

2019 LCDA APPLICATION GUIDE

2019 Livable Communities Demonstration Account Grant



March 2019

The Council's mission is to foster efficient and economic growth for a prosperous metropolitan region.

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The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

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Section 1: General Information and Schedule

Purpose of Livable Communities Grants

The Metropolitan Livable Communities Act¹ (LCA) created the LCA programs to promote the purposes of the Act and the outcomes of Thrive MSP 2040, which 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;
- Conserve, protect and enhance natural resources by means of development that is sensitive to the environment; and
- Increase the tax base

Purpose of LCDA Grants

The Livable Communities Demonstration Account (LCDA) was created by the Livable Communities Act to meet the statutory requirements and policy goals for the program, which include:

- Interrelating affordable housing and employment growth areas;
- Intensifying land use that leads to more compact development or redevelopment;
- Involving development or redevelopment that mixes incomes of residents in housing, including introducing higher value housing in lower income areas to achieve a mix of housing opportunities;
- Encouraging public infrastructure investments that 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
- Interrelating development or redevelopment and transit.
- Developing land uses in centers linked to the local and regional transportation systems.

Types of LCDA Grants

- **LCDA Development** – these grants are intended for applicants who are ready to begin a development or redevelopment project and have the land and/or infrastructure necessary to support it.
- **LCDA Pre-Development** – these grants are intended for applicants with an identified redevelopment site that are defining and refining their project for an identified future development project.

¹ Minnesota Statutes section 473.25

Funding Profile

LCDA Development grants are made for three-year terms with the option of a two-year extension. While no more than 40% of available funds can be awarded to projects in Minneapolis and Saint Paul, the Council may waive that limit under certain circumstances.

LCDA Development Grant Terms

Available Funding	\$7.5 million
Local Match	None
Grant Terms	3 years
Term Extensions	Up to 2 years
Award Limits	No more than 40% of available funds to projects located in Minneapolis and Saint Paul
Application Limit	No more than three per city

Schedule

The Council will offer one round of competitive funding for LCDA Development grants in 2019

Application Type	Date	Activity
LCDA Development	February 5 & 12	Design Workshop One
	March 1	Notice of Funding Availability
	April	Design Workshop Two
	July 1, 3:00 p.m.	Project Concept Plans due
	July 10	Project Concept Plan Feedback Provided
	July 15-17	Project Concept Plan Meetings (required)
	August 8, 3:00 p.m.	Applications due
	November 18 <i>(tentative)</i>	Community Development Committee recommends grant awards
	November 27 <i>(tentative)</i>	Metropolitan Council awards grants

Section 2: Eligible Applicants, Eligible Projects and Eligible Uses

Eligible Applicants

By [state statute](#), applicants must be a local governmental unit, which may be a:

1. Municipality (a statutory or home rule charter city or township) currently participating in the Metropolitan Council's Local Housing Incentives Account Program
2. Metropolitan county
3. Housing and Redevelopment Authority, Economic Development Authority, Community Development Authority or Port Authority

Projects proposed under categories (2) and (3) must be located in a [participating municipality](#).

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

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

Eligible Projects

All of the following are required to comprise an eligible LCDA-Development grant project:

- The project must meet the criteria for *Development Projects*, as defined in the “definition of terms” section of this guide.
- The project must be located within a Council-identified *Developed Area*, *Developing Area* or a *Rural Center*. Regional park land is ineligible.
- Not every good project is a good fit for the LCDA program. Successful applicants will use LCDA funds to elevate a development or redevelopment project beyond a traditional project and enhance livability through project outcomes.
- The grant-funded activities must be completed within the 36-month grant term.
- The project must include one or more development or redevelopment components that will commence within the 36-month grant term. In this context, “commence” means significant physical improvements have occurred in furtherance of the LCDA project (e.g., a foundation is being constructed or other tangible work on a structure has been initiated). If the application requests LCDA Development funds for land acquisition and associated holding costs, the acquisition must be completed by the expiration of the grant term.
- The project must be consistent, or be made consistent, with the local comprehensive plan that has been reviewed by the Council and be consistent with any area, neighborhood, corridor or other local plan adopted by the municipality in which the project is located.
- If housing is planned, the project must help achieve one or more of the affordable and lifecycle housing goals adopted by the applicant city (or the city in which the project is located if the applicant is a county or county development authority) under the Local Housing Incentives Account program of the Livable Communities Act.
- All projects involving housing must adopt and implement an affirmative fair housing marketing plan prior to fund disbursement.

Eligible Uses of LCDA Grant Funds

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

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

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

Design Fees & Engagement

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| <ul style="list-style-type: none"> • Architectural and engineering fees to support the design of innovative stormwater management systems, public spaces or public art elements, when specifically requested.
Note: Up to 10% of the awarded amount for the grant-funded activity and these costs will only be reimbursed once the eligible element, to which architectural/engineering fees are related, is constructed. • Community engagement beyond a traditional public meeting or presentation to a neighborhood organization or planning board
<i>See applicant resource page for additional community engagement resources</i> | <ul style="list-style-type: none"> • Architectural and engineering fees related to the general site or building or not related directly to grant-funded elements specifically listed as “eligible”. |
|---|--|

Site Acquisition

- | | |
|---|--|
| <ul style="list-style-type: none"> • Site acquisition for the development of affordable housing or for the retention or creation of jobs made more accessible to low-income and underserved populations. Available for acquisition after the date of award OR for sites acquired within 12 months prior to the application due date <ul style="list-style-type: none"> ○ Eligible site acquisition costs are only those that are for the transfer of property from one completely unrelated entity to another within the timeframes indicate above. • Holding costs both directly associated with requested site acquisition and not associated with site acquisition. <ul style="list-style-type: none"> ○ Holding costs may not exceed 5% of the grant amount <u>awarded</u> for the purchase price, or \$100,000, whichever is less. ○ Eligible holding costs include property maintenance, insurance, property taxes, and interest. | <ul style="list-style-type: none"> • Reimbursement, refinancing of land acquisition or site control costs incurred by the applicant, any current or future grant subrecipient, related LLC, Limited Partner, or the like, or other project partner before the date of an LCDA grant award. This includes costs to acquire or gain site control for project sites where site control has been established or where formal steps to acquire the property, such as a purchase agreement, have been taken. • Site acquisition costs for transactions between or among partnerships or other legal entities for project sites where any grantee, current or future subrecipient or other project partner has any ownership or site control interest in a property prior to the grant award are also not eligible. • LCDA funds may not be used to refinance, replace or supplant other sources of funding available to acquire or gain site control of the development project property. • Site assembly for lands to be used for transit infrastructure. |
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Site acquisition costs may only relate to the portion of the project which meets the criteria above. For example, if a project includes market rate units, then

<p>the cost of site acquisition will be prorated to the percent of affordable units.</p>	
<p>Site Preparation</p>	
<ul style="list-style-type: none"> • Demolition and removal of obsolete structures. • Grading and soil correction to prepare a site for construction. <p>Note: Eligible activities are for items not considered hazardous, or that would not be eligible under the TBRA program.</p>	<ul style="list-style-type: none"> • Demolition, abatement, cleanup, removal, hauling or disposal of contaminated materials or debris. • Cleanup, removal, hauling or disposal of contaminated soil or debris.
<p>Public Infrastructure Elements</p>	
<ul style="list-style-type: none"> • New streets or street extensions only for local public streets; • New sidewalks and trails, clearly for public use and that exceed minimum city requirements that connect the development project to transit, retail/commercial activities and/or nearby public spaces such as parks and schools; • Site-integrated transit shelters • Bike facilities at mixed-use developments available to the public; • Extensions or modifications of local public sewer, water, or telecommunication lines that directly serve the development project; • Publicly available portion of shared-use parking structures 	<ul style="list-style-type: none"> • County road improvements • Private sidewalks, amenities or amenity spaces specifically serving the development project • Perimeter sidewalks or boulevards that are built to minimum city requirements • Surface parking and parking structures without a shared public component • Expansion or extension of local public utilities not directly related to the development project • Transit infrastructure or capital investments e.g., transit stations, station platforms, and park-and-ride facilities. • Regional parks or trails and trails that would otherwise be included within a city's capital improvement budget • Trail, sidewalk, or road connections that do not directly connect to or support the project site

Other Ineligible Activities

Such costs include:

- Administrative overhead;
- Building construction or rehabilitation;
- Affordability gap or value gap financing;
- Relocation costs;
- Travel expenses;
- Legal fees, late payment fees or finance charges;
- Bonds and or Insurance;
- Overhead/profit
- Traffic control or other temporary project construction activities;
- Employee worksite parking;
- Marketing costs;
- Permits, Licenses or authorization fees,
- Costs associated with preparing grant proposals or applications or bids,
- Applicant project coordination costs, operating expenses, planning costs, and prorated lease and salary costs.
- Entertainment, gifts or prizes
- Costs associated with the exercise of eminent domain.
- Costs incurred before the date of grant award, or after the expiration date of the grant agreement

Considerations for LCDA Projects

- Not every good development or redevelopment project is a good LCDA project. To qualify for LCDA funds and score competitively, the application must make it clear **how the project will address statutory and Council LCDA goals and outcomes**, which are:
 - interrelating development or redevelopment and transit
 - interrelating affordable housing and employment growth areas;
 - intensifying land use that leads to more compact development or redevelopment;
 - involving 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;
 - encouraging public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector development investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment; and/or
- Efficient land use and site design is a significant element in the LCDA scoring process. Consider how the proposed project connects to surrounding development, activates first-floor uses, includes human-scaled architecture, and creates an environment that encourages walking and biking to and throughout the site.
- Community engagement is foundational to equitable development. Including community voices in the process supports projects that best meet the needs of residents and leads to more successful, equitable outcomes. The LCDA review process considers project teams that go beyond minimum requirements to engage residents most affected by the development project.
- The application is designed to focus on a specific development or redevelopment project that exemplifies LCDA goals. As the program name implies, the development or redevelopment

project needs to pursue a demonstrative end result that can be replicated elsewhere in the region. Examples include:

- Will the project use an innovative collaboration?
 - Is it sited in a unique way?
 - Is there some element of the project’s funding, implementation or design that hasn’t been done locally?
 - Can some quality, element, or portion of this project serve as an example elsewhere in the region?
- When filling out the grant application, it is important to distinguish between the development project and its constituent Grant-Funded Activities. The project is the development or redevelopment work that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. The activities for which grant funds are requested, referred to as “Grant-Funded Activities”, are conducted **in support of** the overall project and must be completed during the grant term.
 - Public space elements must be more than mere amenities – if you are requesting only items such as benches or planters, consider those as furnishings. To be funded, public space elements must meet a higher standard and be integral to an intentionally designed public space. If you are requesting public space elements, explain how these items will define the project and attract both people and investment to the area. See public space definition in Appendix 4.

Note that unless otherwise instructed, your answers should pertain **only** to the development project that will begin development/redevelopment work within the 36-month grant term. It is not adequate to be “shovel-ready”; the project must commence hard construction by December 31, 2022. Do not include project phases that will not be included within this timeframe.

Section 3: Evaluation Process for LCDA Grants

LCDA applications are evaluated in a two-step process. Step One is conducted by an internal review staff team of experts. Applications that successfully meet the Step One point threshold will move on to the Step Two process. The Livable Communities Advisory Committee (LCAC) conducts Step Two of the evaluation process and makes funding recommendations to the Council. Applicants may meet the minimum score to be considered for funding but not be recommended for funding.

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

Step One Evaluation Criteria for LCDA Development Grants		Possible Points
Efficient Land Use and Site Design		
<ul style="list-style-type: none"> The project's ability to maximize the potential of the location through intensified land use and increased density The development introduces a diversity of uses to the project area The project includes internal pedestrian circulation which is convenient, efficient, and attractive throughout and around the project site The site is designed to facilitate pedestrian activity and considers first floor activity, parking location, and wayfinding 	15	
Connections		
<ul style="list-style-type: none"> The development project takes advantage of or maximizes connections between or among housing, centers of employment, education, retail, and recreation uses through location or design The development provides convenient, efficient, and attractive access from the project site to the neighborhood or the surrounding community through Infrastructure that emphasizes pedestrian and/or bike mobility 	7	
Environmental Design		
<ul style="list-style-type: none"> The project conserves, protects, and enhances natural resources The project incorporates green building design and/or energy efficiency standards The project utilizes sustainable site design 	8	
Jobs and Housing (Projects will be scored as Jobs or Housing projects)		
Jobs Projects <ul style="list-style-type: none"> The project's ability to expand employment opportunities through the creation or preservation of permanent employment opportunities with emphasis on including living wage jobs and increasing diversity of jobs type in the area The creation of jobs in or near Areas of Concentrated Poverty There is an established process to advance and promote the employment of local workers 	12	

<ul style="list-style-type: none"> The development prioritizes the preservation of existing small businesses and/or the ability to occupy commercial space with small with local small businesses 	
<p>OR</p> <p>Housing Projects</p> <ul style="list-style-type: none"> The project provides or preserves housing choices to give people in all life stages and of all economic means viable choices for safe, stable, and affordable homes The development's willingness to accept Housing Choice Vouchers The project's ability to implement a displacement prevention strategy <p><i>Affordable units must have a minimum term of affordability for 15 years, and mechanisms in place to ensure this term, to be considered affordable for scoring purposes.</i></p>	
Partnerships and Processes	
<ul style="list-style-type: none"> The project team involves partnerships among government, private for-profit and nonprofit sectors, and the local community The project fills an identified and specific community need The project team initiates community engagement early in the planning process The planning process is inclusive of and responsive to community participation, vision, and leadership The project team has a clear engagement plan to maintain community involvement throughout the project Significant project changes lead to additional community engagement 	8
Total	50
Applications must score 25 or more points to advance to the Step Two evaluation process.	

Step Two Evaluation Criteria for Development Grants	Possible Points
Innovation and Demonstration	
<p>The development project provides demonstration value for the community and for the region through:</p> <ul style="list-style-type: none"> New development concepts, strategies or elements in one or more of the scoring areas covered in the Step One evaluation process; Other innovation; Serves as a model of LCDA goals; Incorporates Equitable Development strategies when planning and/or designing the proposed project. 	30
Catalyst	
<ul style="list-style-type: none"> The proposed development project will catalyze additional development and private investment to future project phases and/or to the immediate area The inclusion of strategies to support wealth building for residents within the community where the project is located 	10
Readiness Assessment	
<p>The proposed development project is ready and able to use awarded grant funds within the 36-month grant term, based on an assessment including:</p> <ul style="list-style-type: none"> The status of implementation tools – for example, zoning codes and other official controls, design standards, or development standards. The status of funding commitments and other indicators of readiness. 	10

<ul style="list-style-type: none"> Whether grant funds have been spent for or progress has been made on a prior LCDA development or pre-development grant for the same project or a related project. 	
Step Two Total	50
Combined Step One and Step Two Total	100
Combined Step One and Step Two scores must total 60 to be considered for funding.	
Housing Performance Score	
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.	10
Overall Total	110

Section 4: 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. Project receiving funding for community engagement will be required to document the engagement process and submit a final report with their final payment request.

Contact LCA Senior Project Administrator with questions regarding reporting requirements and grant follow-up

Josiah Waderich, Senior Project Administrator, (651) 602-1297 Josiah.Waderich@metc.state.mn.us

Section 5: Completing the LCDA Application

Application Process

A **Project Concept Plan** (PCP) is required for all LCDA applications. No LCDA application will be accepted without a prior PCP submission. PCP materials can be found on the LCDA website.

A response to the Council's LCDA [Project Concept Plan](#) (PCP) is required for all 2019 LCDA Development applications. PCPs are due by 3:00 p.m. July 1, 2019.

Staff will provide feedback on submitted PCPs by the date listed in the schedule above. Feedback will be related to eligibility of grant activities, project fit with Livable Communities goals and specific programs, and design considerations. Applicants will be notified if they are eligible to submit a full application after the PCP review.

Applicants invited to submit a full application are required to attend an applicant meeting the week of July 15 to discuss PCP feedback.

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

Accessing the Application

The Council has a web-based management system for grant application, evaluation, and payment requests. WebGrants is entirely online and will cover nearly all phases of grants management across every Council grant program. The 2019 LCDA application is only available through the WebGrants system. To begin the application process, visit <http://metro council.org/Communities/Services/Livable-Communities-Grants/WebGrants-Info.aspx?source=child>

Submitting the Application

Full LCDA applications are due by 3:00 PM on August 8, 2019. No late submittals will be accepted.

If you are new to WebGrants, read the WebGrants User Guide first. The guide is available online at <http://www.metro council.org/METC/files/48/48307f04-f1b7-4269-868c-76b87a4d3258.pdf>

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

Each application requires a resolution of support from the city in which the project is located. Two sample resolutions are included as a part of the application form: one for city applicants submitting one or more LCDA grant applications in 2019, and another for eligible applicants other than

a city (i.e. county, economic development authority, port authority, etc.). **Resolutions must be submitted at the time of application.**

See Appendix 1 for details on Required Attachments to the application.

By submitting an application, including project sketches, images, renderings, or other copyrightable material, applicants consent to the use of those renderings and images by the Metropolitan Council for work related to the Council and Livable Communities funding.

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

Contact LCA staff if you have questions about the program or application process

Hannah Gary, Senior Planner (651) 602-1633 hannah.gary@metc.state.mn.us

Paul Burns, Livable Communities Manager (651) 602-1106 paul.burns@metc.state.mn.us

Section 6: Appendices

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

Appendix 1: Required Attachments

The following required attachments must be submitted as part of an LCDA Application.

- Attachments should be formatted to 11 x 17", one side only.
- Compress PDF files to reasonable sizes and rotate all pages so they are legible on screen.

“Make-A-Map” Generated Documents

- Overview Map
- Aerial Map
- Parcel Map

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

Applicant Generated Documents

1. A site plan clearly illustrating the location and extent of each requested grant activity. Title this file “Grant Requested Activities Plan – [Project Name]”
2. A site plan of the entire site indicating all ground floor uses, vehicular and pedestrian entrances, public and semi-public spaces, transit stations and/or stops. Title this file “Site Plan – [Project Name]”
3. To-scale context plan showing the site plan and nearby public realm elements such as parks, trails, plazas, etc. Title this file “Public Realm Context Plan – [Project Name]”
4. To-scale street, site and building sectional drawings that illustrate precisely how buildings meet the ground, the articulation of the façade and the interior uses of the building, as well as the design of the spaces between buildings if more than one. Title this file “Sections – [Project Name]”
5. Ground perspective from any adjacent streets. Title this file “Perspectives – [Project Name]”
6. A “before photo” of the project site. Please take the photo from a vantage point that can be used again after the project is complete. This may be sized at 8.5” x 11”. Title this file “[Project Name] - Before Photo”
7. Projects requesting funding for stormwater management: A stormwater management plan that illustrates stormwater calculations for the site accounting for the stormwater management strategies and provides enough detail to support the requested grant amount.
8. Projects requesting funding for site acquisition: an appraisal, or broker price opinion, of the subject parcel(s) clearly indicating the appraised value.

Use of Application Images

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

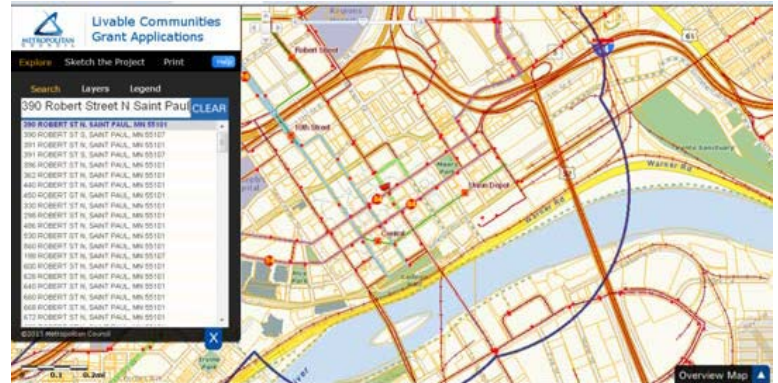
Appendix 2: Using Make-a-Map

The Council's Make-a-Map tool has been customized for LCA Grants. To access Make-A-Map, follow this link:

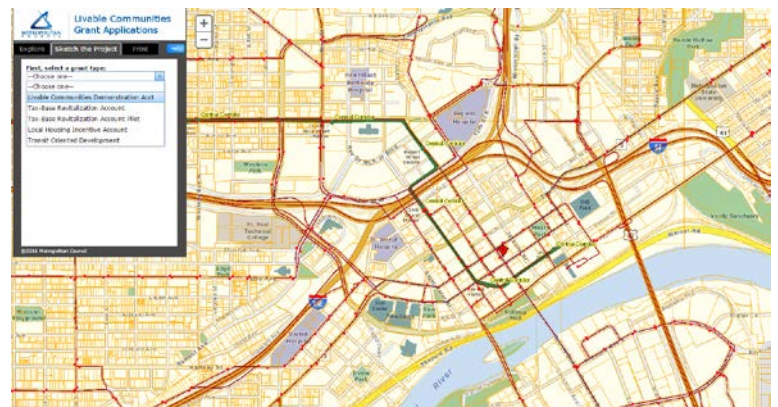
<http://giswebsite.metc.state.mn.us/publicmaps/lca>

How to Create the Required Maps for LCDA

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



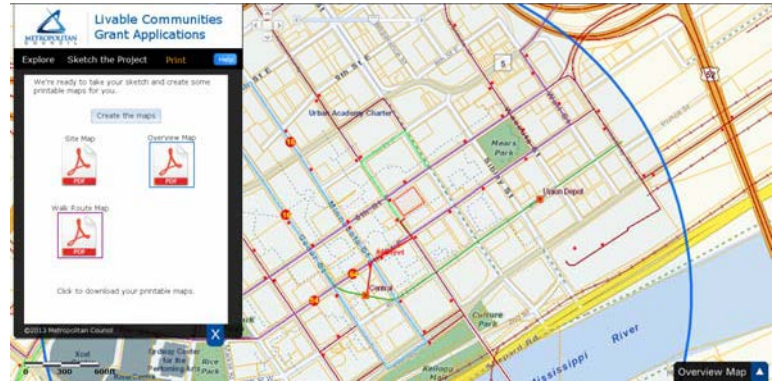
2. Click "Sketch the Project" and select "Livable Communities Demonstration Acct" from the dropdown menu. Provide a name for your project.



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



5. Select “Print” and “Create the maps”. The system will generate three maps for LCDA; a *Parcel Map*, *Overview Map*, and *Aerial Map*. Please be patient – depending on your connection, it can take up to one minute to generate the maps.



6. Click each PDF to download them separately. Rename the files according to the naming conventions as follows:

- “Parcel Map - [City Name]-[Project Name]”
- “Overview Map – [City Name]-[Project Name]”
- “Aerial Map – [City Name]-[Project Name]”

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

Appendix 3: Applicant Resources

Community Engagement		
Resource Name	Type of Resources	Description
Council Public Engagement Plan	Introduction Guide	Includes the Metropolitan Council's definitions of engagement and outreach as well as public engagement principles and strategies to guide community engagement efforts.
Metropolitan Council Community Engagement Resources	Checklists, Presentations, Best Practices	A variety of community engagement resources compiled by the Metropolitan Council Community Development Division and Community Engagement staff. Resources include checklists, best practices, and planning worksheets
Metropolitan Council PlanIt Series – Workshops	Workshop Presentations	Community Engagement presentations include: Community Engagement Best Practices; Interactive Community Engagement; Re-Thinking Engagement Strategies; and Community Engagement
Community Engagement Institute Resources	Assessment Tool, Background Guide	The Community Engagement Institute from Nexus Community Partners provides a series of trainings and additional resources to advance community engagement practice. A self-assessment tool helps teams determine how they currently do engagement and identify areas to expand. The model of community engagement elements is divided into tangible, long-term goals and core elements necessary to achieve those goals.
Public Engagement Primer	Introduction Guide	An overview of core principles of community engagement with examples of engagement strategies, including focus groups, stakeholder dialogues, community conversations, and online supports.
Equitable Development		
Resource Name	Type of Resources	Description
Twin Cities Equitable Development	Scorecard	The Scorecard offers guidance to assess a development project or potential project in the following areas: housing, transportation, land

Principles and Scorecard		use, community engagement, and economic development.
King County Equity Impact Review Tool	Project Toolkit	The Impact Tool guides project teams through a series of questions to assess the racial equity impact of their project.
Complete Streets		
Resource Name	Type of Resources	Description
Hennepin County Active Living	Workshops, tools, policy and planning guides	The Hennepin County Active Living initiative provides a variety of resources on developing environments that promote active living. Resources include bike and pedestrian planning, design checklists, and workshop materials.
New York City Active Design Guidelines	Guidebook	The guide includes strategies for designing public spaces that encourage active transportation and recreation. Relationships between active living and sustainable design is also addressed.
Minnesota Complete Streets Coalition	Toolkits, Design Guides, Policy Guides	Several design toolkits, guides, and policy case studies are available through the Coalition resource page. Example complete streets resolutions are also available.

Project Profiles

Profiles of successful LCDA projects are available on the LCA website. These profiles highlight projects that have included innovative elements within their individual development contexts. Each profile outlines how the project supports livable communities with a specific focus on connections, demonstration value, and catalytic potential. While the exact project elements are not meant to be replicated, examples of successful projects can help applicants understand why the featured projects were successful. Profiles are available at <https://metro council.org/Communities/Services/Livable-Communities-Grants/LCA-Project-Profiles.aspx#TBRA>

Appendix 4: Definition of Terms

- **Affordable Housing** is ownership or rental housing affordable to households earning 80% or less of Area Median Income (AMI). To be considered affordable, all LCA affordable housing grant applications including affordable housing must have a minimum 15-year affordability term, and a mechanism in place to ensure this term.
- **Community Engagement:** A thoughtful and intentional way to build and maintain effective relationships over time. Community engagement involves active listening, learning or mutual exchange of ideas and information, identification of common interests and goals, and translation of those interests into collective efforts to achieve the goals. It can be described as “doing with” instead of “doing for” or “doing to”.
- **Developed Communities** (*Urban Center* and *Urban Community Designations* in Thrive) are cities where more than 85% of land is developed, infrastructure is well established, and efforts must go toward keeping it in good repair. Projects awarded grants in developed communities will be focused on maintaining and improving infrastructure, buildings and land to support adaptive reuse, infill development and redevelopment.
- **Developing Communities** (*Suburban, Suburban Edge* and *Emerging Suburban Edge Community Designations* in Thrive) are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur. Projects awarded grants in developing communities will be focused on accommodating growth by supporting local efforts and policies to plan for growth that efficiently uses transportation and transit infrastructure and regional services, promotes land use patterns with clear distinctions between urban and rural areas, and by supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design.
- Communities designated **Rural Center** in Thrive are local commercial, employment, and residential activity centers serving rural areas. Projects awarded grants in rural centers will be focused on the efficient use of land and existing infrastructure, encouraging innovative approaches to development where existing infrastructure and capacity can support increased density, and improving land use patterns to reduce carbon emissions.
- The **Development Project** is the development or redevelopment project that provides the deliverables upon which the grant application is scored. Note that in most cases, the grant-funded activities, in and of themselves, do not comprise the development project.
- **Equitable Development** creates healthy vibrant communities of opportunity where low income people, people of color, new immigrants and people with disabilities participate in and benefit from systems, decisions and activities that shape their neighborhoods.
- **Fair Housing Policy** A written statement regarding the local municipality’s commitment to fair housing, typically including the policy’s purpose, procedures for complaint identification and referral, designating a fair housing officer, and outlining internal and external actions the municipality will undertake to advance fair housing. A best practices guide including a model local fair housing policy can be found here: <https://metro council.org/Handbook/Files/Resources/Best-Practices/Fair-Housing-Policy-Guide.aspx>.
- The **Grant-Funded Activities** are components of the development project described in the application. The grant-funded activities do not, in and of themselves, comprise the development project for which grant funds are awarded.
- A **Living Wage** is 130% of the poverty guideline for a family of four within the 48 contiguous states established annually by the U. S. Department of Health and Human Services. In 2019 this annual wage is \$33,475.

- **Public Spaces** are areas within the project site that invite public use and provide space for community interaction. Eligible spaces are intentionally designed spaces, such as plazas, squares, greens or courtyards, that serve to create an identity, a focal point of, or gateway to the development. Playgrounds, tot lots, neighborhood parks, or general amenity areas primarily for the use of the development project's tenants are examples of spaces that do not meet eligible public space criteria for Livable Communities. Well-designed public spaces can foster civic engagement, build social connections, catalyze economic development, demonstrate environmental sustainability, and contribute to the unique sense of identity of a project area or neighborhood.
- **Site Improvement** means demolition and removal of obsolete structures; grading or soil correction to prepare a site for construction.

Appendix 5: Sample Resolution for a City Submitting One or More Applications

RESOLUTION NO. _____

CITY OF _____, MINNESOTA

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

WHEREAS the City of _____ is a participant in the Livable Communities Act's Local Housing Incentives Account Program for 2019 as determined by the Metropolitan Council, and is therefore eligible to apply for Livable Communities Demonstration Account funds; and

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

WHEREAS the City has the institutional, managerial and financial capability to ensure adequate project administration; and

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

WHEREAS the City agrees to act as legal sponsor for the project(s) contained in the grant application(s) submitted on _____, 2019; and

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

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

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

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

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

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

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

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

List project or projects applied for here:

Project Name	Amount Requested

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

Adopted this ___ day of _____, 2019.

Mayor _____ Clerk _____

Appendix 6: Sample Resolution for County/EDA/Port Authority Applicants

RESOLUTION NO. _____

COUNTY OF _____, MINNESOTA

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

WHEREAS the County/EDA/Port Authority of _____ is eligible to apply for Livable Communities Demonstration Account funds on behalf of cities participating in the Livable Communities Act's Housing Incentives Program for 2019 as determined by the Metropolitan Council; and

WHEREAS the County/EDA/Port Authority has identified proposed projects within the City of _____ that meet the Demonstration Account's purposes and criteria and are consistent with and promote the purposes of the Metropolitan Livable Communities Act and the policies of the Metropolitan Council's adopted metropolitan development guide; and

WHEREAS the County/EDA/Port Authority has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the County/EDA/Port Authority certifies that it will comply with all applicable laws and regulations as stated in the grant agreement; and

WHEREAS the County/EDA/Port Authority agrees to act as legal sponsor for the projects contained in the grant applications submitted on _____, 2019;

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

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

THEREFORE, the County/EDA/Port Authority of _____ authorizes its Executive Director to submit an application for Metropolitan Council Livable Communities Demonstration Account grant funds for the project components identified in the application, and to execute such agreements as may be necessary to implement the projects on behalf of the City of _____, where the project is located.

Adopted this ____ day of _____, 2019.

Executive Director

Appendix 7: LCDA Eligible Items: Quick Reference Guide

Grant-Funded Activities	LCDA Pre-Development	LCDA Development
Development of site plan alternatives	X	
Design workshops for development alternatives	X	
Financial analysis of development scenarios	X	
Market study	X	
Appraisal	X	
Project-specific stormwater management plans	X	
Soil testing to determine feasible soil correction and/or structural limits for site (not environmental testing)	X	
Development of Travel Demand Management Plans	X	
Community Engagement	X	X
Site acquisition (see Application Guide)		X
Holding costs		X
Geotechnical work		X
Demolition/ removal of obsolete structures (LCDA: non-contaminated areas only)		X
Grading and soil correction (LCDA: non-contaminated areas)		X
New or realigned public streets to improve connectivity to the project site		X
Public portion of shared-use parking structures		X
Extensions/modifications of local public sewer, water or telecommunication lines		X
New sidewalks, exceeding minimum city requirements, or connections to trails, that connect project site to transit and other public places		X
Site-integrated transit shelters, permanent public bike racks at non-residential uses		X
Stormwater management improvements		X
Intentionally designed public spaces		X
Design and engineering for LCDA eligible items		X
Energy efficiency installations such as photovoltaic solar panels, geothermal pumps, wind turbines, or fuel cells		X



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