

LIVABLE COMMUNITIES PROJECT CONCEPT PLAN 2014 USER GUIDE

FOR LCDA AND LCA-TOD GRANTS



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Introduction

A two-phased application process will be used for evaluating Livable Communities Demonstration Account (LCDA) and Livable Communities Transit Oriented Development (LCA-TOD) proposals. The first phase requires the submittal of a Project Concept Plan (PCP). Metropolitan Council (Council) staff will evaluate the PCP and work with the applicant to determine if the Project appears to be one suited to LCDA or LCA-TOD funding.

For a second year, the Council is offering optional design workshops for LCA-TOD PCPs. During these workshops, independent industry professionals will review the proposals and offer their advice regarding the Project's TOD design qualities. These workshops are free, and LCA-TOD applicants are encouraged to take advantage of the opportunity. However, participation in the workshops and/or incorporation of the resulting recommendations does not guarantee LCA-TOD funding.

More information on last year's design workshop can be found online:

<http://www.metrocouncil.org/News-Events/Planning/Newsletters/Council-sponsors-design-workshops-to-improve-TOD-i.aspx>

As you complete your PCP, please note that most sections are specific to one or more Livable Communities funding accounts. The requirements for TBRA-TOD Cleanup, for example, are very different from the requirements for LCDA Development. Pay attention to the section and the guidance in the PCP form and in this user guide.

Section 1: General Information about LCDA and LCA-TOD Grants

Purpose

LCDA

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

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

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

The LCDA legislative objectives are supported by the *2030 Regional Developed Framework* (Framework) policies. LCDA funding will support development projects that demonstrate innovative and new ways of meeting Framework goals, which include:

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

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

In *Developed Communities*, the emphasis of LCDA goals will be consistent with Regional Framework direction on maintaining and improving infrastructure, buildings and land to provide development that integrate and intensify land uses. Projects awarded grants in *Developing Communities* will be focused on accommodating growth by means of connected development patterns for new development, supporting activity centers along corridors that encourage the development of communities where shopping, jobs and a variety of housing choices co-exist by design.

LCA-TOD

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

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

Definition of terms

- The *Development Project* is the development or redevelopment project that provides the deliverables upon which the grant application is scored. Note that in most cases, the Grant-Funded Activities do not comprise the Project. Applicants must confirm that the Development Project:
 - will be located on specific, identified parcel(s)
 - has identified development uses (housing units, retail, office, institutional, etc.)
 - includes a developer or development team that will lead the project
 - is within a LCA TOD-eligible area (LCA TOD Development only)
 - will commence construction within 36 months of the grant award
- The *Grant-Funded Activities* are components of the Project described in the application.
- *Developed Communities* are cities where more than 85% of the land is developed, infrastructure is well established and efforts must go toward keeping it in good repair.
- *Developing Communities* are cities where the most substantial amount of new growth – about 60 percent of new households and 40 percent of new jobs – will occur.
- *Affordable Housing* is ownership or rental housing affordable to households earning 60% or less of Area Median Income (AMI).
- *Transit-Oriented Development (TOD)* is high density, mixed-use development adjacent to transit stations using pedestrian-friendly design standards.

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

- A *TOD-eligible Area* is:
 - A DEED-designated Transit Improvement Area (TIA) or TIA-eligible station area located along transitways operational by 2020 (Hiawatha LRT, Northstar Commuter Rail, Central Corridor LRT, Southwest LRT, I-35W BRT, and Cedar Avenue BRT). TIAs are special tracts of land designated by the Minnesota Department of Employment and Economic Development (DEED) 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. Fifty-seven TIAs have been designated.
 - Areas within ½-mile of planned stations along the A-Line, an arterial bus rapid transitway that is expected to open in 2015.
 - The area within a linear zone one-quarter mile either side the length of high frequency local bus lines, which are defined as having bus service running at least every 15 minutes between 6:00 AM and 7:00 PM on weekdays and 9:00 AM to 6:00 PM on Saturdays; and/or
 - Areas within a one-half mile radius of bus stops/stations on high-frequency express bus routes where significant passenger infrastructure is in place. High frequency bus routes are those running a minimum of six trips during at least one hour of the morning peak hours between 6:00 AM and 9:00 AM and every ten minutes during the morning peak hours.
- *Floor-area Ratio (FAR)* is a density metric used to measure the coverage or massing of a building on a given site. For example, a three-story building that covers the entire site and a six-story building that covers half the site both have a FAR of 3.0. The ratio is calculated by dividing the total finished square footage of structures by the total square footage of land included in the development project.
- *Dwelling Units per Acre (DUPA)* is density metric used to measure the intensity of use of a site. Generally, projects with a higher DUPA metric are more transit-supportive, as they allow more people to live closer to transit stations, effectively increasing the overall demand for transit service.
- *Placemaking* elements are those functional improvements that serve to create an identity, a focal point of, or gateway to the development *and* that attract other investment – these may include lighting, seating, sidewalks, paths, and furnishings and equipment for parks, plazas and other public areas provided they are an integral part of and contribute to the placemaking component of the project. . Placemaking activities should promote walkability and the use of transit, set the stage for interaction among users of the site, enhance or reinforce the urban qualities of the site and surrounding neighborhood.

Eligible applicants

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

Project requirements

All of the following are required to comprise an eligible LCDA Development or LCA-TOD grant Project:

- The project must meet the criteria for *Development Projects*, as defined in the “definition of terms” section of this guide.
- The Project must involve new development, redevelopment or infill development addressing the program goals. Projects involving rehabilitation are eligible if they have other components that address one or more of the program goals.
- The Project must be located within a Council-identified developed area, developing area or a rural growth center (urbanized area). Regional park land is ineligible in all respects.
- For LCDA Development, TBRA-TOD Cleanup, and LCDA-TOD Development, the Project must include one or more development components that will commence within the 36-month grant term.

- The Project must be consistent or will be made consistent with the local comprehensive plan that has been reviewed by the Council and be consistent with any area, neighborhood, corridor or other local plan adopted by the municipality in which the project is located.
 - For LCA-TOD projects, applicants must confirm, as part of the threshold criteria, that the project will be in compliance with an adopted station area plan or small area plan that demonstrates TOD design features, within one year of completion of preliminary engineering for the station's transit line.
- If housing is planned, the Project must help achieve one or more of the affordable and lifecycle housing goals adopted by the applicant city (or the city in which the project is located if the applicant is a county or county development authority) under the Local Housing Incentives program of the Livable Communities Act.

Award limits

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

LCDA-TOD. There are no limits on the dollar request per application, but each city can be awarded no more than \$2,000,000. The 40% cap from LCDA does not apply to LCDA-TOD, but no more than half of the available funding can be awarded to a single city in any TOD funding cycle.

TBRA-TOD. \$1,000,000 per application.

Match requirements

There are no match requirements for LCDA Development grants, LCDA-TOD Development grants, or TBRA-TOD Cleanup grants.

Grant terms

2014 grant terms for LCDA Development, LCDA-TOD Development and TBRA-TOD Cleanup will be three years in length, starting on the date of the grant award, with the possibility of an administratively-approved two-year extension with the submission of adequate proof of progress. TBRA-TOD Site Investigation grant terms are one year in length and may not be amended.

Section 2: Completing the Development Grant Project Concept Plan

PCPs are available online at the address below and are due on **May 1st, 2014 by 5 p.m.** LCA staff will work with applicants to assist them in submitting only applications that are viable for consideration.

Application process

- **No LCDA Development, LCDA-TOD Development, or TBRA-TOD Cleanup grant application will be accepted without a prior PCP submittal.**
- Download the PCP from <http://metro council.org/Communities/Services/Livable-Communities-Grants/WebGrantsInfo.aspx?>
 - Contact Linda Milashius at (651) 602-1541 or linda.milashius@metc.state.mn.us for questions regarding application interpretation or submittal for the LCDA grant program
 - For LCA-TOD grants, contact Adam Maleitzke at (651) 602-1633 or at adam.maleitzke@metc.state.mn.us.
- **PCPs are due by 5:00 p.m. on May 1st, 2014.**

Section 3: Application guidance

Getting Started

1. Use the Council's online Make-a-Map application to ensure that at least a portion of the TOD Project is located within an eligible area. The Make-a-Map application is available at:

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

For instructions on using Make-a-Map, refer to Appendix 5

2. The Council has developed a new management system for grant application, evaluation, and payment requests. The new system, called WebGrants, is entirely online and will cover nearly all phases of grants management across every Council grant program.
3. Begin the application process by visiting the WebGrants page online:
<http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/WebGrantsInfo.aspx?>

The LCDA Development and LCA-TOD Development/Cleanup applications will be prepared in WebGrants. For the PCP, a Word document has been prepared that uses Microsoft's "form fields" feature. To access the PCP, **visit the WebGrants link above and download the Word document.**

4. 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 PCP and all required attachments are due by 5:00 PM on May 1st, 2014.**
5. Council staff will review the electronic submittal for eligibility and will advise applicants of the results of that review by June 2, 2014
6. Full applications, for both the LCDA and LCDA-TOD programs will be due on June 30th.

Application guidance

Question 1: Basic Project information

Please use a descriptive Project name. If the Project name is likely to be used elsewhere (e.g., “Urban Village,” “Downtown Redevelopment”) please add sufficient descriptors to tie it to your specific Project (e.g., “Your City Downtown Redevelopment”).

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

The application must be made in the name of a single eligible entity. The Council will not accept joint applications. The named entity must be willing to administer the grant if one is awarded. Applications made on behalf of multiple jurisdictions must be accompanied by a resolution of support from each jurisdiction.

Question 2: Describe the current phase of the Project

Enter only information about the **current phase of the Project.**

In 500 characters or less, describe the Project in concrete terms, such as “Redevelopment of _____ into _____,” or “Development of ___ square feet of mixed-use affordable housing and retail...” Don’t explain why the City needs the Project – describe what the Project will build.

Question 3: Funding categories and Grant-Funded Activities

Use this section to define your request. You must select **either** LCDA Development (through the regular program) **or** LCA-TOD (LCDA-TOD Development or TBRA-TOD Cleanup). Note that LCDA-TOD Pre-Development is being handled through a separate process and does not use a PCP submittal. Once you have selected the top-level funding category, select the funding items and succinctly explain them in the space provided. If you are requesting LCA-TOD funds, your application may include a request for funds from LCDA-TOD Development or LCA-TOD Cleanup.

Question 4: Related development

This is the only place in the PCP that may refer to past, future or adjacent development that is related to the current request.

Question 5: LCDA Regular Program and LCA-TOD Proposals

Innovation

Use this to explain any innovative elements in the Project, including its design, financing, infrastructure, partnerships, uses, etc. If none, leave this blank.

Demonstration

What can the region learn from this Project? What portions or elements of the Project could be replicated in other regional settings? If none, leave this blank.

Catalyst

LCDA and LCA-TOD funds are not intended to be used for simple gap funding. Use this question to explain how the funds will serve as a catalyst to move the project forward to the commencement of hard construction during the 36-month grant term.

How would the Project change if LCA funds are not awarded?

Use this question to explain what elements of the Project would not be able to proceed or would be diminished without LCDA funds.

Describe the grant-funded activities, explaining how they serve as a placemaking component or connecting element for the Project.

Use this space to summarize the placemaking or connecting elements. Do not re-state the items already elucidated in question four; instead, describe how the elements fit together to elevate the Project.

Describe how the proposed Project will address LCA regional goals and the statutory requirements.

The Livable Communities Act is available online at <https://www.revisor.mn.gov/statutes/?id=473.25>. The purposes of the LCA include but are not limited to:

- (1) helping to change long-term market incentives that adversely impact creation and preservation of living-wage jobs in the fully developed area;
- (2) creating incentives for developing communities to include a full range of housing opportunities;
- (3) creating incentives to preserve and rehabilitate affordable housing in the fully developed area; and
- (4) creating incentives for all communities to implement compact and efficient development.

The council shall establish guidelines for the livable community demonstration account for projects that the council would consider funding with either grants or loans. The guidelines must provide that the projects will:

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

Use this question to explain how your Project addresses those statutory goals.

Housing

If housing is included with the Development project, list the total number of housing units proposed, the total number of units that will be affordable at 30%, 50%, and 60% of Area Median Income (AMI), and provide a breakout of the number of bedrooms per unit.

This completes the questions required for an LCDA regular program PCP. You must also complete the provided Sources and Uses spreadsheet to help evaluators understand the status of Project funding and budget. The Excel file may be downloaded from <http://metro council.org/Communities/Services/Livable-Communities-Grants/WebGrantsInfo.aspx?>

Question 6: LCA-TOD proposals only

First, complete all of question five, referring to the user guidance above.

6-A: *Named TOD-Eligible Area*

Use Appendix 3 to provide the formal title of the TOD-eligible Area.

Indicate whether the Project's TOD-eligible area is governed by an adopted station area plan.

6-B: *Expected outcomes and density metrics*

1. Enter the size of the project site for **the current phase**, in acres. This field is formatted as a number and will not accept text or a range.
2. Indicate whether the Project is a single-use or mixed-use site. If it is mixed-use, explain the types of land use and their size in square feet. For Projects with residential components, include the square footage of residential proposed in the project. There is no need for fine detail, such as the number of bedrooms.
3. Floor-area Ratio (FAR): Calculate the FAR for the Project, as outlined in the "definition of terms" section of this guide.
4. Number of dwelling units, if the Project includes residential uses.

6-C: *TOD design elements*

In previous funding cycles, many projects were funded because they proposed to demonstrate innovative approaches that maximize the positive outcomes of transit-oriented development. Previously-funded projects have demonstrated, for example:

- o ways to maximize density through smaller unit types;
- o innovative stormwater design for small, urban sites;
- o the ability to closely integrate road and pedestrian infrastructure through "woonerfs;"
- o or have included amenities that make it easier for residents to live without a car (bike storage, car-sharing services, unbundled parking, etc.),

If you have questions about the potential for your project to demonstrate TOD design features, contact Adam Maleitzke at (651) 602-1633 or adam.maleitzke@metc.state.mn.us.

Design Objectives for Project and Walkable Station Areas

On the Council's LCA TOD page, you will find excerpts from the Council's 2006 TOD Guide as a reference, which includes:

- recommended targets for residential and commercial density and strategies for orienting buildings to primary streets;
- locating parking behind buildings or in an above-ground ramp or underground garage; and

- maximizing pedestrian connections to the station, and other important design guidelines to consider for your Project.

You will also find resources that address the topic of walkable, pedestrian-friendly station areas.

The resources can be found by following this link:

<http://www.metrocouncil.org/Communities/Services/Livable-Communities-Grants/Transit-Oriented-Development.aspx>

Environmental Design

Council staff will evaluate projects based on their ability to increase perviousness, reduce stormwater runoff, incorporate green building design practices, utilize stormwater management devices, and protect and provide access to natural resources, including parks and trails. More detail on each of these Council objectives is provided below:

- **Increased perviousness:** Impervious surfaces (rooftops, sidewalks, surface parking, etc.) all contribute to site runoff. A reduction in site coverage by impervious surfaces can result in a reduction in both the total stormwater runoff volume and pollutant loading in the runoff leaving a site. The LCA program actively supports an increase in site perviousness by at least 15% over existing or former site coverage.
- **Reduced runoff:** It is a program goal to ensure one or more hydraulic runoff reduction functions is designed into each redevelopment project to reduce site runoff with the intent of replicating the pre-settlement hydrology. Runoff flows can be reduced by utilizing any number of different methods and technologies – utilization of permeable pavement, green roof construction, routing runoff into rainwater gardens or native planting bio-infiltration areas, construction of underground detention/infiltration structures, rainwater storage for site irrigation/reuse, or other ‘low impact development’ techniques.
- **Green building design:** The Council recommends utilizing any one or more of a number of available ‘green building design’ programs. No preference will be given to the use of any particular standard or certification process, but the Council supports projects that are environmentally responsible and resource-efficient through their orientation and siting, selection of materials, method of construction, use of energy efficient heating and cooling systems, sustainable maintenance practices, and demolition.
- **Stormwater performance:** The Council recommends that each proposed project apply one or more stormwater best management practices to effectively reduce stormwater runoff volume and improve runoff water quality. These practices could include the following: bioretention cells, use of (deep rooted) native grasses, trees and vegetation, grassed swales, infiltration basins or trenches, permeable pavement, rain barrels and cisterns, sand and organic filters, soil amendments, tree box filters, green roofs, and subsurface detention or infiltration structures.

NOTE: Each *stormwater* component that will be incorporated into the proposed project must be identified in the narrative **and** located on a project site plan.

- **Natural resources:** List any natural areas (i.e., woods, wetlands) that will be disturbed by the project and list whether the project will have access within a 15-minute walk to regional parks and trails..

TBRA-TOD specific

For projects seeking TBRA-TOD funds, please answer these questions to determine eligibility.

Do you wish to submit your project for review by the design workshop panel?

In May 2014, the Council will sponsor complimentary TOD design workshops, where independent professionals from the fields of architecture, development, landscape architecture, and planning will evaluate PCPs submitted to the LCA TOD program. The workshops are optional, but applicants are strongly encouraged to submit PCPs for review by the design team. The goal is to discuss ways to make projects more transit-supportive before full applications submitted to the Council on July 1st. While incorporating recommendations from the design panel does not guarantee that a proposal will be successful in LCA TOD, the workshops offer applicants an opportunity to benefit from the insights and ideas of the region's top TOD professionals.

For projects participating in the design workshops, a hard copy of a 40-scale aerial image with superimposed site plan is required. See Appendix 1 for a full list of required attachments.

More information on last year's workshops is available online:

<http://www.metrocouncil.org/News-Events/Planning/Newsletters/Council-sponsors-design-workshops-to-improve-TOD-i.aspx>

Image from 2013 Design Workshops:



Appendix 1: List of Attachments to the PCP

The following required attachments must be submitted with the PCP in electronic format (Attachments must be submitted in PDF format and Sources and Uses file in Excel[®] format).

1. **LCDA:** Maps and plans. Present all other electronic files in PDF, named as shown below:
 - a. LCDA: Aerial Map and Site Map, with Project site boundaries clearly marked in each, generated by the Council's Make-A-Map application. Name these files "Aerial – [Project Name]" and "Site Map – [Project Name]." See Appendix 5 for instructions on how to use Make-a-Map.
 - b. A land use map, with existing and planned Project parcels clearly marked. Name the PDF file "Land Use – [Project Name]." See Appendix 5 for instructions on how to use Make-a-Map.
2. The Uses Excel file. Name the Excel file "Uses – [Project Name]."
3. **LCA-TOD – all of the above and:**
 - a. A Walking Route Map that is generated by the Council's Make-A-Map application, named "Walking Route – [Project Name]." See Appendix 5 for instructions on how to use Make-a-Map.
 - b. For projects that will be submitted to the design workshop panel:
 - i. A 40-scale (engineering scale, 1"=40'-0") aerial map with superimposed Development Project site plan. This plan should include a scale bar, north arrow, the project boundary, and a title bar that specifies the project name, applicant/city, and development team. The plan should be no larger than ARCH-E size (36" x 48"). If your plan will not fit within ARCH-E size paper at 40-scale, please contact Adam Maleitzke to discuss alternatives.

DELIVER A HARD COPY TO THE COUNCIL BY 4pm on Thursday, May 1st

Other allowed attachments that may be submitted with the PCP (upload to WebGrants):

1. Up to five one-page images of your choice – site plans, elevations, sections, perspectives, or other drawings that will explain the intent of the Project, compressed to reasonable sizes. Please use the naming convention established above.
2. The applicant's financial analysis for the Project, if one has been completed. Please use the naming convention established above.

Please note that submittal of site plans, elevations or other project images indicates your agreement that the Council may use the images on its website or in printed materials in support of the Livable Communities program.

Appendix 2: Eligible Uses

LCDA Development

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

Basic and placemaking public infrastructure includes:

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

Eligible site assembly activities include:

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

Ineligible uses – LCDA Development

- county road improvements;
- parking structures without a shared public component;
- surface parking, trees, sod, and landscape plantings;
- site assembly for lands to be used for transit infrastructure or capital investments, e.g., transit stations, station platforms, and park-and-ride facilities;
- building construction, rehabilitation and “affordability gap” and “value gap” financing;
- pollution cleanup;
- relocation costs; and
- licenses, permits, fees, planning and administrative costs.
- Site acquisition, in the following cases:
 - Other than described above, costs associated with reimbursement or refinancing for land acquisition or site control that are incurred by the applicant, any current or future grant subrecipient or other project partner before the date of an LCDA-TOD Development grant award by the Council are not eligible. This includes costs to gain site control or to acquire project sites where site control has been established or where formal steps have been taken to acquire the property (such as a purchase agreement). LCDA-TOD Development grant funds may not be used to refinance or supplant other sources of funding available to acquire or gain site control of the project property.
 - Except as described above, site acquisition costs are not eligible for transactions between or among partnerships or other legal entities for project sites where any grantee, current or future subrecipient or other project partner has any ownership or site control interest in a property currently or prior to the grant award.

Eligible Uses – LCDA-TOD

The same eligible and ineligible uses as stated above for LCDA, with no changes, are also eligible for LCDA-TOD.

Eligible Uses – TBRA-TOD Cleanup

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

Ineligible Uses – TBRA-TOD Cleanup

Ineligible expenditures include:

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

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

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

Appendix 3: LCA TOD-eligible Areas

For a complete list of LCA-TOD-Eligible Areas in 2014, see the Council's Map Gallery:

<http://giswebsite.metc.state.mn.us/gallery/Default.aspx>

For "Select Map by Category", choose "LCA TOD"

Appendix 4: Submittal instructions

- Prepare one complete electronic copy of the application and all attachments using WebGrants. For LCA-TOD projects that will be submitted to the design workshop panel, a hard copy of the required site plan described in Appendix 1, Part 3-B must be delivered to the Council by the deadline below:

Applications and all attachments must be submitted by 5pm on Thursday, May 1st

- For assistance with questions regarding application interpretation or assistance, contact:

Linda Milashius, LCDA Questions
(651) 602-1541
linda.milashius@metc.state.mn.us

Adam Maleitzke, LCA TOD Questions
(651) 602-1633
adam.maleitzke@metc.state.mn.us

Appendix 5: Using Make-a-Map

Livable Communities is excited to announce the release of an updated Make-a-Map tool, which has been customized for LCA Grants. To access Make-a-Map, follow this link:

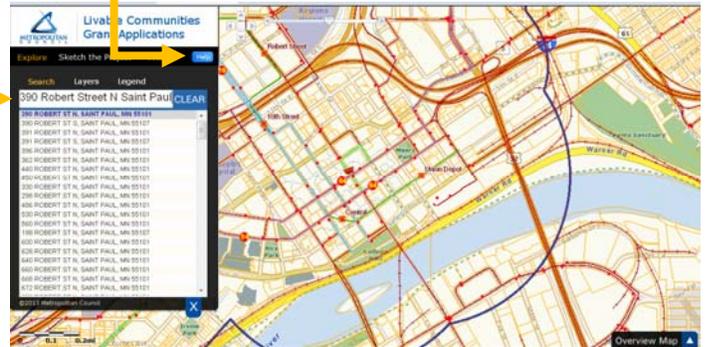
<http://giswebsite.metc.state.mn.us/publicmaps/lca>

How Create the Required Maps for LCDA and LCA-TOD

NOTE: the Make-a-Map application cannot be used to create the required 40-scale site plan for LCA-TOD design workshops.

For more detailed instructions, click the blue “help” button

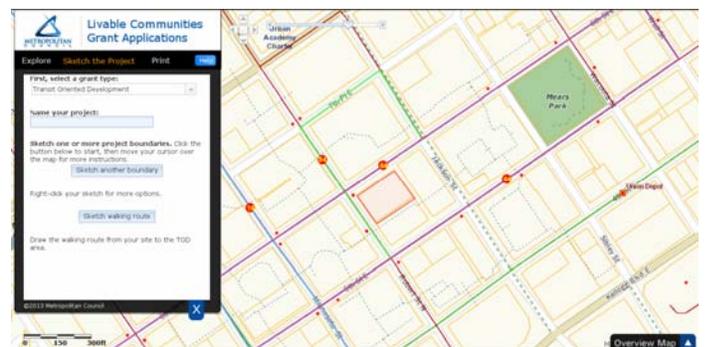
- 1) Enter an address or landmark in the search bar to navigate to your project area.



- 2) Click “Sketch the Project” and select the appropriate grant category, either Livable Communities Demonstration Account or Transit Oriented Development. Provide a name for your project.



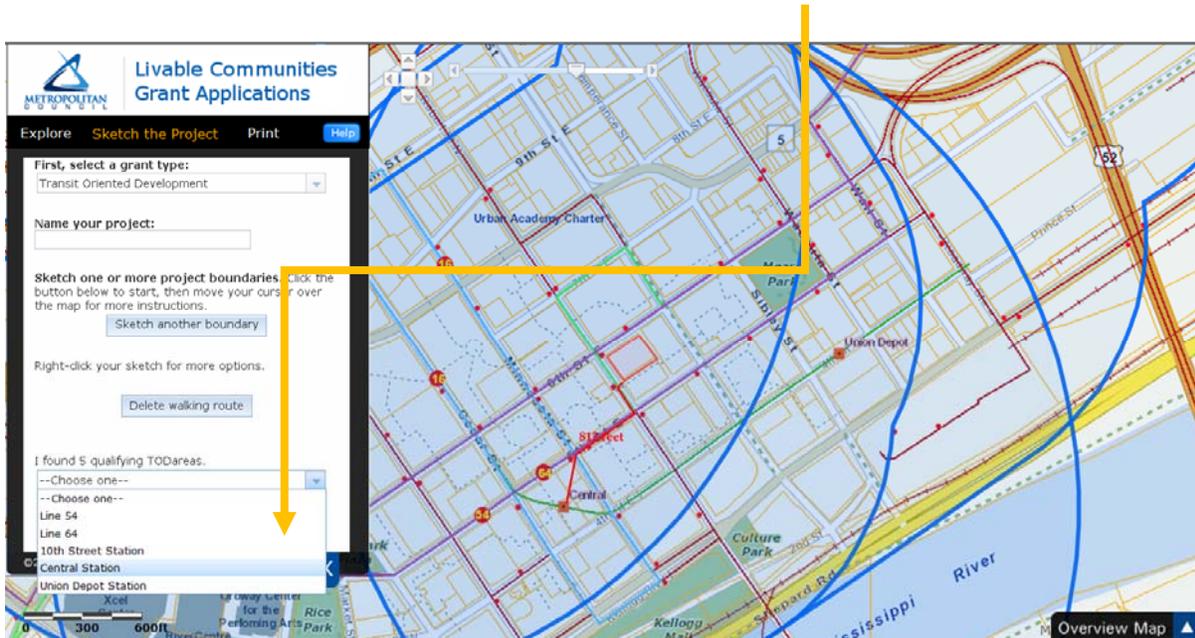
- 3) You may use the zoom and pan buttons to navigate to your project site. Click “Sketch a Boundary” and, using the crosshair as a guide, draw the project boundary. A gray polygon with a red outline will begin to appear. Once you have finished outlining the boundary, double click to close the polygon. If there are multiple, non-contiguous parcels that are part of your Project, you have the option of sketching another boundary. For LCDA projects, skip to Step 5. For LCA-TOD projects, proceed to Step 4.



- 4) (LCA-TOD projects only). Click “Sketch walking route” and draw the most direct walking route between the project site and the TOD station. Only draw the walking route along publically-

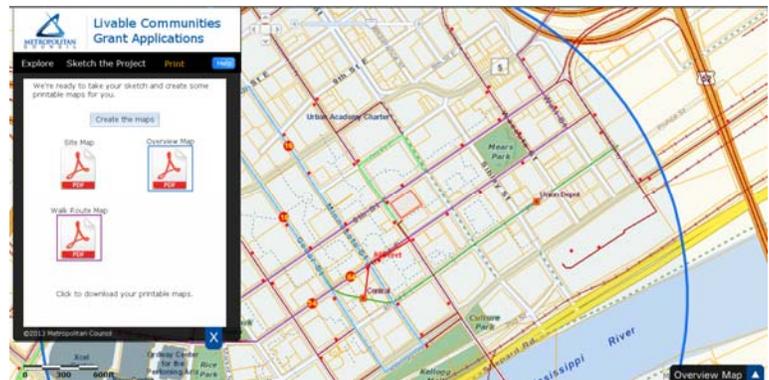
accessible (privately or publically-owned) paths, plazas, or other pedestrian areas. Do not draw the route across parking lots.

Double click to terminate the walking route. A linear distance is automatically calculated, and depending on the number of stations available within ½-mile of the project, several station areas may appear. Click the drop-down menu and select the Named TOD-Eligible Station for your project.



- 5) Select “Print” and “Create the maps”. The system will generate two maps for LCDA and three maps for LCA-TOD. Please be patient – depending on your connection, it can take up to one minute to generate the maps.

Click each PDF to download them separately. Rename the files according to the naming conventions described in Appendix 1.



If you have any questions about using Make-a-Map, consult the Make-a-Map help section or contact LCA staff.



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