

2012

Guide to the LCDA Project Concept Plan Submittal



Development Grants

Table of Contents

Section 1:	General Information about LCDA Grants	1
	Purpose	1
	Definition of terms	2
	Eligible applicants.....	2
	Project requirements	2
	Eligible uses	3
	Ineligible uses	4
	Award limits	4
	Match requirements.....	4
	Grant terms.....	4
Section 2	Completing the Development Grant Project Concept Plan Submittal	4
	Application process.....	4
	Application guidance.....	5
Section 3:	Appendices	7
	Appendix 1: List of Attachments to the Grant Pre-Application	7
	Appendix 2: Submittal instructions.....	8
Index	9

Livable Communities Demonstration Account (LCDA)

Section 1: General Information about LCDA Grants

Purpose

LCDA funding helps communities demonstrate innovative approaches to development while implementing their community development objectives and comprehensive plans. Development grants provide funds to support Projects that connect development or redevelopment with transit; intensify land uses; connect housing and employment; provide a mix of housing and affordability; and/or provide infrastructure to connect communities and attract investment.

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

- interrelate development or redevelopment and transit;
- interrelate affordable housing and employment growth areas;
- intensify land use that leads to more compact development or redevelopment;
- involve development or redevelopment that mixes incomes of residents in housing, including introducing or reintroducing higher value housing in lower income areas to achieve a mix of housing opportunities; or
- encourage public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector redevelopment investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment.¹

The LCDA legislative objectives are supported by the *2030 Regional Developed Framework* (Framework) policies. LCDA funding will support development projects that demonstrate innovative and new ways of meeting Framework goals, 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; and
- conserve, protect and enhance natural resources by means of development that is sensitive to the environment.²

In *Developed Communities*, the emphasis of LCDA goals will be consistent with Regional Framework direction on maintaining and improving infrastructure, buildings and land to provide development that integrate and intensify land uses. Projects awarded grants in

¹ <https://www.revisor.mn.gov/statutes/?id=473.25&year=2010>

² <http://www.metrocouncil.org/planning/framework/Framework.pdf>

Developing Communities will be focused on accommodating growth by means of connected development patterns for new development, supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design.

Definition of terms

- 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. ***LCDA Development grants are intended to help fund infrastructure or land acquisition for development or redevelopment projects that are ready to move forward and will at least be under construction by the end of the grant term. A common reason LCDA Development grant applications fail to be awarded funds is that there is no actual development or redevelopment project ready to be under construction by the end of the grant term.***
- The *Grant-Funded Activities* are components of the Project described in the application.
- *Developed Communities* are cities where more than 85% of the land is developed, infrastructure is well established and efforts must go toward keeping it in good repair.
- *Developing Communities* are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur.
- *Affordable Housing* is ownership or rental housing affordable to households earning 60% or less of Area Median Income (AMI).

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).

Project requirements

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

- The Project must involve new development, redevelopment or infill development addressing the program goals. Projects involving rehabilitation are eligible if they have other components that address one or more of the program goals.
- The Project must be located within a Council-identified developed area, developing area or a rural growth center (urbanized area). Regional park land is ineligible.
- The Project must include one or more development components that will commence within the 36-month grant term.
- The Project must be consistent or will be made consistent with the local comprehensive plan that has been reviewed by the Council and be consistent with

any area, neighborhood, corridor or other local plan adopted by the municipality in which the project is located.

- If housing is planned, the 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 program of the Livable Communities Act.

Eligible uses

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

Basic and placemaking public infrastructure includes:

- 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 project to transit and other surrounding public spaces including schools and parks.
- site-integrated transit shelters, bike racks, bridges for vehicle or pedestrian use;
- stormwater management improvements, including new or expanded stormwater ponds; rain gardens, rain beams, and other innovative stormwater techniques; infiltration swales; pervious pavement; native vegetation; and design and engineering; and
- 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;
- design and engineering for the above items; and
- project coordination.

Eligible site assembly activities include:

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

Ineligible uses

- county road improvements;
- parking structures without a shared public component;
- 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;
- relocation costs; and
- licenses, permits, fees, planning and administrative costs.

Award limits

Council-established guidelines state that up to 40% of the total funds available in a grant cycle is available to projects located in Minneapolis and/or Saint Paul. The Council reserves the right to consider awarding more than 40% under certain conditions. There are no award limits for individual Development grants.

Match requirements

There are no match requirements for LCDA Development grants.

Grant terms

2012 LCDA Development grant terms will be three years in length, with the possibility of an administratively-approved two-year extension with the submission of adequate proof of progress.

Section 2 Completing the Development Grant Project Concept Plan Submittal

There are two parts to the LCDA application process. In the first part, the applicant completes a ***Project Concept Plan (PCP)*** and submits that to Livable Communities staff for review. The PCP contains only a few questions and represents a sub-set of questions in the full Application. It allows staff to provide informal guidance to applicants that may assist them in completing the longer and more detailed Development application.

PCPs are available online at the address below and are due on **May 16, 2012**. LCA staff will work with applicants to assist them in submitting only applications that are viable for LCDA consideration.

Application process

- Download the LCDA PCP from <http://www.metrocouncil.org/services/livcomm/LCAApplicationsCalendar.htm>. Contact Linda

Milashius at (651) 602-1541 or linda.milashius@metc.state.mn.us for questions regarding application interpretation or submittal.

- **PCPs are due on May 16, 2012.**
- **No LCDA Development Grant application will be accepted without a prior PCP submittal.**

Application guidance

The 2012 Pre-Application has been created using the “form fields” function in Microsoft® Word 2007 (the form should function equally well in Word 2003). Each question has at least one form field to be completed. The information that may be entered in field is defined and the length of information is limited. The fields expand to the pre-defined character limit. For help, click in field provided and check the “status bar” at the very bottom of screen. *Do not leave any questions blank.*



Question 1: Basic Project information

Please use a descriptive Project name.

Note that only cities participating in the Livable Communities Program are eligible to apply, along with their development authorities and counties. **Developers cannot apply and cannot be grantees.** However, developers are encouraged to partner with eligible applicants.

Question 2: Describe the Project

Most of the questions in this section have a limit of 300-1500 characters for your response. Note that unless otherwise instructed, your answers should pertain **only** to the Project that will begin development/redevelopment work within the 36-month grant term.

- Provide a brief, high-level overview of the Project (see *definition* on page 2).
- Provide a very brief description of the Grant-Funded Activities (see *definition* on page 2) and how they will serve as a catalyst for the Project.
- Describe how the Project will address LCDA goals, which are:
 - interrelate development or redevelopment and transit;
 - interrelate affordable housing and employment growth areas;
 - intensify land use that leads to more compact development or redevelopment;
 - involve development or redeveloping 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; and/or
 - encourage 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.

- D. Describe future phases of the Project, if any. Note this is one of only two places in the application where you may incorporate information about future phases.
- E. Describe adjacent or prior development **only** if it is directly related to the Project. Include items here if this is a phased development and part of it is already completed.
- F. Describe ways in which the Project itself will be innovative and of demonstration value. Examples include: Will the Project utilize an innovative collaboration? Is it sited in a unique way? Use this section to call attention to these elements.

Question 3: LCDA Award

Explain specifically how LCDA funds are essential for the Project to commence development or redevelopment by 12/31/2015.

Section 3: Appendices

Appendix 1: List of Attachments to the Grant Pre-Application

List of required attachments to be submitted with the PCP in hard copy and electronic format (the application must be submitted in Word and the Sources and Uses file in Excel). Contact Linda Milashius at 651-602-1541 or linda.milashius@metc.state.mn.us for assistance with questions regarding application interpretation or assistance.

1. 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, with Project site boundaries clearly marked. Name the PDF file "Aerial – [project name]."
 - b. A land use map, with existing and planned Project parcels clearly marked. Name the PDF file "Land Use – [project name]."
2. The Uses Excel[®] file. Name the Excel file "Uses – [project name]."

Other allowed attachments that may be submitted with the PCP (no late submittals)

1. Up to five one-page images of your choice – site plans, elevation drawings, section drawings, perspective drawings or other that will explain the intent of the Project.
2. The applicant's financial analysis for the Project, if one has been completed.

Appendix 2: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to linda.milashius@metc.state.mn.us by **4:30 p.m. on May 16, 2012**.
- Submit the Word and Excel components of the application in their native Word and Excel formats; convert all other attachments to PDF. Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to email, please split the files among one or more emails. Contact Linda Milashius at (651) 602-1541 for assistance as necessary.

Index

- adjacent, 1, 5, 6
- affordability gap, 4
- Affordable Housing*, 2
- AMI, 2
- Award limits, 4
- bike racks, 3
- catalyst, 5
- comprehensive plan, 1
- county road, 4
- demolition, 3
- demonstration, 6
- design and engineering, 3
- Developers**, 5
- Eligible uses, 3
- Excel, 8
- Framework, 1
- future, 6
- grading, 3
- grant term, 2, 5
- Grant-Funded Activities*, 2, 5
- housing, 1, 2, 3, 5
- infrastructure, 1, 2, 3, 5
- jobs, 1, 2
- land acquisition, 3
- land use, 1
- landscape plantings, 4
- lifecycle housing, 3
- lighting, 3
- match, 4
- natural resources, 1
- park, 2, 4
- parking, 3, 4
- pedestrian, 3
- permits, 4
- placemaking, 3
- pollution cleanup, 4
- Project*, 1, 2, 3, 5, 6
- project coordination, 3
- public areas, 3
- sewer, 3
- sidewalks, 3
- site assembly, 3, 4
- statutory requirements, 1
- stormwater, 3
- street, 3
- telecommunications, 3
- trails, 3
- transit infrastructure, 4
- transit shelters, 3
- water lines, 3