

2012

2012 TOD Grants Application Guide



Image from Collage Architects

LCDA & TBRA

~~Updated 6/26/12~~

Award limit section
updated 7/30/12
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Section 1: General Information

Introduction

The Livable Communities Act (LCA) Transit Oriented Development (TOD) program leverages 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 determining 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/or 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:
 - The same entities are eligible (cities, their development authorities and housing and redevelopment authorities, and counties with an eligible TOD Area). See page 6.
 - The grant term lengths will be the same in each of the TOD grant categories as for their counterparts in the regular program. See page 14.
 - 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:
 - 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.
 - 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.

Please note, however, that the *number of applications* from a given city is dependent not only on the number of projects but the number of individual TOD grant funds for which you apply. For example, a TOD application requesting funds from TBRA Cleanup and LCDA Development would count as two applications.

- 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 10](#).
- 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 13](#).
- Cities are limited to three applications for LCDA TOD funds and six TBRA TOD applications *per application cycle*. [See page 14](#).
- Applications for LCDA and TBRA TOD grants will be reviewed by Metropolitan Council staff and, for the LCDA TOD Development and TBRA TOD Cleanup grant applications, the Livable Communities Advisory Committee (LCAC) in a two-step process.
 - The first step includes a set of pass/fail thresholds and an initial evaluation and ranking process conducted by Council staff. The threshold must be achieved by December 31, 2015, including 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 be ranked based on criteria specific to the TOD program. See page 28.

- The second step of the evaluation process for Development and Cleanup applications will be conducted by members of the LCAC, whose expertise provides the range of skills and experience necessary for evaluating the complex LCA TOD applications. Step Two scores will be added to Step One scores for the overall totals from which funding recommendations will be determined.
- The evaluation process for applications requesting funding for LCDA Pre-Development and TBRA Site Investigation TOD grants will be done in a one-step process completed by Council staff.
- 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 the thresholds have not been met at the time of application.
- 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.

¹ MN Statutes §473.252

Integration of LCDA and TBRA awards in TOD Grants

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.

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.

There are, however, limitations on the *combinations* of funding elements based on the status of the TOD Project at the time of application. 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 quite different from the application for the regular LCDA and TBRA programs. All applicants complete the first three sections of the application. Sections IV through VII are completed only if they are pertinent to the funds sought in the application. If you are seeking a combination of funds, you must fill out all of the pertinent sections.

- If you are seeking TBRA funding, complete sections 1, 2, 3, 4, and 6.
- If you are seeking LCDA Development funding, complete sections 1, 2, 3, and 4. If you are seeking site acquisition funding, also complete section 5.
- If you are seeking LCDA Pre-Development funds, complete sections 1, 2, 3 and 7.

	LCDA Development	LCDA Pre-Development	TBRA Cleanup	TBRA Site Investigation
Section I	X	X	X	X
Section II	X	X	X	X
Section III	X	X	X	X
Section IV	X		X	X
Section V	X – if site acquisition is requested			
Section VI			X	X
Section VII		X		

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, surrounded 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:
 - 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.
 - 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.
- The *Named TOD Area* is the eligible TOD Area identified as the site of the work to be completed. The Named TOD 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).

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

- *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 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. 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 by December 31, 2015.
- TBRA Cleanup TOD Projects that include one or more development components that will commence by December 31, 2015, must commence that development using the same meaning of “commence” as shown above.
- LCDA Pre-Development TOD Projects must complete their Grant-Funded Activities by December 31, 2014.
- TBRA Contamination Site Investigation TOD Projects must complete their Grant-Funded Activities by December 31, 2013.
- The TOD Project must be consistent or be made consistent with the local comprehensive plan that has been reviewed by the Council as well as being 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 TOD grants will not be awarded for tax exempt properties.

- 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; and/or
 - Funding is requested for 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; and/or
 - Eligible cleanup costs are one percent 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 (not environmental testing)	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	
	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
	Geotechnical, 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 10

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.

LCDA Pre-Development TOD grants

Eligible LCDA Pre-Development TOD uses:

- Design workshops resulting in development alternatives;
- Preparing detailed redevelopment designs for projects that will implement neighborhood, downtown, corridor or station area plans;
- Analysis of alternatives for market mix, land use mix, economic feasibility, air/water/energy issues;
- Soil testing to determine feasible land uses (note this does not include environmental testing);
- Site-specific surface water management;
- Preparing zoning and land use implementation tools, e.g. overlay zones, zoning districts;
- Developing staging plans; and
- Strategies for land banking and land acquisition.

Please note that a copy of the final Pre-Development work product must be supplied to the Council after work is completed.

Ineligible LCDA Pre-Development TOD Uses:

- All uses eligible in the LCDA Development TOD grant category.
- Architectural fees.

LCDA Development TOD grants

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,
- Public, permanent bike racks located in an area clearly defined as public (i.e., they may not be located inside a private parking structure, behind a wall, etc.)
- 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 people and other investment to the project area, including lighting, seating, sidewalks, paths and furnishings and equipment for parks, plazas and other public areas;
- Design (with the exception of architectural design, which is ineligible) and engineering for the above items; and
- Project coordination.

Eligible site assembly activities:

- Site acquisition after the date of award **OR** 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 (not to exceed 5% of the LCA TOD grant amount awarded for the purchase price), both those directly associated with requested site acquisition and those that are not associated with site acquisition. For the purposes of this application, eligible holding costs include closing costs, title fees, appraisals, property maintenance, insurance, property taxes, and interest.
- Demolition and removal of obsolete structures; and
- Grading and geotechnical soil correction to prepare a site for construction.

Ineligible LCDA Development 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;
- Licenses, permits, fees, planning and administrative costs; and
- Soft costs: *e.g.*, food and beverages, printing costs, salary costs, marketing expenses, mileage.

TBRA TOD Eligible & Ineligible Uses

TBRA Cleanup TOD grants

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 TBRA Cleanup TOD – soil remediation, soil vapor mitigation and asbestos and lead-based paint abatement

- Eligible uses include 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.

TBRA Cleanup 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

Ineligible uses for TBRA Cleanup TOD

- 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.
- 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.)
- 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.

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 no more than 180 days prior to August 13, 2012.
- Eligible uses of funds include:
 - 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
 - Preparing asbestos abatement plans that meet Asbestos Hazard Emergency Response Act and Minnesota Department of Health (MDH) standards; or
 - 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.

TBRA Site Investigation TOD grants

Eligible of TBRA Site Investigation TOD grants:

- Conducting Phase I and Phase II environmental site assessments;
- Preparation of Response Action Plans (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
- Preparing asbestos abatement plans that meet AHERA (Asbestos Hazard Emergency Response Act) and Minnesota Department of Health (MDH) standards; or
- Preparing lead-based paint abatement plans that meet Minnesota Department of Health standards and the Toxic Substances Control Act.

Ineligible **uses** of TBRA Site Investigation TOD grants:

- No investigation costs incurred prior to the date of a grant award will be eligible for grant funding.
 - Eligible investigation costs incurred within 6 months prior to the date of application will be eligible for consideration as matching funds.
 - Note that investigation costs incurred up to 180 days prior to August 13, 2012 *may* be eligible under the TBRA TOD Cleanup program. Any investigation work not done prior to the application due date will be considered under the TBRA Site Investigation program only.
- No contamination cleanup or abatement costs are eligible. (Applicants who have completed an environmental investigation and cleanup is necessary should apply to the Metropolitan Council's contamination cleanup grant category.)

Match requirements

LCDA Pre-Development TOD and TBRA Site Investigation awards have a 25% match requirement. Grantees may contribute the match in cash or in kind; all contributions must be made by the time the final payment request is made and must be documented with payment requests.

Award limits

- No applicant may receive more than half of the available TOD funds in any given application cycle.
- Applicants may not apply for funds from the TOD program (to which this application guide applies) and the LCDA or TBRA programs for the same project if the review cycles or processes for these programs will overlap. (The LCA calendar is available online at <http://www.metrocouncil.org/services/livcomm/LCAApplicationsCalendar.htm>.) For

example, in 2012 this round of TOD applications and the single round of LCDA regular program applications will be under review at the same time. You may not apply for funds from both categories for the same project for 2012.

- 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	

Number of applications

Cities are limited in the number of applications they may submit: no city may apply for more than three LCDA applications (Development and Pre-Development combined) and no more than six TBRA applications (Cleanup and Site Investigation combined) during the same LCA TOD funding cycle. Please note that the limitations are on the number of **applications**, not the number of **projects**. If you apply for two kinds of funding for the same project, it will count as two applications. The sample shown below illustrates three applications for the same project. Applications from a county, development authority, or housing authority will also count towards the city’s application total.

6.	Amount requested	LCDA Pre-Development	\$100,000
		TBRA Site Investigation	\$80,000
		TBRA Cleanup	\$
		LCDA Development	\$2,000,000
		Total requested	\$2,180,000

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 August 13, 2012.** Email applications to: LCAGrantAdmin@metc.state.mn.us. See the Submittal Instructions for file naming conventions. Please do not combine submittals.

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. Applications from counties for projects in an eligible community require a resolution of support from **both** the County and the City. 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. Users may use the “Tab” key to move from field to field (Shift + Tab to move backwards) or click into each field.

Complete the portions of the application pertinent to your project needs:

	LCDA Development	LCDA Pre-Development	TBRA Cleanup	TBRA Site Investigation
Section I	X	X	X	X
Section II	X	X	X	X
Section III	X	X	X	X
Section IV	X		X	X
Section V	X – if site acquisition is requested			
Section VI			X	X
Section VII		X		

Section I: *TOD Project Identification*

1. Please use a descriptive TOD Project name (82 characters). Wherever possible, use a unique project name: i.e., if the project name could be misconstrued, such as “Downtown Redevelopment,” at least insert the name of the city in the title. Please do not include the name of the developer in the project title.
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). The applicant named in this section must be willing to administer the grant if it is awarded. We will not accept applications co-authored by more than one entity.
 - Enter 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. Identify the TOD Area in which the proposed TOD project is located and its address here. This TOD Area named here will be referred to throughout the application as the **“Named TOD Area.”** (50 characters) Indicate by checking in the appropriate box

whether this TOD Area is associated with light rail, commuter rail, or an eligible bus route.

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)
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 grant applications will be evaluated in a two-step process: the first step includes two phases, the first of which is a set of required elements that the applicant must have in place at the time of application or must put in place by December 31, 2015. 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 the TOD Project site alone.

1. 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 by /December 31, 2015, or whether it will not be in place within that time. 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 at least a portion of the Named TOD Area is at least 30 units per acre; for bus or commuter rail, it is at least 7 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 a portion of the Named TOD Area is at least 1.5; for bus or commuter rail, the FAR is at least 0.25. (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. Jobs: If the Named TOD Area is an employment center, at least 50 jobs per acre.
- d. 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 36 months of the date of award:

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. Is residential and commercial parking within the Named TOD Area limited, shared among uses, located to the rear of buildings and/or structured? (Click in one checkbox.)
2. 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:** through affordable units within the Named TOD Area **OR** by adding higher-value housing 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.)
 3. Is planning for the Named TOD Area consistent with the city's comprehensive plan? (Click in one checkbox.)
 4. 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.)

5. 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 pertain to the **Named TOD Area**. These questions will be used in both Step One and Step Two of the ranking process. Ensure that these answers correlate directly – and only – to the Named TOD Area entered in Section I, question number four.

1. Has the city adopted affordability requirements for housing assisted with city funds in the Named TOD Area?
2. What is the status of guidelines for transit oriented development for the Named TOD Area? Has the City adopted guidelines?
3. 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? (1,300 characters)
 - b. Explain how the TOD design standards will be implemented ? (1,300 characters)
4. 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. (125 characters for each description)
5. 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.
6. Question 6 addresses the changes within the entire Named TOD Area. A very similar question will be asked in Section IV, that will pertain to just the changes within the actual project site. This question inquires about how the planned land uses will change in the entire Named TOD Area during the planned period. It has two parts: in Part A, detail how the **quantities** of uses will change; in part B, detail how the **sizes** of uses will change.

TOD Area			
Type of Use	# Existing Uses	# Uses to be Removed	# Uses to be Added
Residential	14 Housing units	5 Housing units	92 Housing units
Commercial	5 Businesses	1 Businesses	3 Businesses
Retail	0 Businesses	0 Businesses	0 Businesses
Restaurant	2 Restaurants	0 Restaurants	0 Restaurants
Office	0 Businesses	0 Businesses	0 Businesses
Government/ Civic	0 Civic uses	0 Civic uses	0 Civic uses
Arts/Cultural	0 Installations/areas	0 Installations/areas	1 Installations/areas
Entertainment	0 Businesses	0 Businesses	0 Businesses
Open / Public Space	0 Individual areas	0 Individual areas	0 Individual areas
Number of other uses to be added (list below and indicate the unit of measure):			
Warehouse	1 existing	1 removed	0 added
	existing	removed	added

In part A, shown above, for each type of use enter the quantity of that particular use that currently exists in the Named TOD Area. For example, consider an example in which a light rail station is being built. That Named TOD Area might currently hold 14 single family homes, five commercial enterprises, two restaurants and a warehouse. The project and light rail construction together might remove five homes, one commercial business and the warehouse while adding a multi-family rental project with 92 units, two new commercial businesses on the ground floor, and one arts-related enterprise.

B. Describe the SIZE of the uses listed above, using the most reasonable unit of measure.

TOD Area			
Type of Use	Size of Existing Uses	Size of Uses to be Removed	Size of Uses to be Added
Residential	2 Acres	2 Acres	2 Acres
Commercial	40000 Square feet	11000 Square feet	14000 Square feet
Retail	Select	Select	Select
Restaurant	15000 Square feet	15000 Square feet	Select
Office	Select	Select	Select
Government/ Civic	Select	Select	Select
Arts/Cultural	Select	Select	5000 Square feet
Entertainment	Select	Select	Select
Open / Public Space	Select	Select	Select
Size of other uses (list below):			
Warehouse	30000 Square feet existing	30000 Square feet removed	Select added
	Select existing	Select removed	Select added

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. (2,000 characters)

2. Describe how the requested funds will be used. Consult the list of eligible uses on page 8 to inform your response. (1,050 characters)
3. 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. Each of the seven qualities has a separate space for your response, limited to 400 characters. See the earlier reference on page 17 to exceptions and exemptions regarding FAR.
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, and living-wage jobs. Do not use ranges – if in doubt, use the minimum. Enter the number of construction jobs separately and consider only construction jobs created within 24 months of the date of award. For non-construction jobs, consider only jobs created within 36 months of the date of award. Do NOT consider retained jobs.



Type	# FT	# PT	Living wage
Construction jobs by 12/31/2014			
Select by 12/31/2015			

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. For example, if the Project will add multi-family rental, indicate how many buildings will be constructed and the number of units at each affordability level. If no multi-family units will be added by the Project, leave all of the numbers at zero.

d. Indicate the total number of new or rehabilitated housing units planned for the Project, by type.

	# Bldgs	Units @ 30% AMI	Units @ 50% AMI	Units @ 60% AMI	Units @ Market rate
Multi-family rental	0	0	0	0	0
Multi-family ownership	0	0	0	0	0
Townhomes or row houses	0	0	0	0	0
Single family	0	0	0	0	0
Senior	0	0	0	0	0
Assisted living	0	0	0	0	0
Memory care	0	0	0	0	0

e. If affordable housing units are planned for the proposed project, indicate how the applicant will keep the units affordable (195 characters).

- This is the companion question for the land use question from Section III. Whereas the previous question asked about changes in planned uses for the entire TOD Area over the planned time horizon, this question is more specific. Complete an identical grid, but limit the changes to those generated specifically by your proposed TOD project that will commence by December 31, 2015.
- Question 7 is for Council use only. Projects without housing are held harmless during ranking by taking into account the city's 2011 Housing Performance Score. In this section, Livable Communities staff will annotate those numbers so all reviewers understand the housing component.
- Describe the walkability of the route from the TOD Project site to the station or stop. What is the walking distance, in feet, blocks or miles? Use the drop-down to select your unit of measure. Are there significant impediments to walking from the TOD project site to the station or bus stop? If so, what are they, and how will they be mitigated? Is the full walking route lit at night? Is the walking route handicapped accessible? Is there a grade differential? For each of the sections, answer 'yes' or 'no;' explain the plan to mitigate the difficulty if the answer is 'yes' (260 characters per item).
- 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)
- 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.



11. 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).
12. LCDA and TBRA funds are not intended to serve as gap financing. Use the available 1,500 characters to explain why LCA TOD funds are essential to the Project commencing by December 31, 2015. Explain what it would mean to the Project – in terms of its design, timelines, size, viability, or other elements – if LCA TOD funding is not awarded in this round.
13. Will the TOD Project serve to attract further investment in or immediately adjacent to the Named TOD Area? Explain **specifically** how it will do so. (1,500 characters)
14. 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 of up to 5% of the LCDA TOD funds awarded for site acquisition.

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 by December 31, 2014.
3. Will all of the parcels for which funding is requested be acquired by December 31, 2014? (Yes/No)
4. Program parameters allow for the reimbursement of land acquired after August 13, 2011 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 (90 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 8).

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>).

Section VII – Pre-Development

Complete this section only if you are requesting LCDA Pre-Development funds.

1. First, explain where the pre-development process currently stands. Have any studies, planning, or visioning activities already taken place? If so, describe the activity (180 characters each) and list the outputs of that activity (100 characters each).
2. Question two is split into two parts. **Complete only one part.** The question addresses whether a specific future project has been identified.
 - If a specific future development project has **not** been identified, click in the “No” box and answer the first part of the question. Indicate the type of grant-funded activities you are requesting (75 characters each) and the value you expect to derive from each activity (250 characters each).
 - If a specific future development project **has** been identified, click in the “Yes” box and answer the second part of the question.
 - a. Describe the project (500 characters). Note: if you are requesting Pre-Development funds along with other TOD funds, you will already have described the overall project earlier in this application. Make sure the two project descriptions match, but use this one to explain the pre-development portion of the project.
 - b. Indicate when the future development project will commence. Note this is *not* the pre-development project, but the future **development** project.
 - c. Describe the grant-funded activities you are requesting (75 characters each) and the value of each to the project (240 characters each).
 - d. Consider the future development project, and in 300 characters or less for each address the potential of the future development project to do the following:
 1. Reduce reliance on private automobile use.
 2. Produce affordable housing and assist the city in meeting its affordable and lifecycle housing goals.
 3. Creating jobs.
 4. Being a demonstration of TOD design.
 5. Produce meaningful public involvement.
 6. Secure the necessary financing.

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. 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	LCDCA Pre-Development TOD	TBRA Site Investigation TOD	TBRA Cleanup TOD	LCDCA 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; LCDCA: 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).

4. **The Property Tax** worksheet compares the current and estimated property taxes for the TOD Project site.

Property Taxes		TOD Project Name:			Enter Project Name Here		
Item	PIN <small>one PIN per line, show all PINs</small>	Current taxable market value	Current Property class type	Current Property class rate	Projected taxable market value <small>(combine as appropriate to the Project)</small>	Projected property class rate <small>(combine as appropriate to the Project)</small>	Projected property class type <small>(combine as appropriate to the Project)</small>
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

- a. In the first column, enter the property identification number (PIN). List only one PIN per row. Note that in some or all other columns, you may combine the parcels as pertinent to the TOD Project, but each PIN must be listed separately in column B.
- b. In column C, enter the current taxable market value for the PIN.
- c. In columns D and E, enter the **current** property class type and rate. As reference, see:
http://taxes.state.mn.us/property_tax_administrators/documents/other_supporting_content_class%20rates%2010-11.pdf
- d. In column F, enter the projected taxable market value.
- e. In columns G and H, enter the **projected** property class type and rate.

Section 3: Evaluation process for TOD grants

Livable Communities staff will review submittals to ensure all required elements have been received. Incomplete applications may be disqualified.

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

1. 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 within 36 months of the date of award 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.**
2. 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 45 or more points of the possible 75 points from the Ranking Criteria. Step Two of the LCDA Development and TBRA Cleanup grant applications will also include review by the Livable Communities Advisory Committee (LCAC).

Step One Evaluation Criteria for Development Grants: 75 possible points	
Applications must score 45 or more points to advance to the Step Two evaluation process. A staff evaluation team will review and score eligible proposals using the Step One evaluation criteria and guidelines:	
	Points
Transit access/design/ridership impacts:	0-20
<ul style="list-style-type: none"> The degree to which the TOD Area provides the opportunity for residents and/or employees in that TOD Area to live or work there without reliance on an automobile, for meeting daily needs through the use of transit or walking, for reducing automobile ownership, vehicular traffic, and associated parking requirements that would otherwise be necessary to support a similar level of more traditional development. Proposal's ability to provide ridership impact 	
Housing:	0-20
<ul style="list-style-type: none"> The proposal's ability to produce affordable housing City has adopted affordability requirements for housing assisted with City funds or other fiscal devices applicable in the TOD Area 	
Jobs:	0-15
<ul style="list-style-type: none"> Proposal's ability to create or preserve employment opportunities within 24 months (for construction jobs) and/or 48 months (for permanent jobs) City has hiring and procurement goals and /or processes that advance and promote the employment of local workers and/or disadvantaged businesses 	
TOD Design:	0-15
<ul style="list-style-type: none"> Degree to which the City has formalized TOD guidelines Proximity/high visibility from Platform/Station area (higher points for proposals with a transit-oriented development and activities within walking distance to platform and with high visibility) Intensity of future use of the site 	
Leverage/Partnerships:	0-5
<ul style="list-style-type: none"> Partnership has been established with an existing funding commitment to advance the proposal and leverage other resources 	
TOTAL	75

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

Step Two of the evaluation process will be conducted by members of the Livable Communities Advisory Committee (LCAC). The LCAC includes members representing areas of expertise to provide the range of skills and experience necessary for evaluating the complex LCA TOD applications. For the purposes of LCA TOD applications, in contrast to the regular LCDA program, Step Two scores will be added to Step One scores for the overall ranking totals on which funding recommendations will be determined.

Step Two Evaluation Criteria for Development Grants – 55 possible points	
The LCAC will score proposals according to the evaluation and selection criteria in Step Two.	
TOD Model/Demonstration Value	
<ul style="list-style-type: none"> Proposal’s demonstration value and potential to provide area-wide benefits. Degree to which the proposal’s development plan demonstrates TOD design features as listed under the threshold criteria <p>Consideration will be given to how well the proposal addresses the four criteria categories from the Step 1 process: Transit access/design/ridership impact, Housing, Jobs, and TOD Design.</p>	0-20
Catalyst	
<ul style="list-style-type: none"> Proposal’s ability to be catalytic to attracting private sector investment 	0-10
Readiness	
<ul style="list-style-type: none"> Readiness and anticipated timeframe of development (higher points for proposals further to the right on predevelopment continuum and development projects closest to “shovel ready/ground breaking” stage) 	0-15
Housing Performance Score	
<ul style="list-style-type: none"> 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. 	0-10
Total	55
Applications must score 80 or more points of the total 130 available points from Step 1 and Step 2 combined to be considered for funding.	

Ranking Criteria for Pre-Development Proposals:

Proposals seeking funding for site-investigation, pre-development activities, should apply in the Pre-Development grant category. The evaluation process for Pre-Development or site investigation only proposals will be conducted by the staff evaluation team using a One Step process only. The same ranking criteria categories, from Step 1, used for the Development proposals, will be used for the Pre-Development proposals, with the addition of the TOD Model and Readiness criteria from Step 2. The difference in the review process will be that Pre-Development proposals will be scored on the degree to which the proposed activities will enhance the potential for a **future** development or redevelopment project to exemplify the goals of the LCA TOD program.

Evaluation Criteria for Pre-Development Grants: 100 possible points	
Applications must score 60 or more points (60% of the available points) to be considering for a funding award. A staff evaluation team will review and score eligible proposals using the following evaluation criteria and guidelines:	
Applications will be evaluated on the degree to which the proposed activities will enhance the potential for a future development or redevelopment project to:	Points
Transit access/design/ridership impacts:	
<ul style="list-style-type: none"> 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. provide ridership impact 	0-15
Housing:	
<ul style="list-style-type: none"> to produce affordable housing assist the city in meeting its affordable and life-cycle housing goals 	0-15
Jobs:	
<ul style="list-style-type: none"> create or preserve employment opportunities 	0-15
TOD Design:	
<ul style="list-style-type: none"> demonstrate TOD design features Intensify future use of the site 	0-15
Leverage/Partnerships:	
<ul style="list-style-type: none"> The potential for meaningful and appropriate public involvement in carrying out the activities funded by an LCDA Pre-Development grant. Financial commitment for the pre-development activities Political commitment for the future development or redevelopment project 	0-10
TOD Model/Demonstration Value	
<ul style="list-style-type: none"> The ability of the proposed pre-development activities to evolve into a future development or redevelopment project that could be a model of TOD, highlighting TOD design features. 	0-10
Readiness	
<ul style="list-style-type: none"> The extent to which the proposed project is ready and able to use a LCA TOD grant, if awarded, within the 24-month grant term. (Higher points will be given for proposals further to the right on predevelopment continuum. 	0-10
Housing Performance Score: After the completion of the 60 point competitive scoring process, the Housing Performance Score will be applied to those applications that met the 60 point scoring threshold.	
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.	0-10
TOTAL	100

Section 4: Awards

Funding recommendations will go to the Council's Community Development Committee (CDC) in December 2012. Awards are expected to be considered by the full Council in January 2013.

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 by **4:00 PM on August 13, 2012** (see the exception regarding TBRA RAP documentation in Appendix 2, under 'Conditional Attachments.' 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 20 hard copies, which must be printed in duplex (*i.e.*, on both sides) on **8½ 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. Unless requested by Livable Communities staff, no supplemental information will be accepted after the application deadline of August 13, 2012.

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.

The Project site boundaries AND the TOD Area boundaries must both be clearly marked.

- 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).
4. For applications requesting TBRA TOD funding, the Response Action Plan (RAP) documentation may be submitted on a CD rather than as an email attachment, to accommodate potentially large file sizes. The RAP documentation may be submitted up to 30 days after the application due date, if the MPCA approval is already in process at the time of the TBRA TOD application.

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. Make sure your elevations match your other images.
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?”

http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/convert_266012.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.bottransit.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](#), Lakeville
[Glacier Way Station](#), Lakeville
[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

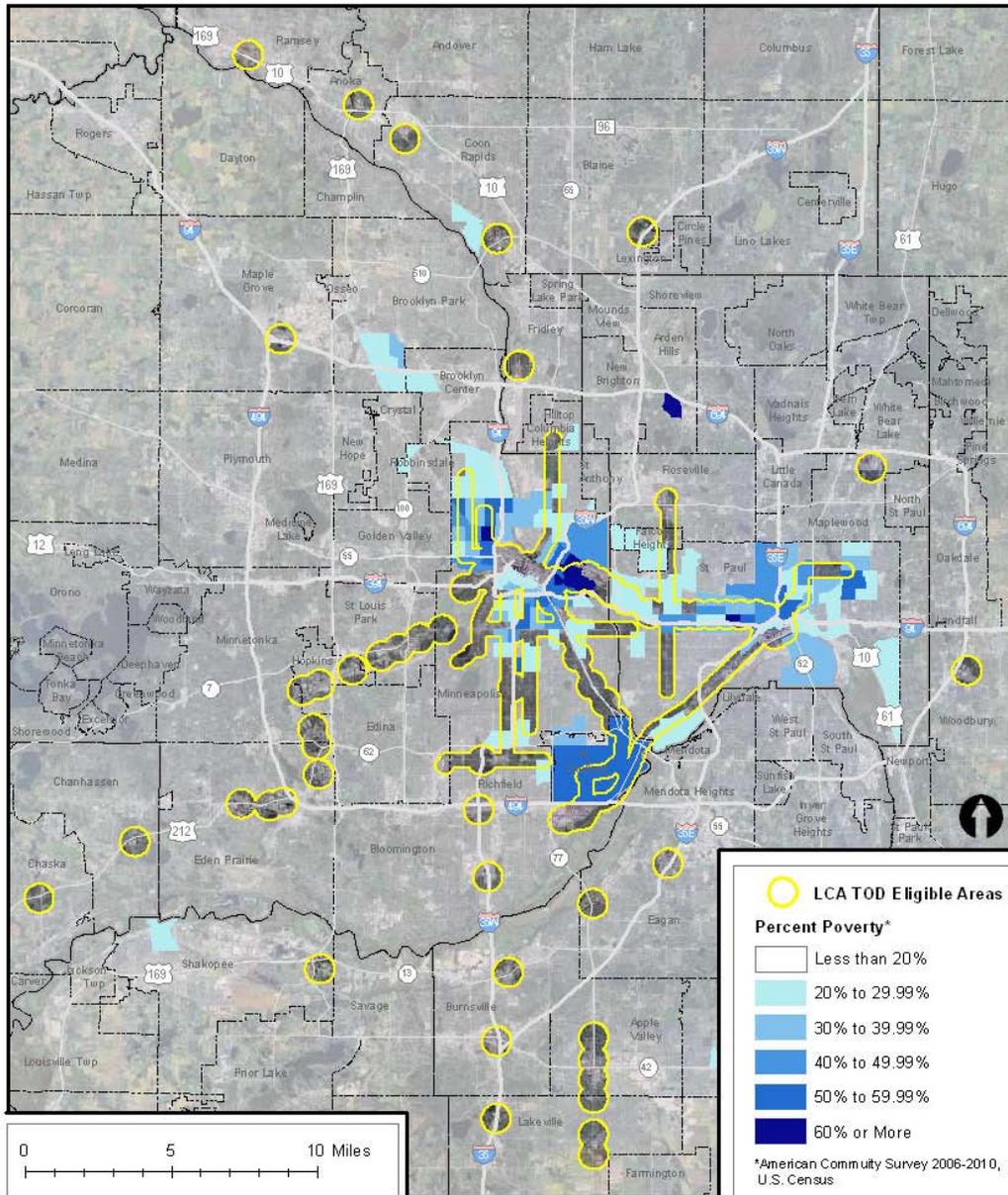
Areas within 1/2 mile of High-Frequency Express Bus

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. Funding requests for both TBRA and LCDA grant funds listed in the same application will be counted as separate applications for purposes of the limit of numbers of applications.)

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