is the status of guidelines for transit oriented development for the Named TOD Area? Has the City adopted guidelines?
4. How will the TOD Area "work together"?
 - a. To what degree will the employees and residents of the Named TOD Area be able to live or work there without a car? Will residents, for example, be able to shop for groceries without a car? How will the Named TOD Area encourage and enable cycling? How will the design and implementation of the Named TOD Area reduce the need for parking within the Area? (655 characters)
 - b. Explain how the TOD design standards (see question 2-c in Section I) will be utilized to derive the functionality in question 4-a in this section? (655 characters)
5. Identify all of the elements that will support or connect to transit and discuss how they will work together to support a reduced reliance on automobiles. Click in the checkbox for each of the connecting elements that will be utilized within the Named TOD Area (*e.g.*, sidewalks, trails, bike racks, etc.) and use the space next to the

item to explain *how* the indicated item will contribute to the reduction. (185 characters for each description)

6. Indicate the status of formal actions that have been or will be taken by the City to promote the employment of local workers and the selection of disadvantaged business enterprises within the Named TOD Area.

Section IV. Outcomes for the TOD Project

Section IV deals with the specific proposed **TOD Project** that would be assisted by grant funds. Use this section to provide a *précis* of the TOD Project – what it is, why it will work, what makes it special.

1. Describe the TOD Project – what it will build, why it is important for the region, and what benefits will derive from its construction. (1,165 characters)
2. Describe the elements of the TOD Project that could be replicated in other projects in the region or that provide area-wide benefits. These qualities include the TOD Project's design, its compactness, mix of uses, the anticipated FAR, the functions it provides, how it connects with other functions inside and outside the Named TOD Area, its financing partnerships, etc. See the [earlier reference](#) on page 14 to exceptions and exemptions regarding FAR. (1,050 characters)
3. Describe how the requested funds will be used. Consult the list of eligible uses on page 7 to inform the response. (1,050 characters)

4. Using the drop-down lists, select the type of jobs that will be created in the Named TOD Area. Indicate the quantity of each type of jobs as full-time jobs part-time jobs. Do not use ranges – if in doubt, use the minimum.
5. Detail the housing that is planned for the TOD Project site.

- a. Indicate the current and planned housing density per acre.
- b. Detail the current types of housing, their respective quantities, and affordability levels. Select the housing type from the drop down list and enter the quantity of each type.

Use the drop down list to select the rent level (*i.e.*, affordable or market rate; housing affordable to households earning less than 60% of the Area Median Income [AMI] is considered affordable) and indicate the AMI percentage.

- c. Describe the proposal's role in producing or preserving affordable housing within the Named TOD Area (180 characters).

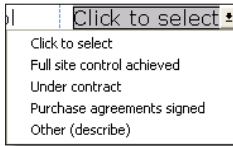
- d. Indicate the type(s) of housing that is planned within the TOD Project site and the affordability levels for each type. Click in the large checkboxes at the left side of the page to indicate the types of housing planned for the TOD Project, then use the

d. Indicate the type(s) of housing planned for the Project.		
☐	1. Planned multi-family rental housing	# market rate units # affordable units # affordable units
☐	2. Planned multi-family ownership housing	# market rate units # affordable units # affordable units
☐	3. Planned townhouse or rowhouse	# market rate units

of the page to indicate the types of housing planned for the TOD Project, then use the

input boxes on the right to detail the quantities and affordability levels.

- e. Indicate what mechanisms will be used to maintain affordability and its duration. (195 characters)
6. Council staff will answer question 6. If the TOD Project includes housing, the value for this question will be a converted version of the City's Housing Performance Score. If the proposed TOD Project includes new affordable housing or if affordable housing will be located within the Named TOD Area, the proposal will be assigned the community's actual score or the average score among all proposals received for this section, whichever is higher.
7. When construction is complete, will the TOD Project be visible from the transit station or stop? (Yes/No)
8. Are there neighborhood plans, area plans, TOD plans, or other plans that pertain to the TOD Project site? If so, identify the type (60 characters) and name of the plan(s) (120 characters) and whether the TOD Project is consistent with the plan(s). Use the checkboxes to indicate "yes" or "no;" if "yes," provide more detail regarding the name and type of plan. If the plan(s) is/are not consistent, explain in the space provided. (210 characters)
9. Using the drop-down list, select the best description for the current status of site control and property ownership. If the status is not properly reflected among the choices, select "Other" and enter a brief description (60 characters). If a sale is pending, indicate the month and year of the expected closing date, and use the checkboxes to indicate whether the site is being sold at fair



market value.



10. Using the drop-down list, select the best description of the status of the site plan and use the next space to explain as necessary (210 characters).
11. Will the TOD Project serve to attract further investment? Explain how it will do so. (1,290 characters)
12. This question seeks to identify where the TOD Project currently stands on the development timeline. Among the list of milestones, select all completed items by clicking in the appropriate checkboxes. For those items not complete, indicate the expected completion date in *m/d/yyyy* format.

Section VI: Site acquisition

Complete this section only if requesting funds for site acquisition, which can include holding costs.

1. Have all of the parcels to be acquired been identified? (Yes/No)
2. Is there property yet to be acquired to accomplish the development or redevelopment in addition to that for which funding is being sought? Indicate

whether all of the required parcels will be acquired within two years from the date of award, estimated to be mid-April 2012.

3. Will all of the parcels for which funding is requested be acquired within two years of the date of award, expected to be mid-April 2012? (Yes/No)
4. Program parameters allow for the reimbursement of land acquired within the 12 months preceding the application due date if the land was purchased by a non-for-profit or socially responsible for-profit developer. Indicate whether the applicant is requesting reimbursement for such a purchase (Yes/No) and indicate the entity to be reimbursed (45 characters).
5. How was the value of the land established? LCA TOD funds may be used only to finance the independently-appraised value of the property as appraised within six months of the date of grant application. Indicate whether the property was independently appraised by checking in the Yes or No box, and if the property was not independently appraised, use the next field to describe how the land value was established (140 characters).

Will the requested TOD funds cover the total cost of the property? Use the Yes or No box to indicate the answer. If not, indicate the percentage of the total cost of the property that would be funded through the requested TOD funds and describe the other sources of funding that will be used to acquire the property (95 characters). Note that all funding sources must appear in the Sources and Uses file.

Section VII: Site investigation or contamination cleanup

Complete this section **only** if requesting funds for pollution cleanup or for contaminated site investigation. Refer to the Quick Reference Guide (see page 7).

1. Provide a brief history of the site to indicate how the site may have become contaminated.
 - a. What were the previous uses of the site? (175 characters)
 - b. What are the known contaminants of concern? Applicants may use generally accepted acronyms to save space, as needed: e.g., VOCs, PAH, etc. (175 characters)
 - c. What is the likely cause of the contamination? (175 characters)
 - d. Have any prior efforts been conducted to clean up the site? (175 characters)
2. How large is the contaminated area, in acres? (Enter the acreage as a numeral, to 1 decimal point)
3. Brownfield cleanup
 - a. Click in the checkboxes to indicate the type(s) of cleanup required on the site. If necessary, use the "Other" field to indicate additional types of cleanup required (50 characters)
 - b. Click in the checkboxes to indicate the type(s) of cleanup already completed on the site. If necessary, use the "Other" field to indicate additional types of cleanup required (50 characters)

- c. Does the applicant and/or developer have access to the site at the time of application? (Yes/No) If right of access/entry has not yet been attained, when is that expected to occur? (Enter the date in *m/d/yyyy* format.)
 - d. Identify the Minnesota Pollution Control Agency program(s) in which the site is enrolled at the time of application, by entering the program identification and program manager's name (70 characters for each field).
 - e. Identify the environmental consultant working on the TOD Project, entering the person's name, firm name, phone and email address (70 characters for each field).
4. Summary of cleanup objectives:
- a. Indicate the liability assurances being sought from the Minnesota Pollution Control Agency. (630 characters)
 - b. For those requests involving the cleanup of soil contamination, indicate the total volume of soil in cubic yards and tons. Document the cost rates for excavation, loading, hauling, and disposal of contaminated soil in the input boxes provided, as well as the units of measure for each. Note: documentation may be attached to the application if space in this question is insufficient.
 - c. For those requests involving ground water remediation, describe the results of the ground water investigation and the proposed Response Action Plan for ground water. (640 characters)
 - d. For those requests involving soil vapor mitigation, use the Yes/No boxes to indicate whether the soil vapor screening values exceed ten times the compound-specific screening values and whether a vapor barrier for the area is required by the Minnesota Building Code. (For more information on ISVs see MPCA risk-based guidance for the vapor intrusion pathway, <http://www.pca.state.mn.us/enzq83d>).

Sources & Uses

The Sources and Uses file is in Excel® and includes four worksheets. The file was created in compatibility mode in Office 2007. Applicants may submit the file in Office 2003 or office 2007.

1. Because the concept of the integrated grant request is new, use the Request Worksheet to assist in calculating the amounts requested for each of grant programs. Cells shown in purple are locked against entry, because they represent ineligible costs for the program represented by that column. The worksheet will total at the bottom.

	A	B	C	D	E
	Grant-Funded Activities	LCDAs Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDAs Development TOD
1					
8	Development staging plans				
9	Determining strategies for land banking and land acquisition				
10	Land acquisition after the date of award				
11	Land acquisition up to 12 months prior to application due date (see Application Guide)				
12	Holding costs				
13	Geotechnical work				
14	Conducting Phase I & Phase II environmental site assessments				
15	Preparation of RAPs or DRAPs				
16	Preparation of asbestos abatement plans that meet AHERA standards				
17	Preparation of lead-based paint abatement plans				
18	Asbestos abatement area containment				
19	Asbestos removal or encapsulation				
20	Lead-based paint removal or stabilization				
21	Asbestos and/or lead-based paint abatement				
22	Demolition and removal of obsolete structures (TBRA: contaminated areas only; LCDAs: non-contaminated areas only)				

2. The **Sources** worksheet provides space for the applicant to detail all of the funding sources for the TOD Project.

	A	B	C	D	E
	Sources	Project name:			
2	Expected TDC				
3	Type	Source	Status	\$ Amount	Estimated commitment date
4	First Mortgage				
5	City / Program Name				
6	City / Program Name				
7	County / Program Name				
8	County / Program Name				
9	State / Program Name				
10	State / Program Name				
11	Other Met Council Funds				
12	Other grants or loans				
13	Other grants or loans				
14	Other grants or loans				
15	Other grants or loans				
16	LIHTC Equity				
17	Developer equity/deferred fees				
18	Other Private Equity				
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
			Total Sources	\$	-
			Gap	\$	-

- a. Enter the TOD Project name in the yellow cell at the top of the worksheet.
- b. In cell B2, enter the estimated Total Development Cost (TDC).
- c. The detail in the Sources worksheet is broken out by **Type**: e.g., first mortgage, city programs, LIHTC equity, etc. Beside each type of funding applicable to the

TOD Project, enter the source name, the status of the *current* commitment, the amount, and the estimated commitment date.

3. The **Uses** worksheet is constructed in two parts, upper and lower.

A	B	C	D	E	F	G
Uses for the requested TOD funds:		Project name				
2	Uses	Description	TOD \$	Other	Private \$	Total Estimate
3	Click to select				\$ -	
4	Click to select				\$ -	
5	Click to select				\$ -	
6	Click to select				\$ -	
7	Click to select				\$ -	
8	Click to select				\$ -	
9	Click to select				\$ -	
10	Click to select				\$ -	
11	Click to select				\$ -	
12	Click to select				\$ -	
13	Click to select				\$ -	
14	Click to select				\$ -	
15	Total TOD Request		\$ -	\$ -	\$ -	\$ -
16	Uses for the Project that will commence within 36 months					
17	Uses	Description	TOD	Other	Private \$	Total Estimate method
18	Land acquisition					\$0 Click to select
19	Demolition					\$0 Click to select
20	Architectural/Engineering					\$0 Click to select
21	Construction		ineligible			\$0 Click to select
22	Marketing		ineligible			\$0 Click to select
23	Construction Interest		ineligible			\$0 Click to select
24	Real Estate Taxes		ineligible			\$0 Click to select
25	Other Carrying Costs		ineligible			\$0 Click to select
26	Financing		ineligible			\$0 Click to select
27	Title & Recording		ineligible			\$0 Click to select
28	Legal		ineligible			\$0 Click to select
29	Other Soft Costs		ineligible			\$0 Click to select
30	Cleanup costs					\$0 Click to select
31						\$0 Click to select
32	Totals		\$0	\$0	\$0	\$0
33	TDC		\$ -		Sources	\$0
34					Difference	\$0

- a. Enter the TOD Project Name in the yellow cell at the top of the worksheet.
- b. Use the top part to detail every proposed use of TOD grant funds by selecting the eligible cost from the drop down list. In the **Description** column, enter a brief but more specific description of the requested TOD funds. For example, if the requested funds are for sidewalks, enter the width, length, and placement of the sidewalk: e.g., "150 linear ft of 8' sidewalk from Elm Street to 1st Avenue." Enter the amount requested in the **TOD** column, and enter any other sources for this specific use in the appropriate **Public** or **Private** column. Finally, for each item use the drop down list to select the basis upon which the cost estimate was derived: e.g., bidding, city estimates, etc.
- c. The bottom part of the worksheet should describe the uses for the entire TOD Project, including all construction, marketing, and other costs. Some of these will be eligible for TOD funds; note these in the appropriate column. Other necessary TOD Project costs are ineligible for TOD funds; enter the non-TOD source for those items.

4. The **Property Tax** worksheet compares the current and estimated net tax capacity of the TOD Project site.

	A	B	C	D	E	F	G
1	Property Taxes		Project name:				
2	Item	Description	Current	Projected	Difference		
3	1	Taxable market value			\$ -		
4	2	Property class type					
5	3	Property class rate					
6							
7							

- a. In line #1, enter the current taxable market value for the property(ies), as well as the projected taxable market value as it is estimated to be assessed after the TOD Project is completed. The spreadsheet will calculate the change in value.
- b. In line #2, enter the current and projected future property class *types*.
- c. In line #3, enter the current and projected future property class *rates*.

Section 3: Evaluation process for TOD grants

TOD applications will be evaluated in a two-step process.

1. Livable Communities staff will review submittals to ensure all required elements have been received. Incomplete applications may be disqualified.
2. Livable Communities staff will review Section II of the application to determine if all of the required threshold criteria have been or will be met within 36 months of the grant award. These criteria apply to the full TOD Area, not to the entire City or only the TOD Project site. Applicants indicating that criteria will be met during the term of the grant will be required to report annually on progress towards meeting the missing criteria. **Grant funds may be withheld if significant and continuing progress toward full implementation of the threshold criteria is not demonstrated throughout the term of the grant.**
3. Applications deemed eligible for further evaluation will be reviewed by a team of Metropolitan Council staff with expertise in the areas of local planning, transportation, and the environment. Points will be awarded according to the following standards. To be considered for funding, proposals must score 60 or more points of the possible 100 points from the Ranking Criteria.

Ranking criteria applicable to all applications	Points
The proposal's ability to produce affordable housing.	0-10
The degree to which the TOD Area will provide 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, for reducing automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development.	0-15
The proposal's ability to create or preserve employment opportunities within 24 months (for construction jobs) and/or 48 months (for permanent jobs)	0-10
The applicant's Housing Performance Score will be converted from a 100-point scale to a 10-point scale. If the proposed TOD Project includes new affordable housing or if affordable housing is located within the TOD Area, the proposal will be held harmless by assigning the higher of the community's actual score or the average score for this criterion from all proposals.	0-10
The degree to which the City has adopted affordability requirements for housing assisted with City funds or fiscal devices applicable in the TOD Area.	0-10
The degree to which the City has formalized TOD guidelines	0-5
The degree to which the City has hiring and procurement goals and/or processes that advance and promote the employment of local workers and/or disadvantaged businesses.	0-5
The degree to which partnership has been established with an existing funding commitment to advance the proposal and leverage other resources.	0-5
The proposal's ability to be catalytic to attracting private sector investment.	0-5
TOTAL	70

All proposals will additionally be ranked using one of the following two categories dependent on the type of proposal:

Ranking criteria applicable to SITE ACQUISITION only	Points
Anticipated timeframe of development.	0-10
Site to be acquired has been identified.	0-5
Percent of total development site assembly accomplished through this request.	0-5
Ability to complete acquisition within 2 years	0-5
Intensity of potential future use of site	0-5
TOTAL	30

OR

Ranking criteria applicable to ALL OTHER requests	Points
Readiness (higher points for proposals further to the right on the Pre-Development continuum and Development TOD Projects closest to "shovel ready/groundbreaking" stage)	0-10
Proximity / high visibility from the Platform/Station area (higher points for proposals with activities closest to the platform and with high visibility)	0-5
The degree to which the development plan demonstrates TOD design features listed on page 15.	0-5
The proposal's ability to provide ridership impact.	0-5
The proposal's demonstration value and potential to provide area-wide benefits.	0-5
TOTAL	30

Section 4: Awards

Staff will recommend awards to the Council's Community Development Committee (CDC) in April 2012. Awards are expected to be considered by the full Council that same month.

Section 5: Reporting Requirements

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

Grantees that have not fully implemented the required threshold criteria must also report regularly on their progress towards doing so.

Recipients of TBRA Cleanup Site Investigation TOD 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 Pre-Development TOD grants must supply a copy of the final work product funded by the grant award.

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

Section 6: Appendices

Appendix 1: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to LCAGrantAdmin@metc.state.mn.us. Appendix 2 to the LCDA Development Application Guide contains the list of required and allowed attachments, their required naming conventions, and the order of presentation. Submit all electronic files in PDF format except for the Sources and Uses file, which must be submitted in Excel® (version Office 2003 or 2007). Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to send via email, please split the attachment files among one or more emails.

Contacts:

- For general questions regarding the new TOD programs or the application, contact Livable Communities Manager Paul Burns:

voice: 651.602.1106 email: paul.burns@metc.state.mn.us
- For LCDA TOD specific questions contact LCDA TOD Program Coordinator Linda Milashius:

voice: 651.602.1541 email: linda.milashius@metc.state.mn.us
- For TBRA TOD specific questions contact TBRA TOD Program Coordinator Marcus Martin:

voice: 651.602.1054 email: marcus.martin@metc.state.mn.us
- For technical assistance with the application, attachments or submittal, contact Grant Administrator Deb Jensen:

voice: 651.602-1554 email: deb.jensen@metc.state.mn.us
- After the application has been reviewed for completeness and found to be acceptable for submittal, Livable Communities staff will notify the applicant to submit 10 hard copies, which must be printed in duplex (*i.e.*, on both sides) on **8 ½ x 11" 3-hole punched paper** except as noted below. Applications will be collated into 3-ring binders for the convenience of reviewers. Do not attach a cover sheet, bind the copies, use staple, or add section separators. Applications that do not adhere to these instructions may be rejected as noncompliant.

Submit all hard copies to:

Paul Burns
Metropolitan Council Livable Communities
390 North Robert Street
Saint Paul MN 55101

Appendix 2: List of Attachments to the Grant Application

Required attachments

The following items comprise the list of required attachments to be submitted with the application in hard copy and electronic format (hold hard-copy submittals until notified to produce them). Collate the hard copy submittals into sets, in the order in which they are listed below.

1. Grant application in PDF format, named “2011 TOD App – [TOD Project name]” with the TOD Project name inserted into the bracketed space in the example.
2. Maps and plans, printed on one side only on paper up to 11x17”, folded to 8.5x11”. Present all electronic files in PDF, named as shown below.
 - a. An aerial map of the Named TOD Area with TOD Project site boundaries clearly marked. Name the PDF file “Aerial – [TOD Project name]” and present it in PDF.
 - b. A Station Area land use plan for the entire Named TOD Area. The Named TOD Area plan must be detailed enough to illustrate the intent of the TOD Project. Annotate the map directionally (*i.e.*, show ‘north’ on the plan). Name the PDF file “Area plan– [TOD Project name]” and present it in PDF.
 - c. A site plan, showing the TOD Project site in detail and how it relates to the Named TOD Area showing the location of all elements for which funding is requested and all proposed TOD Project construction. Note: any references within the narrative to TOD Project elements must be illustrated on the site plan. For example, if a trailhead is mentioned in the narrative, the trailhead must be shown on the site plan. If rain gardens are being requested as a grant-funded activity, the location of each rain garden must be shown on the site plan. Name the file “Site plan – [TOD Project name]” and present it in PDF.
3. The Sources and Uses Excel® file, in Excel. Name the Excel® file “Sources & Uses – [TOD Project name].”
4. A local resolution of support from the municipality in which the TOD Project will be located (required wording attached). Note there are two forms of resolution: one for those municipalities submitting a single TOD grant application for a single TOD Project, and a second for those municipalities submitting multiple TOD grant applications covering multiple TOD projects. The appropriate resolution may be submitted with the application or within 30 days after the application due date. Electronic copies of the executed resolutions must be presented in both PDF and hard copy. Name the electronic file “Resolution – [TOD Project name].”

Conditional attachments, in the order in which they are listed below:

1. If the TOD Project proposes actual development, submit an elevation rendering of the proposed development or redevelopment, in PDF. Name the PDF file “Elevation – [TOD Project name].”

2. For applications seeking funding to cleanup soil contamination, provide a figure identifying locations of proposed soil excavation and soil disposal volume in cubic yards and weight (tons).
3. For applications seeking polluted site cleanup funding, documentation of contamination (e.g., Phase I or Phase II environmental site investigations) and/or Response Action Plan and corresponding approvals from the Minnesota Pollution Control Agency (submit in electronic format only).

Other **allowed attachments** that may be submitted with the application (no late submittals), in the order in which they are listed below.

1. Up to five one-page images of the applicant's choice – section drawings, perspective drawings or other that will explain the intent of the TOD Project. All optional images must be presented in both PDF and hard copy. Name the electronic files using the same naming convention as shown above.
2. A list of all current Property Identification Numbers, if the list is extensive enough to warrant it.

Appendix 3: Applicant Resources

Transit-Oriented Development

U.S. Department of Housing and Urban Development, Sustainable Communities
http://portal.hud.gov/hudportal/HUD?src=/program_offices/sustainable_housing_communities

Metropolitan Council: Guide for Transit-Oriented Development
www.metrocouncil.org/planning/TOD

Urban Land Institute: Ten Principles for Successful Development Around Transit,
www.uli.org/ResearchAndPublications/Reports/~ /media/Documents/ResearchAndPublications/Reports/TenPrinciples/TP_DevTransit.ashx

Reconnecting America, Center for Transit-Oriented Development,
www.reconnectingamerica.org/public/reports

"What Does Density Look Like?"
www.ci.minneapolis.mn.us/planning/docs/Density_brochure.pdf

Saint Paul Transit-Oriented Development Guidebook for the Central Corridor,
<http://www.stpaul.gov/DocumentView.aspx?DID=18571>

Transit Corridors

Regional Transportation, <http://www.metrocouncil.org/transportation/transportation.htm>

Central Light Rail Corridor, www.centralcorridor.org

Hiawatha Light Rail Corridor, www.metrocouncil.org/transportation/lrt/lrt.htm

Cedar Bus Rapid Transit Corridor,
www.co.dakota.mn.us/EnvironmentRoads/Transit/Cedar/default.htm

Northstar Commuter Rail Corridor, www.metrocouncil.org/transportation/NS/NorthStar.htm

Southwest Transitway Light Rail Corridor, www.southwesttransitway.org

Bottineau Transit Corridor, www.botttransit.org,
www.metrocouncil.org/transportation/NWCorridor/nwcorridor.htm

Transit Resources for Employers

Metro Transit MetroPass program, www.metrotransit.org/groupDiscProg/metroPass.asp

Active Living and Complete Streets

Active Living Hennepin Communities, www.hennepin.us/activeliving

Active Design Guidelines, www.nyc.gov/html/ddc/html/design/active_design.shtml

Minnesota Complete Streets Coalition, www.mncompletestreets.org/

Soil Vapor Mitigation

[Risk-Based Guidance for the Vapor Intrusion Pathway](#)

Appendix 4: Eligible TOD Areas

Regional Overview

[LCA TOD](#)

Downtown Overviews

Minneapolis [LCA TOD](#)

Saint Paul [LCA TOD](#)

Transit Corridor Overview

- [Hiawatha LRT](#)
- [Central Corridor LRT](#)
- [Southwest LRT](#)
- [Northstar Commuter Rail](#)
- [I-35W BRT](#)
- [Cedar Avenue BRT](#)

Transit Improvement Areas (TIAs) and TIA Eligible Areas

Stations in *italics* are eligible to apply for Department of Employment and Economic Development (DEED) designation but have not been designated as such at this time

Hiawatha Light Rail

[Target Field Station](#), Minneapolis

[Warehouse District Station](#), Minneapolis

[Nicollet Mall Station](#), Minneapolis

[Government Center Station](#), Minneapolis

[Downtown East Station](#), Minneapolis

[Cedar-Riverside Station](#), Minneapolis

[Franklin Avenue Station](#), Minneapolis

[Lake Street Midtown Station](#), Minneapolis

[38th Street Station](#), Minneapolis

[46th Street Station](#), Minneapolis

[50th Street Station](#), Minneapolis

[VA Medical Center Station](#), Fort Snelling

[American Boulevard Station](#), Bloomington

[Bloomington Central Station](#), Bloomington

[28th Avenue Station](#), Bloomington

[Mall of America Station](#), Bloomington

Central Corridor Light Rail

(Target Field to Downtown East Stations covered under Hiawatha Corridor)

[West Bank Station](#), Minneapolis

[East Bank Station](#), Minneapolis

[Stadium Village Station](#), Minneapolis

[Prospect Park Station](#), Minneapolis

[Westgate Station](#), St. Paul

[Raymond Avenue Station](#), St. Paul

[Fairview Station](#), St. Paul

[Snelling Avenue Station](#), St. Paul

[Hamline Station](#), St. Paul

[Lexington Parkway Station](#), St. Paul

[Victoria Street Station](#), St. Paul

[Dale Street Station](#), St. Paul

[Western Avenue Station](#), St. Paul

[Capitol/Rice Street Station](#), St. Paul

[Robert Street Station](#), St. Paul

[10th Street Station](#), St. Paul

[Central Station](#), St. Paul

[Union Depot Station](#), St. Paul

Southwest Light Rail

[Royalston Station](#), Minneapolis

[Van White Station](#), Minneapolis

[Penn Station](#), Minneapolis

[West Lake Station](#), Minneapolis

[Beltline Station](#), St. Louis Park

[Wooddale Station](#), St. Louis Park

[Louisiana Station](#), St. Louis Park

[Blake Road Station](#), Hopkins

[Hopkins Station](#), Hopkins

[Shady Oak Station](#), Hopkins and Minnetonka

[Opus Station](#), Minnetonka

[City West](#), Eden Prairie

[Golden Triangle Station](#), Eden Prairie

[Eden Prairie Town Center Station](#), Eden Prairie

[Southwest Station](#), Eden Prairie

[Mitchell Station](#), Eden Prairie

Northstar Commuter Rail

[Fridley Station](#), Fridley

[Riverdale Station](#), Coon Rapids

[Anoka Station](#), Anoka

[Ramsey Station](#), Ramsey

(Elk River & Big Lake outside of Region)

I-35W Bus Rapid Transit

[Lake Street Station](#), Minneapolis

[46th Street Station](#), Minneapolis

[66th Street Station](#), Richfield

[American Blvd/ 82th Street Station](#), Bloomington

[98th Street Station](#), Bloomington

[Burnsville Transit Station](#), Burnsville

[South Burnsville Station](#), Burnsville

[Lakeville Station](#), Lakeville

Cedar Bus Rapid Transit

[Cedar Grove Station](#), Eagan

[140th Street Station](#), Apple Valley

[147th Street Station](#), Apple Valley

[Apple Valley Transit Station](#), Apple Valley

[161th Street Station](#), Apple Valley

[Glacier Way Station](#), Apple Valley

[Lakeville Cedar Station](#), Lakeville

Areas within 1/4 mile of High-Frequency Local Bus

Routes:

[Route 5](#), Chicago Ave, Minneapolis
[Route 6](#), Hennepin Ave, Minneapolis
[Route 10](#), Central Ave, Minneapolis
[Route 18](#), Nicollet Ave, Minneapolis
[Route 19](#), Penn Ave N, Minneapolis
[Route 21](#), Lake St, Minneapolis
[Route 54](#), W. 7th St, St. Paul
[Route 64](#), Payne and Maryland Aves, St. Paul
[Route 84](#), Snelling Ave, St. Paul
[Route 515](#), 66th St, Richfield

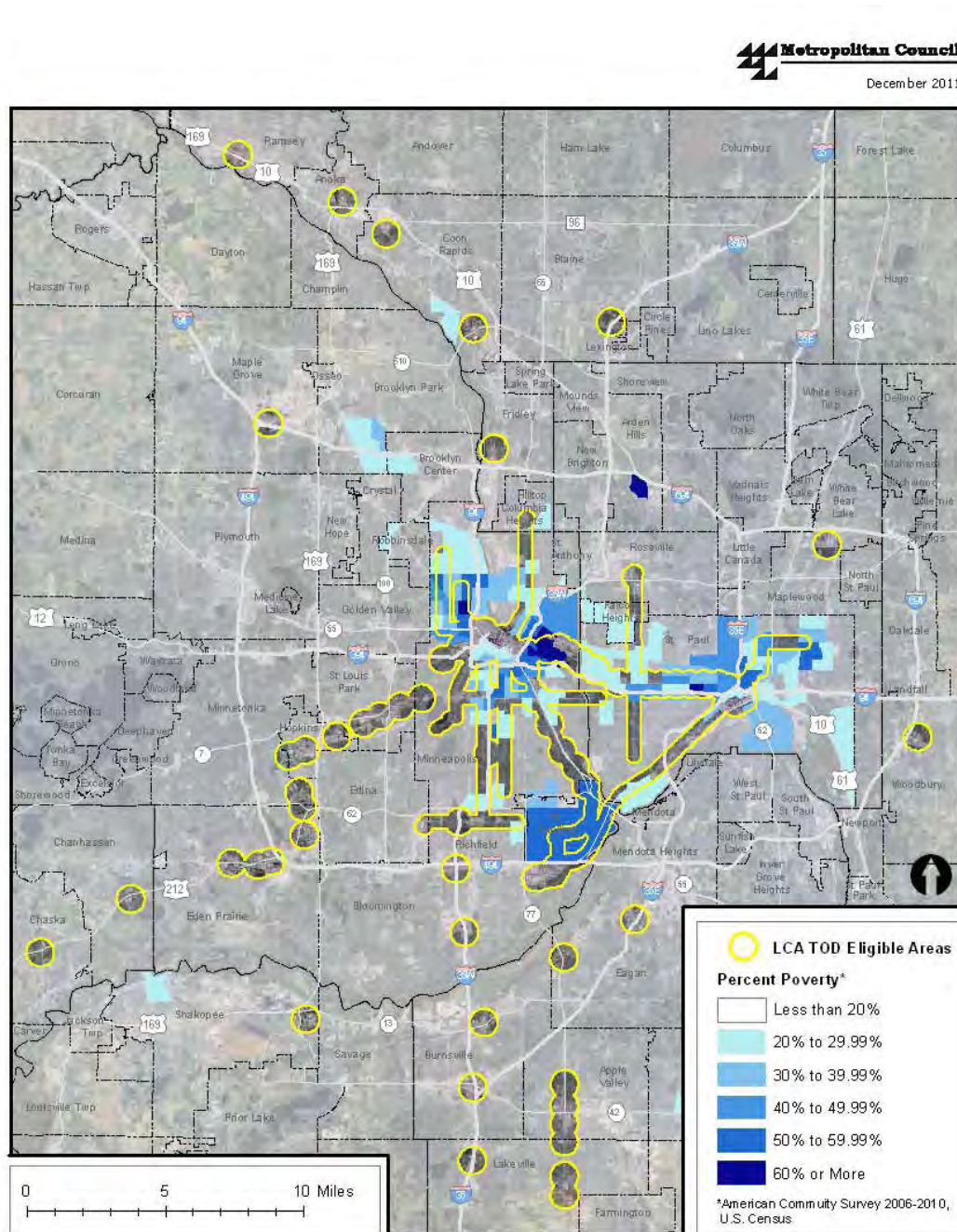
Areas within 1/2 mile of High-Frequency Express Bus

Stations:

[East Creek Station](#), Chaska
[SouthWest Village Station](#), Chanhassen*
[Southbridge Crossing Station](#), Shakopee*
[Eagan Transit Station](#), Eagan
[Maplewood Mall Transit Center](#), Maplewood
[Woodbury Theatre Station](#), Woodbury
[I-35W & 95th Avenue Station](#), Blaine
[Foley Boulevard Station](#), Coon Rapids
[Maple Grove Transit Station](#), Maple Grove

*These cities are not currently participating in the Livable Communities program and are therefore not eligible for LCA TOD grants.

Appendix 5: Areas of Concentrated Poverty



A higher resolution map with zoom capability may be found online at http://giswebsite.metc.state.mn.us/mapgallery/pdfs/LCA_TOD/LCATOD_poverty_map.pdf

Appendix 6: Corridors of Opportunity

The Corridors of Opportunity initiative promotes sustainable, vibrant, and healthy communities, using the region's emerging transitway system as a development focus. The Metropolitan Council and a broad consortium of policymakers, foundations, community organizations, and leaders are engaged in these efforts. Funding is provided by a package of loans and grants from the U.S. Department of Housing and Urban Development and Living Cities—a collaboration of 22 of the nation's largest foundations and financial institutions. Expanding the transit system is a foundation for connecting and growing the region. True success will depend on how well the new transit system creates opportunities for the region as a whole, while unlocking opportunities for those with the greatest need.

Vision

Transitway corridors will guide our region's growth, vitality and competitiveness. Development along transitways will create distinctive places and strengthen local assets while increasing ridership and expanding access to jobs, affordable housing, and essential services for residents of all incomes and backgrounds.

Goals

- Develop a new model for transitway development by aligning transit planning and engineering with land use planning, affordable housing, workforce development and economic development.
- Engage historically underrepresented communities in transitway planning and decision making.
- Use transitway development to expand access to jobs and affordable housing, particularly for low-income populations and people of color.
- Enhance the region's ability to cooperate in the global economy.
- Secure and align public, philanthropic, and private resources to attract robust private investment to the vision.
- Accelerate expansion of the transit system.
- Incorporate lessons learned from the approach to transitway planning into the Regional Plan for Sustainable Development

Principles

Equity

The work of the initiative aims to advance the well-being of low-income people and families.

Economic Competitiveness

The initiative will increase the region's ability to compete in the global economy and benefit local people, businesses and communities.

Transparency

Active communication about our process and clarity about our results will enhance the value of our work and strengthen our inclusivity.

Sustainability

An integrated approach that unites economic, environmental and equity concerns; will lead to long-term solutions.

Collaboration

Wedding collective power of regional stakeholders and local community leadership to effectively address shared challenges and opportunities.

Innovation

We are creative and entrepreneurial in our outlook, aiming to develop flexible solutions and practice cutting-edge thinking.

Equitable Development

Creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions, and activities that shape their neighborhoods.

Appendix 7: Required Resolution from Applicants with a Single Application

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

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

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

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

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

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

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

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

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

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

Adopted this ____ day of _____, 2012.

Mayor

Clerk

Appendix 8: Required Resolution for Applicants with Multiple Applications

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

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

WHEREAS the City of _____ is a participant in the Metropolitan Livable Communities Act ("LCA") Local Housing Incentives Program for 2012 as determined by the Metropolitan Council, and is therefore eligible to apply for LCA Livable Communities Demonstration Account and Tax Base Revitalization Account Transit Oriented Development (collectively, "TOD") funds; and

WHEREAS the City has identified proposed projects within the City that meet TOD purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

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

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

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

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

WHEREAS cities may submit grant applications for up to three TOD Demonstration Account projects and up to six TOD Tax Base Revitalization Account during each funding cycle, but, using the city's own internal ranking processes, must rank their projects by priority so the Metropolitan Council may consider those priority rankings as it reviews applications and makes grant awards.

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

1. Finds that it is in the best interests of the City's development goals and priorities for the proposed projects to occur at the sites indicated in the grant applications at this particular time.
2. Finds that the TOD Project components for which Livable Communities TOD funding is sought:
 - (a) will not occur solely through private or other public investment within the reasonably foreseeable future; and
 - (b) will occur within the term of the grant award (two years for Pre-Development grants, and three years for Development grants, one year for Cleanup Site Investigation grants and three years for Cleanup grants) only if Livable Communities TOD funding is made available for these projects at this time.

3. Ranks the TOD Project funding applications, according to the City's own internal priorities, in the following order: (List grant applications here; the total number of Development and Pre-Development grant applications from the City cannot exceed three and Tax Base Revitalization Account grant applications cannot exceed six):

Priority	TBRA TOD Project Names	Grant amount requested
1		
2		
3		
4		
5		
6		
	LCDATOD Project Names	Grant amount requested
1		
2		
3		

3. Authorizes its _____ to submit on behalf of the City applications for Metropolitan Council Livable Communities TOD grant funds for the TOD Project components identified in the applications, and to execute such agreements as may be necessary to implement the projects on behalf of the City.

Adopted this ____ day of _____, 2012.

Mayor

Clerk

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