

2011

# LCDA Full Application Guide



## Development Grants

# Table of Contents

<b>Section 1:</b>	<b>General Information about LCDA Grants</b> .....	<b>1</b>
	Purpose .....	1
	Definition of terms .....	2
	Eligible applicants.....	2
	Project requirements .....	2
	Eligible uses .....	3
	Ineligible uses .....	4
	Award limits .....	4
	Match requirements.....	4
	Grant terms.....	4
<b>Section 2</b>	<b>Completing the Development Application</b> .....	<b>5</b>
	Application process.....	5
	Number of applications for Development and Pre-Development grants.....	6
	Application guidance.....	6
<b>Section 3:</b>	<b>Evaluation process for Development grants</b> .....	<b>10</b>
<b>Section 4:</b>	<b>Awards</b> .....	<b>13</b>
<b>Section 5:</b>	<b>Appendices</b> .....	<b>14</b>
	Appendix 1: List of Attachments to the Grant Application .....	14
	Appendix 2: Submittal instructions.....	15
<b>Index</b>	.....	<b>16</b>

# Livable Communities Demonstration Account (LCDA)

## Section 1: General Information about LCDA Grants

### Purpose

LCDA funding helps applicants implement 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 and policy goals 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.<sup>1</sup>

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. Framework goals include:

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

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

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

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 award 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.

## Definition of terms

- The *Project* is the development or redevelopment work that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region.
- 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 Improvement Areas (TIA)* 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 that have been 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. A full list of the TIAs is available online at [http://www.positivelyminnesota.com/Newsroom/Press\\_Releases/October-December\\_2010/Nov.\\_17\\_-\\_DEED\\_Names\\_Transit\\_Improvement\\_Areas.aspx](http://www.positivelyminnesota.com/Newsroom/Press_Releases/October-December_2010/Nov._17_-_DEED_Names_Transit_Improvement_Areas.aspx).

## Eligible applicants

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

## Project requirements

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

- The Project must involve new development, redevelopment or infill development addressing the program goals. Projects involving rehabilitation are eligible if they have other components that address one or more of the program goals.
- The Project must be located within a Council-identified developed area, developing area or a rural growth center (urbanized area). Regional park land is ineligible.
- The Project must include one or more development components that will commence within the 36-month grant term.
- The Project must be consistent or will be made consistent with the local comprehensive plan that has been reviewed by the Council and be consistent with any area, neighborhood, corridor or other local plan adopted by the municipality in which the project is located.
- If housing is planned, the Project must help achieve one or more of the affordable and lifecycle housing goals adopted by the applicant city (or the city in which the project is located if the applicant is a county or county development authority) under the Local Housing Incentives program of the Livable Communities Act.

### **Eligible uses**

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

Basic and placemaking public infrastructure includes:

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

investment, including lighting, seating, sidewalks, paths and furnishings and equipment for parks, plazas and other public areas;

- design and engineering for the above items; and
- project coordination.

Eligible site assembly activities include:

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

### **Ineligible uses**

- county road improvements;
- parking structures without a shared public component;
- surface parking, trees, sod, and landscape plantings;
- site assembly for lands to be used for transit infrastructure or capital investments, e.g., transit stations, station platforms, and park-and-ride facilities;
- building construction, rehabilitation and “affordability gap” and “value gap” financing;
- pollution cleanup;
- relocation costs; and
- licenses, permits, fees, planning and administrative costs.

### **Award limits**

Council-established guidelines state that up to 40% of the total funds available in a grant cycle is available to projects located in Minneapolis and/or Saint Paul. The Council reserves the right to consider awarding more than 40% under certain conditions. There are no award limits for individual Development grants. In the past two years, awards have averaged \$559,000.

### **Match requirements**

There are no match requirements for LCDA Development grants.

### **Grant terms**

2011 LCDA Development grant terms will be three years in length, with the possibility of an administratively-approved two-year extension with the submission of adequate proof of progress.

## Section 2 Completing the Development Application

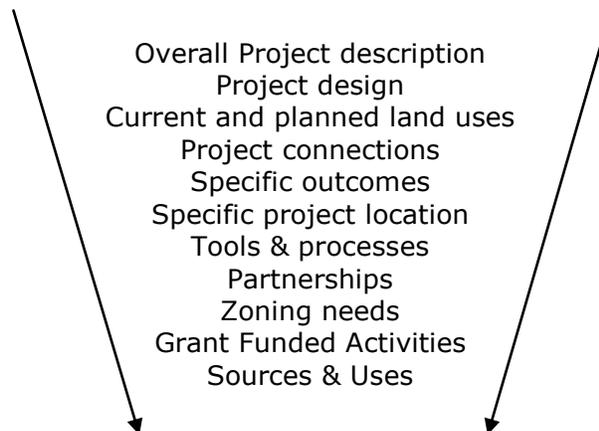


A pre-application is required for all 2011 LCDA Development applications. **Pre-applications are due by May 20, 2011.** Download a copy of the pre-application from the Council website at <http://www.metrocouncil.org/services/livcomm.htm>.

This application is designed to focus on a specific development or redevelopment Project that exemplifies LCDA goals.

When filling out the grant application, is it important to distinguish between the Project and its constituent Grant-Funded Activities. The Project is the development or redevelopment work that through its design and execution will deliver benefits such as housing, connections, and/or jobs to the region. The activities for which grant funds are requested, referred to as "Grant-Funded Activities," are conducted in support of the overall Project and must be completed during the grant term.

The application is designed to elicit information by moving from general questions to the more specific. Application sections are:



### Application process

- *No LCDA Development Grant application will be accepted without a prior Pre-Application submittal. **Pre-Applications are due on May 20, 2011.***
- Download the full Development Grant Application from [http://www.metrocouncil.org/grants/lcda/DevAppFinal\\_2003.doc](http://www.metrocouncil.org/grants/lcda/DevAppFinal_2003.doc). Instructions for completing the application follow. Any questions should be directed to Paul Burns at 651-602-1106 or [paul.burns@metc.state.mn.us](mailto:paul.burns@metc.state.mn.us). **Full applications are due by 4:00 PM on July 15, 2011.**
- Go to <http://gis.metc.state.mn.us/lca/> to create the required maps. See Appendix 1 for a complete list. Contact [Len.Kne@metc.state.mn.us](mailto:Len.Kne@metc.state.mn.us) for assistance with map creation.
- Each application requires a resolution of support from the City in which the Project is located. Two sample resolutions are included as a part of the application form: one for applicants submitting only one LCDA grant application in 2011 (including Pre-Development Project grant applications

and Development grant applications), and another for applicants submitting multiple applications, which requires the applicant to rank the applications according to the applicant's internal priority.

## Number of applications for Development and Pre-Development grants

No more than six total applications, for Development and Pre-Development grants combined, may be submitted for projects in a single city in any application cycle. The limit of six applications includes those submitted by all entities within the city (i.e., the city, economic development authority, port authority, or other) and projects submitted by counties on behalf of cities. Applicants submitting more than one application per cycle (year) must prioritize them according to the applicant's internal priorities, prior to submittal.

## Application guidance

The 2011 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 is defined and the length of information is limited. The fields will expand to the pre-defined character limit. For help, click in the field provided and check the "status bar" at the very bottom of your screen. *Do not leave any questions blank.*



### Questions 1-4: Basic Project information

Please use a descriptive Project name (175 characters).

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

### Question 5: Describe the Project

Most of the questions in this section have a limit of 500 characters or less. Note that unless otherwise instructed, your answers should pertain **only** to the Project that will begin development/redevelopment work within the 36-month grant term.

- A. Provide a brief, high-level overview of the Project (see *definition* on page 2) – 340 characters.
- B. Provide a very brief description of the Grant-Funded Activities (see *definition* on page 2) and how they will serve as a catalyst for the Project (340 characters).
- C. Describe how the Project will address LCDA goals (340 characters), which are:

- interrelate development or redevelopment and transit;
  - interrelate affordable housing and employment growth areas;
  - intensify land use that leads to more compact development or redevelopment;
  - involve development or redeveloping that mixes incomes of residents in housing, including introducing or reintroducing higher value housing in lower income areas to achieve a mix of housing opportunities; and/or
  - encourage public infrastructure investments which connect urban neighborhoods and suburban communities, attract private sector development investment in commercial and residential properties adjacent to the public improvement, and provide project area residents with expanded opportunities for private sector employment.
- D. Describe future phases of the Project, if any. Note this is one of only two places in the application where you may incorporate information about future phases (340 characters).
- E. Describe adjacent or prior development **only** if it is directly related to the Project. Include items here if this is a phased development and part it is already completed (340 characters).
- F. Describe ways in which the Project itself will be innovative and of demonstration value. Examples include: Will the Project utilize an innovative collaboration? Is it sited in a unique way? Use this section to call attention to these elements (510 characters).

*Question 6: Project Design*

Use the eight parts in this section to more specifically describe the Project design.

*Question 7: Current and planned land uses within the Project footprint*

- A. Explain how the design of the Project will use land more efficiently or increases the density of the site (285 characters).
- B. List the number and type of existing and planned uses for the Project. This question addresses the changes in planned land use by asking for the current land uses and their space requirements (in either square feet or acreage, as appropriate), the space requirements for the uses that will be retained, and the number of new uses and their space requirements. There are several categories available; enter "0" where they do not apply. If none of the categories adequately describe the existing or planned uses, enter the use type(s) under "other." Note: Do not use ranges (i.e., instead of "25,000-30,000" select the numeral that best describes the response).
- C. Describe how these uses will maximize the potential of the site (1,055 characters).

*Question 8: Describe the Project connections*

Parts A through D gather information about connections to Transit, while Parts E-H seek information about other kinds of connections. Where there are checkboxes, select all that apply. All questions allow 300 characters or less.

*Question 9: What specific outcomes will this Project deliver to the region?*

The Project outcomes are a major basis upon which the applications are evaluated. These provide the comparative basis for scoring.

- A. Jobs – There are 10 lines to describe the types of jobs that will be created as a result of successful Project completion. For each line, click on the “Select” box and choose the job type that best describes a job type, then enter the number of full time job for that type, part time jobs, and living wage jobs.
- B. Natural Resources – Check all the boxes that apply to benefits that will derive from the Project. A 118-character comment space is provided for each.
- C. Housing – this question has multiple parts:
  - 1. Enter the current and planned housing density per acre.
  - 2. Describe the current housing mix by selecting the housing type, then entering the quantity, the rent level (i.e., market rate or affordable) and, if affordable, the percentage of the Area Median Income (AMI). Note: the Council considers housing affordable if it is affordable to households earning 60% or less of AMI.
  - 3. Section three asks for detail of the planned housing types (i.e., multifamily rental, multifamily ownership, senior housing, etc.). For each housing type that is included in the Project plan, click in the large checkbox at the left of the line item. Then enter the number of market rate units for that type of housing, the number of affordable units and the corresponding percentage of AMI, and, where applicable, the number of buildings and the number of stories.
  - 4. Describe the affordability mechanisms that will be employed (150 characters).
  - 5. If the Project will provide homeownership to first-time homebuyers or housing for the homeless, or if it will preserve existing affordable housing, click in the appropriate checkboxes.
  - 6. Describe the sustainability of the construction methods. Two comment spaces of 190 characters each are provided.
  - 7. Describe how the Project will support the applicant’s Housing Action Plan, as it was submitted to the Council (230 characters).

*Question 10: Specific Project location*

- A. Council staff will use the specific project information in this section to derive much of the information that, in the past, applicants were required to provide. This will include information regarding proximity to transit, current jobs, current property taxes, etc. To be able to get at this detail, it is imperative that the applicant provide the current property identification numbers (PIN) for all parcels included in the Project site. If there are only a few PINs, please enter them in question 10-A. If there are many PINs, the applicant may supply a separate list as an attachment if that is more time-effective.
- B. If the Project site is located within an area plan, neighborhood plan, or other similar plan adopted by the city, enter the name of the plan (150 characters), its type (150 characters), and how the Project implements the plan (250 characters).
- C. If the Project site is located within a Planned Unit Development, enter the name of the plan (150 characters) and its type (150 characters).
- D. Describe the status of site control (i.e., full control, under contract, under purchase agreement, or other) by clicking on the drop down box and providing an explanation as needed (250 characters).
- E. Describe the status of the site plan (i.e., final, approval pending, or incomplete) by clicking on the drop down box and providing an explanation as needed (250 characters).
- F. If the developer is purchasing the site from the applicant, is the site being sold at fair market value?

*Question 11: Tools and Processes*

This section details the public involvement to date and how it has shaped the Project. Parts A-E allow 200 character responses; F and G allow 100 characters per section.

*Question 12: Partnerships*

List the developer's name, the architects and engineers, if they have been selected, and identify other partners and their nature.

*Question 13: Describe the nature of the Project and its zoning needs*

Is the Project one of redevelopment, infill development, or new development? Describe any demolition, reconstruction and zoning needs.

*Question 14: LCDA Award*

- A. Explain specifically how LCDA funds are essential for the Project to commence development or redevelopment by 12/31/2014.
- B. Will LCDA funds be used as a loan? **Note:** If any recipient or subrecipient will be accepting the LCDA funds as a loan, be advised that the funds must be used as a true, repayable loan to meet Internal Revenue Service regulations.

- C. List all of the previous Livable Communities awards that were related to this Project in current or prior phases. Include Tax Base Revitalization Account, Local Housing Incentives Account, Land Acquisition for Affordable New Development, and Livable Communities Demonstration Account awards.

*Question 15: Sources and Uses*

- A. Review the potential funding sources listed in Part B and indicate if any of these sources was available for funding. If they were available but were not used, briefly explain why.
- B. Explain if and how Tax Increment Financing (TIF) will be used for the Project.
- C. New for 2011, the Sources and Uses section of the application is in a separate file that leverages the calculating abilities of Microsoft® Excel 2007. The spreadsheet will automatically calculate totals to ensure that the figures add properly.

The file is split into two worksheets: one for the funding sources for the Project, and the other for the planned uses.

**Sources:** in the Excel file, enter the Total Development Cost and the Project name in the two yellow areas in the Sources worksheet. Below, list every funding source, using the drop down to describe the status of the funds, then entering the amount and the expected commitment date.

**Uses.** The uses worksheet has two sections: the top section details the items that the requested LCDA funding will support; the bottom section lists funding sources for the entire Project.

In the top section, list each requested item to be funded in whole or in part by LCDA funds. Click on the drop down in the Uses column and select the eligible use, then provide a very brief description of the use in the Description field. Enter the portion of the funding requested from LCDA, from other public funding sources, and from private funding sources.

Each of the requested Grant-Funded Activities will be automatically mirrored in the Project Uses section. To these, add the remainder of the project uses and their respective sources.

### **Section 3: Evaluation process for Development grants**

LCDA applications are evaluated in a two-step process. Applications must score 30 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:

<b>Step One Evaluation Criteria for Development Grants: 60 possible points</b>	
<b>Applications must score 30 or more points to advance to the Step Two evaluation process.</b> A staff evaluation team will review and score eligible proposals using the Step One evaluation criteria and guidelines:	
<b>Land use criteria</b>	<b>Possible Points</b>
How well the project will use land efficiently and will achieve:	
Development that intensifies land use and increases density to a level that maximizes the potential of the location.	8
Developed land linked to the local and regional transportation systems. Applications will receive a score from <b>one</b> of the three following categories, based on the location of the Project within:	
<ul style="list-style-type: none"> <li>A TIA designated by DEED<sup>3</sup> (i.e., 53 station areas along the Northstar commuter rail line, Hiawatha LRT, Central Corridor LRT, Southwest Corridor LRT, Cedar Avenue BRT or the I35W BRT); <b>or</b></li> </ul>	5 <b>or</b>
<ul style="list-style-type: none"> <li>One half mile radius of a park-and-ride facility on an express commuter bus or express bus route or within a one-quarter mile radius of a fixed stop on a high-frequency bus route; <b>or</b></li> </ul>	3 <b>or</b>
<ul style="list-style-type: none"> <li>One-half mile radius of a stop on future arterial BRT corridors, stations under study along the Bottineau, Rush Line or Red Rock transitways; or potential stations along future transitways where no mode or stations have been identified.</li> </ul>	1
Development that is designed in relationship to the regional transit system by providing optimal convenience for pedestrian access to transit.	5
Connections between housing and centers of employment, education, retail, and recreation uses.	8
A developed range of housing densities, types and costs.	8
Development that is sensitive to the environment and that conserves, protects and enhances natural resources.	8
<b>Tools and Processes</b>	
The extent to which the application includes tools and processes to ensure successful outcomes, as appropriate to the project, including pertinent and effective regulatory tools; partnerships among government, private for-profit and nonprofit sectors; community participation; local vision and leadership.	8
<b>Housing Performance Score</b>	
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 affordable housing is located within the project site/area, the proposal will be held harmless by assigning the higher of the community's actual score or the average score for this section from all proposals.	10

<sup>3</sup> See [http://www.positivelyminnesota.com/Newsroom/Press\\_Releases/October-December\\_2010/Nov\\_17\\_-\\_DEED\\_Names\\_Transit\\_Improvement\\_Areas.aspx](http://www.positivelyminnesota.com/Newsroom/Press_Releases/October-December_2010/Nov_17_-_DEED_Names_Transit_Improvement_Areas.aspx)

The Livable Communities Advisory Committee (LCAC) conducts Step Two of the evaluation process and makes funding recommendations to the Council.

The committee includes members representing six areas of expertise to provide the range of skills and experience necessary for evaluating the complex development and redevelopment projects for which LCDA funding is requested. Areas of expertise (for which there are two members each) are: local government (planning, economic or community development); development finance (one member in private finance, one in public finance); development (one member in new development, one in redevelopment); transportation, environment; and site design. The LCAC chair, not representing a specific area of expertise, is the 13th member.

The LCAC will score proposals according to the evaluation and selection criteria in Step Two.

To be considered for funding, proposals must score 30 or more points of a **possible 50 points in the Step Two evaluation**, or be supported by a majority of the advisory committee members voting.

<b>Step Two Evaluation Criteria for Development Grants – 50 possible points</b>	
The LCAC will score proposals according to the evaluation and selection criteria in Step Two. To be considered for funding, proposals must score 30 or more points of a possible 50 points in the Step Two evaluation or be supported by a majority of the advisory committee members voting.	
<b>Innovation and demonstration</b>	<b>Possible points</b>
<p>The extent to which the project demonstrates for the community and for the region:</p> <ul style="list-style-type: none"> <li>• new development concepts or elements in one or more of the scoring areas covered in the Step One evaluation process;</li> <li>• other innovation; or</li> <li>• serves as a model of LCDA goals.</li> </ul>	30
<b>How LCDA funding is a catalyst for the project</b>	
The extent to which LCDA funding will be a catalyst to implement the project of which it is a part.	10
<b>Readiness assessment</b>	
<p>The extent to which the proposed project is ready and able to use an LCDA grant, if awarded, within the 36-month grant term. The readiness assessment includes:</p> <ul style="list-style-type: none"> <li>• the status of implementation tools – e.g., zoning codes and other official controls, design standards, or development standards;</li> <li>• the status of funding commitments to ensure construction starts for funded element(s) or further progress within a year from the date of the grant award December 2011, and other indicators of readiness; and</li> <li>• whether grant funds have been expended for or progress has been made on a prior LCDA development or opportunity grant for the same project or a related project.</li> </ul>	10

#### **Section 4: Awards**

The LCAC will recommend awards to the Council’s Community Development Committee (CDC) in November 2011. Awards are expected to be considered by the full Council in December 2011 or January 2012.

## Section 5: Appendices

### Appendix 1: List of Attachments to the Grant Application

List of **required** attachments to be submitted **with the application** in hard copy **and** electronic format (the application must be submitted in Word and the Sources and Uses file in Excel).

1. Maps and plans (up to 11x17", folded to 8.5x11" and electronic copies in PDF). Go to <http://gis.metc.state.mn.us/lca/> to create the required maps. See Appendix 1 for a complete list. Contact [Len.Kne@metc.state.mn.us](mailto:Len.Kne@metc.state.mn.us) for assistance with map creation. Contact Paul Burns at (651) 602-1106 or [paul.burns@metc.state.mn.us](mailto:paul.burns@metc.state.mn.us) for questions regarding application interpretation or submittal.
  - a. An aerial map, with Project site boundaries clearly marked.
  - b. A land use map, with existing and planned Project parcels clearly marked.
  - c. Two site plans (at ¼ mile and ½ mile radii) showing:
    - 1) adjacent land uses and connections (roads, sidewalks, etc.);
    - 2) location and identification of existing and planned buildings;
    - 3) existing and planned streets;
    - 4) transit stops within or adjacent to the development;
    - 5) sidewalks and trail routes;
    - 6) open and/or public spaces; and
    - 7) proposed phases, if applicable.
2. The Sources and Uses Excel® file.
3. The applicant's financial analysis for the Project, if one has been completed.
4. Local resolution of support from the municipality in which the Project will be located (required wording attached). Note there are two forms of resolution: one for those municipalities submitting a single grant application for a single project, and a second for those municipalities submitting multiple grant applications covering multiple projects.

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

1. Up to five one-page images of your choice – elevation drawings, section drawings, perspective drawings or other that will explain the intent of the Project.
2. A list of all current Property Identification Numbers, if the list is extensive enough to warrant it.

## Appendix 2: Submittal instructions

- Submit one complete electronic copy of the application and all attachments via email to [paul.burns@metc.state.mn.us](mailto:paul.burns@metc.state.mn.us). Appendix 1 to the LCDA Development Application contains the list of required and allowed attachments. Select the sample resolution of support appropriate to the number of applications being submitted.
- Submit the Word and Excel components of the application in their native Word and Excel formats; convert all other attachments to PDF. Note: The Council can accept incoming attachments of up to 20Mb. If the file size becomes too large to email, please split the files among one or more emails. Contact Mr. Burns at (651) 602-1106 for assistance as necessary.
- After the application has been reviewed for completeness and found to be acceptable for submittal, the applicant will be notified to submit 20 hard copies on 8½ x 11" 3-hole punched paper. **Do not attach a cover sheet or bind the copies.**

Submit all copies to:

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

## Index

- adjacent, 1, 7
- affordability gap, 4
- Affordable Housing*, 2
- AMI, 2, 8
- Award limits, 4
- bike racks, 3
- catalyst, 6, 13
- comprehensive plan, 1
- county road, 4
- demolition, 4, 9
- demonstration, 7, 13
- design and engineering, 3, 4
- Developers**, 6
- Eligible uses, 3
- Excel, 10, 15
- Framework, 1, 2
- future, 7, 11
- grading, 4
- grant term, 3, 5, 6, 13
- Grant-Funded Activities*, 2, 5, 6, 10
- housing, 1, 2, 3, 5, 7, 8, 11
- Housing Performance Score, 11
- Innovation, 13
- jobs, 1, 2, 5, 8, 9
- land acquisition, 4
- land use, 1, 2, 5, 7
- Land use criteria, 11
- landscape plantings, 4
- LCAC, 12, 13
- lifecycle housing, 3
- lighting, 3, 4
- loan, 9
- match, 4
- natural resources, 1, 11
- park, 3, 4, 11
- parking, 3, 4
- pedestrian, 3, 11
- permits, 4
- PIN, 9
- placemaking, 3
- planned uses, 7, 10
- pollution cleanup, 4
- Project*, 1, 2, 3, 5, 6, 7, 8, 9, 10, 11
- project coordination, 4
- public areas, 4
- Readiness, 13
- sewer, 3
- sidewalks, 3, 4
- statutory requirements, 1
- stormwater, 3
- street, 3
- telecommunications, 3
- TIA, 11
- TIF, 10
- Tools and Processes**, 9, 11
- trails, 3
- transit infrastructure, 4
- transit shelters, 3
- water lines, 3